

Council Meeting

Agenda

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 22 February 2016 at 7.00pm

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

Peter Tsokas
Chief Executive Officer

COUNCIL AGENDA

OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

ACKNOWLEDGEMENT

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

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

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

CONFLICT OF INTEREST

377

MINUTES

1

Minutes of the Council meeting held on Monday 25
January 2016

Minutes issued separately

DEFERRED / ADJOURNED ITEMS

Nil

PETITION

Nil

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

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

- | | | |
|-----|--|-------|
| 378 | Infrastructure and Sustainability Committee Meeting | 2 – 3 |
|-----|--|-------|

Minutes of the meeting held on Tuesday 9 February 2016

Minutes Attached

- | | | |
|-----|--|-------|
| 379 | Community and Culture Committee Meeting | 4 – 5 |
|-----|--|-------|

Minutes of the meeting held on Wednesday 10 February 2016

Minutes Attached

- | | | |
|-----|--|-------|
| 380 | Development Strategy and Policy Committee Meeting | 6 – 7 |
|-----|--|-------|

Minutes of the meeting held on Monday 15 February 2016

Minutes Attached

REPORTS OF OFFICERS**GENERAL MANAGER COMMUNITY – Ms Megan Berghuis**

Nil reports

GENERAL MANAGER ECONOMIC DEVELOPMENT AND PLANNING – Mr David Litchfield

- | | | |
|-----|--------------------------|--------|
| 381 | Business Parking Permits | 8 – 14 |
|-----|--------------------------|--------|

ITEM NO**PAGE NO****GENERAL MANAGER ASSETS AND
ENVIRONMENT – Mr John Devine**

Nil reports

**OFFICE OF THE CHIEF EXECUTIVE OFFICER
(Peter Tsokas)**

382	Second Quarter Budget Review 2015 – 16	15 – 21
383	Revocation of Council Policies	22 – 26
384	Dog and Cat Board – Call for Nominations	27 – 29
385	Flag Management Policy Review	30 – 33
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QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

388	Questions on Notice – Councillor Rabbitt re Eastern Courier Messenger Article on Annual Business Plan	38 – 39
389	Questions on Notice – Councillor Hudson re Cyclists on Footpaths	40 – 42
390	Questions on Notice – Councillor Palmer re Cost of Community Consultation	43 – 46

QUESTIONS WITHOUT NOTICE**CORRESPONDENCE**

391	Correspondence received from Dog and Cat Management Board	47
392	MAYOR'S REPORT	48
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ITEM NO**PAGE NO****394 REPORT OF MEMBERS**

- Councillor Palmer 50
- Councillor Hughes
- Councillor Schnell

MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

- | | | |
|-----|---|----|
| 395 | Notice of Motion from the Chief Executive Officer re
Rescission Motion for Recommendation 5 Item 82/15 –
City of Unley Library Service Review | 51 |
| 396 | Notice of Motion from Councillor Hewitson re Traffic
King William Road | 52 |

MOTIONS WITHOUT NOTICE**CONFIDENTIAL ITEMS**

- | | | |
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| 397 | Confidentiality Motion for Item 398 – Revocation of
Community Land Classification and Proposed Disposal
of Land – Malvern | 53 – 54 |
| 398 | Revocation of Community Land Classification and
Proposed Disposal of Land – Malvern | 55 – 59 |
| 399 | Confidentiality Motion to Remain in Confidence – Item
398 – Revocation of Community Land Classification
and Proposed Disposal of Land – Malvern | 60 |
| 400 | Confidentiality Motion for Item 401 – Revocation of
Community Land Status – Myrtle Bank | 61 – 62 |
| 401 | Revocation of Community Land Status – Myrtle Bank | 63 – 67 |
| 402 | Confidentiality Motion to Remain in Confidence Item
401 – Revocation of Community Land Status – Myrtle
Bank | 68 |

SUGGESTED ITEMS FOR NEXT AGENDA

Community Centre Data Collection	Findings of the Community Centres data collection exercise
Living Well Plan – First Year Update	Update on the Living Well Plan after 1 year of operation
City of Unley Library Service Review	Report will address the service review recommendations
Goodwood Community Centre Lease	Lease Agreement for Goodwood Community Centre
Unley Oval Proposed Grandstand Upgrades	Results of Consultation
LATM 1	
Millswood Sporting Complex detailed design	
Report on Grey Poles – QWN – Cr Schnell January meeting	
Encroachment Depot Land	Confidential Item

NEXT MEETING

Tuesday, 29 March 2016 – 7.00pm.

CONFIRMATION OF MINUTES

TITLE: CONFIRMATION OF MINUTES FOR COUNCIL
MEETING HELD ON 25 JANUARY 2016

ITEM NUMBER: 377

DATE OF MEETING: 22 FEBRUARY 2016

ATTACHMENTS: NIL

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The minutes of the Council Meeting held on Monday 25 January 2016, as printed and circulated, be taken as read and signed as a correct record.
-

REPORT OF COMMITTEE

TITLE: MINUTES OF INFRASTRUCTURE AND SUSTAINABILITY COMMITTEE (I&SC) MEETING – 9 FEBRUARY 2016

ITEM NUMBER: 378

DATE OF MEETING: 22 FEBRUARY 2016

ATTACHMENTS: 1. I&SC MINUTES – 9 FEBRUARY 2016

1. EXECUTIVE SUMMARY

ENVIRONMENTAL PLANNING OPTIONS

The Infrastructure and Sustainability Committee has sought input as to how the environmental sustainability of Residential Apartment Buildings can be improved.

There is little prospect of the Council imposing their own standards on developers. Instead it is suggested that the Committee investigate the options for introducing industry wide standards. The City of Sydney has recently released an excellent publication which addresses this issue.

2015/16 PROJECT STATUS UPDATE

The Annual Business Plan and Budget provides a suite of Operating and Capital Projects which have been approved for delivery during the 2015/16 financial year.

This report provides a summary of the status of each project in the program.

INFRASTRUCTURE AND SUSTAINABILITY COMMITTEE ACTION RECORDS

Administration provided an update to Members on information and actions arising from previous resolutions of the Infrastructure and Sustainability Committee.

MOTION WITHOUT NOTICE

ENVIRONMENTAL PLANNING OPTIONS – DEVELOPMENT STRATEGY AND POLICY COMMITTEE

The Infrastructure and Sustainability Committee felt that the Development Strategy and Policy Committee should request Council to write to the Minister for Planning and draw his attention to the Residential Apartments Sustainability Plan for the City of Sydney.

2. **RECOMMENDATION**

MOVED:

SECONDED:

That:

1. The minutes of the Infrastructure and Sustainability Committee meeting held on Tuesday, 9 February 2016, be received.
2. The recommendations listed under:

Item 14

Environmental Planning Options

Item 15

2015/16 Project Status Update

Late Item 16

Infrastructure and Sustainability Committee action records

Item 17

Motion without Notice

Environmental Planning Options – Development Strategy and Policy Committee

Inclusive, be adopted.

INFRASTRUCTURE AND SUSTAINABILITY COMMITTEE

MINUTES

**Meeting held
Tuesday, 9 February 2016 at 6.30pm
Civic Centre
181 Unley Road Unley**

PRESENT

Councillor Michael Hewitson – Presiding Member
Councillor Peter Hughes
Councillor Rob Sangster
Mr Rod Hook
Mr Peter Croft

ACKNOWLEDGEMENT

The Presiding Member opened the meeting by welcoming Members and invited the Observers to sit at the table.

OFFICERS PRESENT

Mr J Devine, General Manager Assets & Environment
Mr D Litchfield, General Manager Economic Development & Planning
Ms K Jaensch, Executive Assistant Economic Development & Planning

APOLOGIES

Mayor Lachlan Clyne – ex Officio
Councillor Bob Schnell
Mr Gavin Brennan

OBSERVERS

Councillor Rufus Salaman
Councillor Jennie Boisvert
Councillor Don Palmer

CONFIRMATION OF MINUTES

MOVED: Peter Croft
SECONDED: Councillor Hughes

That the minutes of the meeting of the Infrastructure and Sustainability Committee held on Tuesday, 8 December 2015 as printed and circulated, be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

CONFLICT OF INTEREST

Nil.

DEPUTATIONS

Nil.

PRESENTATIONS

Nil.

LATE ITEM 16

INFRASTRUCTURE AND SUSTAINABILITY COMMITTEE ACTION RECORDS

MOVED: Councillor Hughes

SECONDED: Councillor Sangster

The Committee recommends to Council that:

1. The report be noted.

CARRIED

ITEM 14

ENVIRONMENTAL PLANNING OPTIONS

SUSPENSION OF MEETING PROCEDURES

The Presiding Member advised Members that he thought the Committee would benefit from a suspension of meeting procedures on the above Item for a period of up to 20 minutes, to allow for open discussion on this Item.
This was agreed with a two thirds majority.

Meeting procedures were suspended at 6.55pm.

FURTHER SUSPENSION OF MEETING PROCEDURES

The meeting procedures were suspended for a further 10 minutes at 7.15pm.
This was agreed with a two thirds majority.

FURTHER SUSPENSION OF MEETING PROCEDURES

The meeting procedures were suspended for a further 10 minutes at 7.25pm.
This was agreed with a two thirds majority.

Meeting procedures resumed at 7.35pm.

Item 14
Environmental Planning Options - Continued

MOVED: Councillor Hughes
SECONDED: Councillor Sangster

The Committee recommends to Council that:

1. The report be received.

CARRIED

ITEM 17
MOTION WITHOUT NOTICE
ENVIRONMENTAL PLANNING OPTIONS – DEVELOPMENT STRATEGY AND
POLICY COMMITTEE

MOVED: Rod Hook
SECONDED: Councillor Hughes

The Committee recommends to Council that:

1. The matter be referred to the Development Strategy and Policy Committee with our suggestion that the Council should write to the Minister for Planning;
 - 1.1. To draw his attention to the attached report, namely the Residential Apartments Sustainability Plan for the City of Sydney, asking him to refer the report to his department for review and to determine policies relevant for the development plan across Local Government areas throughout Adelaide.
 - 1.2. The Minister also be advised that the City of Unley is cooperating with the Government and other Councils to implement the Minister's development plan policies. We have a vision in Unley for development to be sustainable but we understand our Council cannot proceed independently on this matter. However, we believe there are measures in this report that are relevant for Adelaide and should be applied across our City.

CARRIED UNANIMOUSLY

ITEM 15
2015/16 PROJECT STATUS UPDATE

SUSPENSION OF MEETING PROCEDURES

The Presiding Member advised Members that he thought the Committee would benefit from a suspension of meeting procedures on the above Item for a period of up to 10minutes, to allow for open discussion on this Item.

This was agreed with a two thirds majority.

Meeting procedures were suspended at 7.41pm.

Meeting procedures resumed at 7.51pm.

MOVED: Councillor Hughes

SECONDED: Councillor Sangster

The Committee recommends to Council that:

1. The report be received.

CARRIED

LATE ITEM 16
INFRASTRUCTURE AND SUSTAINABILITY COMMITTEE ACTION RECORDS

See page 2 of these Minutes.

CLOSURE

The Presiding Member closed the meeting at 8.10pm.

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PRESIDING MEMBER

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REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF COMMUNITY AND CULTURE COMMITTEE MEETING – 10 FEBRUARY 2016
ITEM NUMBER:	379
DATE OF MEETING:	22 FEBRUARY 2016
ATTACHMENTS:	1. COMMUNITY & CULTURE COMMITTEE MINUTES 10/2/2016

1. EXECUTIVE SUMMARY

PRESENTATION BY THE CULTURAL DEVELOPMENT OFFICER

Mr Matthew Ives, Council's Cultural Development Officer, presented on the outcome of the Local Government Association of SA Cultural Indicators Project and provided examples of the Framework for use by councils to measure the impact of creative and cultural activity in their LGA areas. Assessment of the data is the next phase.

2016 SALA AWARD

The report outlined a proposal for a one-off cash State-wide award of \$2,000 to older artists to celebrate the 10th anniversary of the City of Unley's involvement with SALA and to promote the wider work of Council's Active Ageing Strategy.

Recommendation 2 was amended to reflect that the Award is aimed at artists 60 years and over.

COMMUNITY CENTRES DIRECTION PAPER UPDATE

This report provided an update on the progress of the Direction Paper and a summary of work undertaken on key recommendations. The Committee commented on the quality of the report and on the number and variety of programs offered by the Centres.

The practicality of centralising Centre processes was acknowledged, as well as the need for each Centre to retain its respective unique character and culture.

LIVING ACTIVE UPDATE

This Item provided an update on the progress of Living Active, the City of Unley Sport and Recreation Plan 2015-2020. Ideas for proposed future activities for 2016/17 budget planning included:

- Pursuits that can be undertaken in liaison with Aged Care facilities
- Development of croquet areas
- Ensuring footpaths and walkways are safe for walking

2. **RECOMMENDATION**

MOVED:

SECONDED:

That:

1. The minutes of the Community and Culture Committee meeting held on Wednesday 10 February 2016, be received.
2. The recommendations listed under:

Item 12
2016 SALA Award

Item 13
Community Centre Directions Paper

Item 14
Living Active Update

inclusive, be adopted.

COMMUNITY AND CULTURE COMMITTEE MEETING

Meeting held on Wednesday, 10 February 2016, at 6.30pm
Unley Council Chambers, 181 Unley Road, Unley

MEMBERS PRESENT:

Councillor Peter Hughes (Presiding Member)
Councillor Michael Rabbitt
Mrs Elizabeth Bleby
Mr John Hill

OFFICERS PRESENT:

Ms Mandy Smith, Manager Community Development
Mr Matthew Ives, Cultural Development Coordinator
Ms Rebecca Cox, Team Leader Community Centres
Mr John Wilkinson, Sport and Recreation Planner
Ms Pam Hocking, Executive Assistant Community

OBSERVERS:

Councillor Don Palmer

REPORT TO COUNCIL: 22/2/2016

ACKNOWLEDGEMENT:

The Presiding Member opened the meeting at 7pm with the Acknowledgement and welcomed Members and members of the Gallery to the meeting.

APOLOGIES:

Councillor Robert Schnell
Councillor Michael Hudson
Rev Dr Lynn Arnold

CONFIRMATION OF MINUTES:

MOVED: Cr Michael Rabbitt

SECONDED: Mr John Hill

That the minutes of the meeting of the Community and Culture Committee held on Wednesday 11 November 2015, as printed and circulated, be taken as read and signed as a correct record.

CARRIED

CONFLICT OF INTEREST

Mr John Hill advised that in relation to Item 12, he serves as a non-executive member on the ACH Board and the SALA Festival. The Presiding Member advised that he did not believe this was a conflict of interest.

DEPUTATIONS / PRESENTATIONS:

Mr Matthew Ives, Cultural Development Coordinator, presented on the current status of the Local Government Association of SA Cultural Indicators Project, coordinated by the Cities of Unley, Norwood Payneham & St Peters, Marion, Holdfast Bay and the Barossa Regional Council, together with Arts SA (Attachment 1).

REPORTS OF OFFICERS:

****ITEM 12: 2016 SALA AWARD**

Mr Matthew Ives, Cultural Development Officer, spoke to the item and was available to answer questions.

SUSPENSION OF MEETING PROCEDURES

The Presiding Member advised the Committee that he thought the meeting would benefit from a suspension of meeting procedures for 15 minutes to allow for open discussion.

This was agreed with a two-thirds majority.

Meeting procedures were suspended at 7pm.

Meeting procedures were reinstated at 7.07pm.

MOVED: Cr Michael Rabbitt

SECONDED: Mr John Hill

That it be recommended to Council that:

1. The report be received.
2. The City of Unley Older Artist Award for artists aged 60 years and over be endorsed for the 2016 SALA Festival.

****ITEM 12: 2016 SALA AWARD (contd.)**

3. A judging panel comprising four members be endorsed.

Mayor Lachlan Clyne
Cr Peter Hughes
Matthew Ives, Cultural Development Coordinator
Independent Artist

CARRIED

ITEM 13: COMMUNITY CENTRE DIRECTIONS PAPER

Ms Rebecca Cox, Team Leader Community Centres, spoke to the item and was available to answer questions.

SUSPENSION OF MEETING PROCEDURES

The Presiding Member advised the Committee that he thought the meeting would benefit from a suspension of meeting procedures for 20 minutes to allow for open discussion.

This was agreed with a two-thirds majority.

Meeting procedures were suspended at 7.13pm.

Meeting procedures were reinstated at 7.27pm.

MOVED: Mrs Elizabeth Bleby

SECONDED: Mr John Hill

That it be recommended to Council that:

1. The report be received.

CARRIED

ITEM 14: LIVING ACTIVE UPDATE

Mr John Wilkinson, Sport and Recreation Planner, spoke to the item and was available to answer questions.

SUSPENSION OF MEETING PROCEDURES

The Presiding Member advised the Committee that he thought the meeting would benefit from a suspension of meeting procedures for 30 minutes to allow for open discussion.

This was agreed with a two-thirds majority.

Meeting procedures were suspended at 7.37pm.

Meeting procedures were reinstated at 7.48pm.

ITEM 14: LIVING ACTIVE UPDATE (contd.)

MOVED: Mr John Hill

SECONDED: Mrs Elizabeth Bleby

That it be recommended to Council that:

1. The report be received.

CARRIED

NEXT MEETINGS:

Wednesday, 4 May 2016

Wednesday, 10 August 2016

Wednesday, 16 November 2016

The Presiding Member advised that an invitation will be extended to the Committee's Independent Members to attend an Elected Member briefing on 21 March regarding the Goodwood Library Redevelopment Project is forthcoming.

CLOSE OF MEETING

The Presiding Member closed the meeting at 7.50pm.

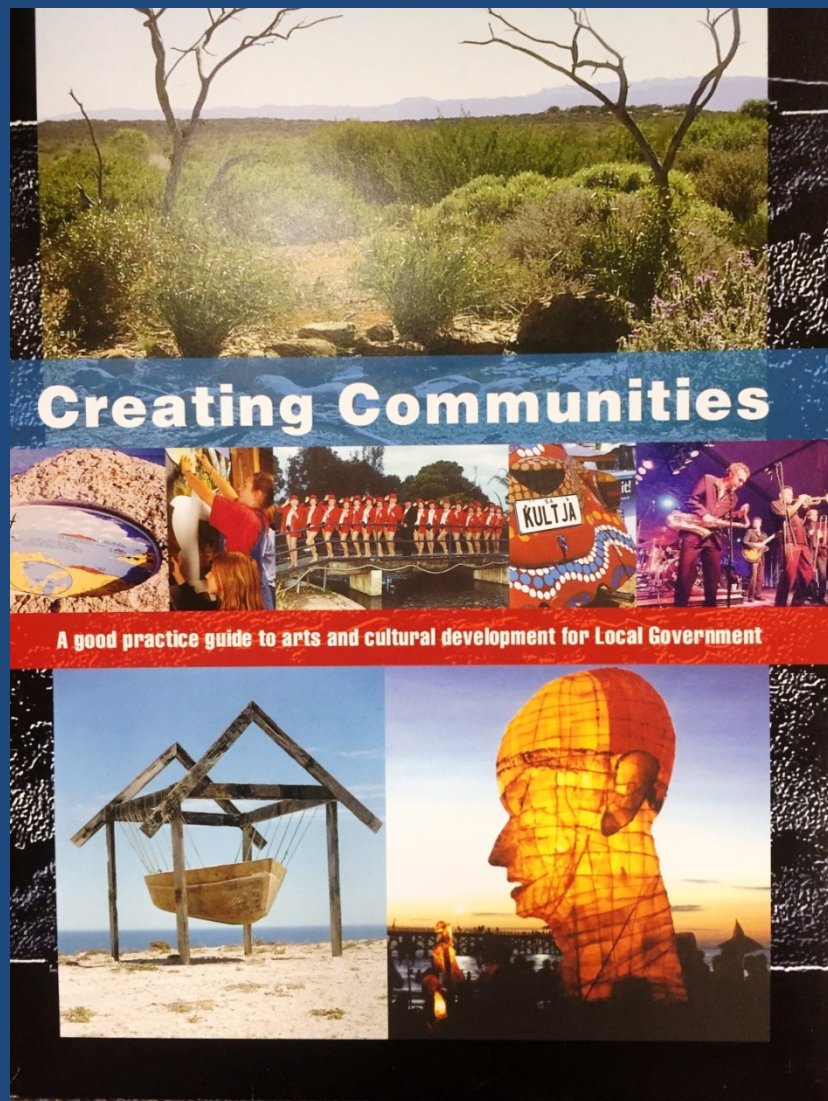
.....
PRESIDING MEMBER

.....
DATE

Cultural Indicators Pilot Project

Creative Communities Network (CCN) is an informal South Australian network of Local Government cultural development workers and representatives of key state wide arts and cultural organisations keen to support creative communities.





<http://www.lga.sa.gov.au/page.aspx?u=279>

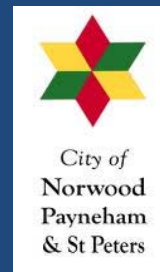
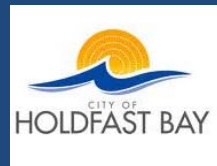
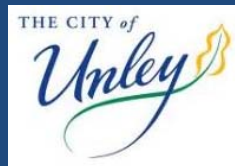
<http://www.parksalive.sa.gov.au/>





According to current ABS data Local Governments in Australia are contributing 18% of the total government investment in arts and cultural activity.

Cultural Indicators Pilot Project





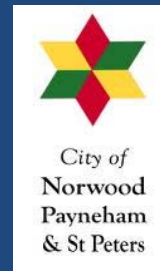
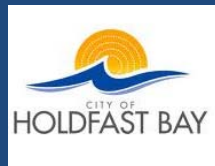
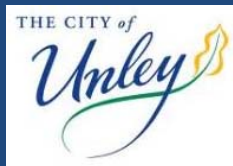
“The arts already stand naked and without defence in a world where what cannot be measured is not valued; where what cannot be predicted will not be risked; where what cannot be controlled will not be permitted; where what cannot deliver a forecast outcome is not undertaken; where what does not belong to all will be allowed to no one”

John Tusa, Art Matters: Reflecting on Culture, 1999

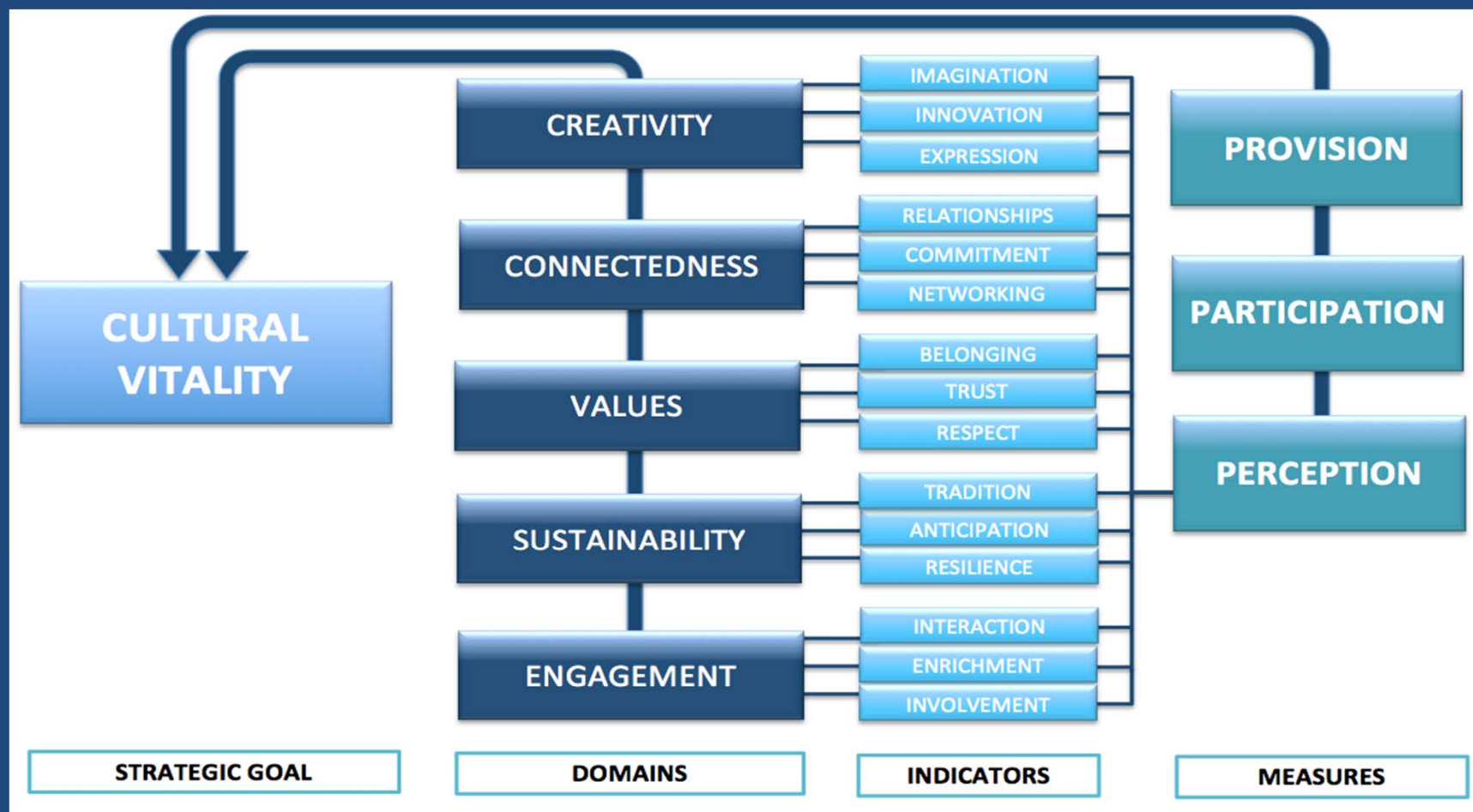
South Australian Local Government Cultural Impact Framework

A framework for Local Councils:

- to measure the value of cultural development activities
- to better understand how decisions made by Councils impact on the culture of a community



Cultural Impact Framework



*Council aims to have a **creative** (Domain) and **engaged** (Domain) community and invests **\$100k** (Measure: Provision) in an **exhibitions program** (Measure: Provision) at the gallery. 15000 people (Measure: Participation) attend the exhibitions annually. Of the attendees **80% agree** (Measure: Perception) that it encouraged them to use their **imagination** (Indicator) and, **50%** (Measure: Perception) agree that it provided an opportunity for **enrichment** (Indicator) through learning.*



Framework Elements

- Six Tools
 - Cultural Activity Assessment
 - Cultural Asset Assessment
 - Annual Internal Overview
 - Annual External Overview
 - Narrative Documentation Tool
 - Cultural Impact Assessment Tool
- Instructions
- Survey Templates
- Data Spreadsheets

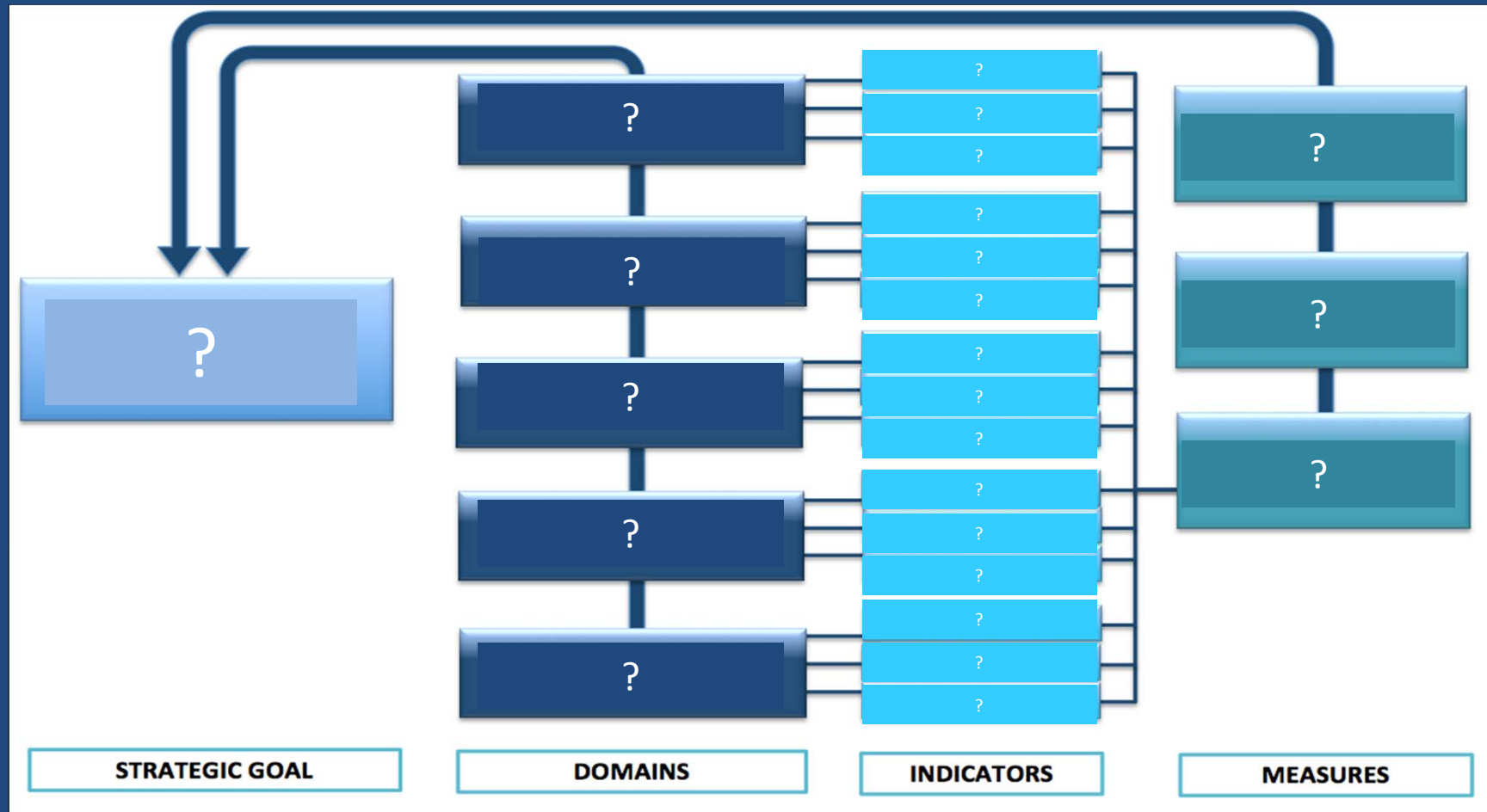


Where to from here?

- It's definitely not perfect!!
- Further testing
- Feedback from CCN members and External Parties
- Re-development
- National links
- Digital platform



The ??? Framework



Thank you

Questions and comments

REPORT OF COMMITTEE

TITLE: MINUTES OF DEVELOPMENT STRATEGY AND
POLICY COMMITTEE (DSP) MEETING – 15
FEBRUARY 2016

ITEM NUMBER: 380

DATE OF MEETING: 22 FEBRUARY 2016

ATTACHMENTS: 1. DSP MINUTES – 15 FEBRUARY 2016

1. **EXECUTIVE SUMMARY**

UNLEY CENTRAL DEVELOPMENT PLAN AMENDMENT – PRELIMINARY CONSULTATION AND PREFERRED OPTIONS REVIEW

A consultant group, led by URPS, has been contracted to prepare the *Unley Central Precinct Development Plan Amendment (Unley Central DPA)*. This report provides an update on the project progress, summary of preliminary consultation and seeks endorsement of the emerging preferred options.

URPS have prepared a Summary of Preliminary Consultation from Stage 1 and Briefing Notes in preparation for Stage 2 consultation on preferred options and will present these at the meeting for discussion and feedback. The resolved preferred options will form the basis of the next round of engagement for the Unley Central precinct.

The Stage 2 round of engagement will involve a comprehensive ‘Design Lab’ workshop session with key stakeholder representatives drawn from major land owners, industry groups and community groups, eg FOCUS.

Further reports are to be presented to the DSP Committee on the outcome of further consultation and determination of final preferred development option for the precinct, and final draft *Unley Central DPA* before release.

2. **RECOMMENDATION**

MOVED:

SECONDED:

That:

1. The minutes of the Development Strategy and Policy Committee meeting held on Monday, 15 February 2016, be received.
2. The recommendations listed under:

Item 15

Unley Central Development Plan Amendment – Preliminary consultation and preferred options review

Inclusive, be adopted.

DEVELOPMENT STRATEGY AND POLICY COMMITTEE

Minutes of Meeting

**Held Monday, 15 February 2016 commencing at 7.00pm
Civic Centre
181 Unley Road Unley**

MEMBERS PRESENT:

Councillor Don Palmer – Presiding Member
Acting Mayor Michael Rabbitt – ex officio
Councillor J Koumi
Councillor A Lapidge
Councillor J Boisvert
Councillor L Smolucha
Councillor R Salaman
Mr D Wallace
Mr G Pember
Mr L Roberts

OFFICERS PRESENT:

Mr Peter Tsokas, Chief Executive Officer
Mr David Litchfield, General Manager Economic Development & Planning
Mr David Brown, Principal Policy Planner
Ms Rebecca Rowe, Policy and Open Space Planner
Ms Kelley Jaensch, Executive Assistant to GM Economic Development & Planning

ACKNOWLEDGEMENT

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

CONFIRMATION OF MINUTES

MOVED: Councillor Salaman

SECONDED: Councillor Koumi

That the Minutes of the Development Strategy and Policy Committee, held on Monday, 16 November 2015 as printed and circulated, be taken as read and signed as a correct record.

CARRIED

APOLOGIES

Mayor Lachlan Clyne

OBSERVERS

Councillor Hudson

CONFLICT OF INTEREST

Nil.

PRESENTATION

URPS and Infraplan presented on Unley Central.

ITEM 15

UNLEY CENTRAL DEVELOPMENT PLAN AMENDMENT – PRELIMINARY CONSULTATION AND PREFERRED OPTIONS REVIEW

MOVED: Doug Wallace

SECONDED: Councillor Salaman

The Committee recommends to Council that:

1. The report be received.
2. The URPS Summary of Preliminary Consultation on Stage 1 be acknowledged.
3. The URPS Briefing Notes for preferred options be acknowledged and endorsed (incorporating changes recommended by the DSP Committee) for further Stage 2 Key Stakeholder Consultation.
4. The Engagement Plan for Stage 2 Key Stakeholder Consultation 'Design Lab' to refine the preferred option for further DSP Committee and Council consideration as part of the draft DPA be noted.

CARRIED UNANIMOUSLY

The Presiding Member closed the meeting at 8.50pm.

.....
PRESIDING MEMBER

.....



Unley Central Precinct DPA

Development Strategy and Policy Committee

15 February 2016

Introductions

URPS

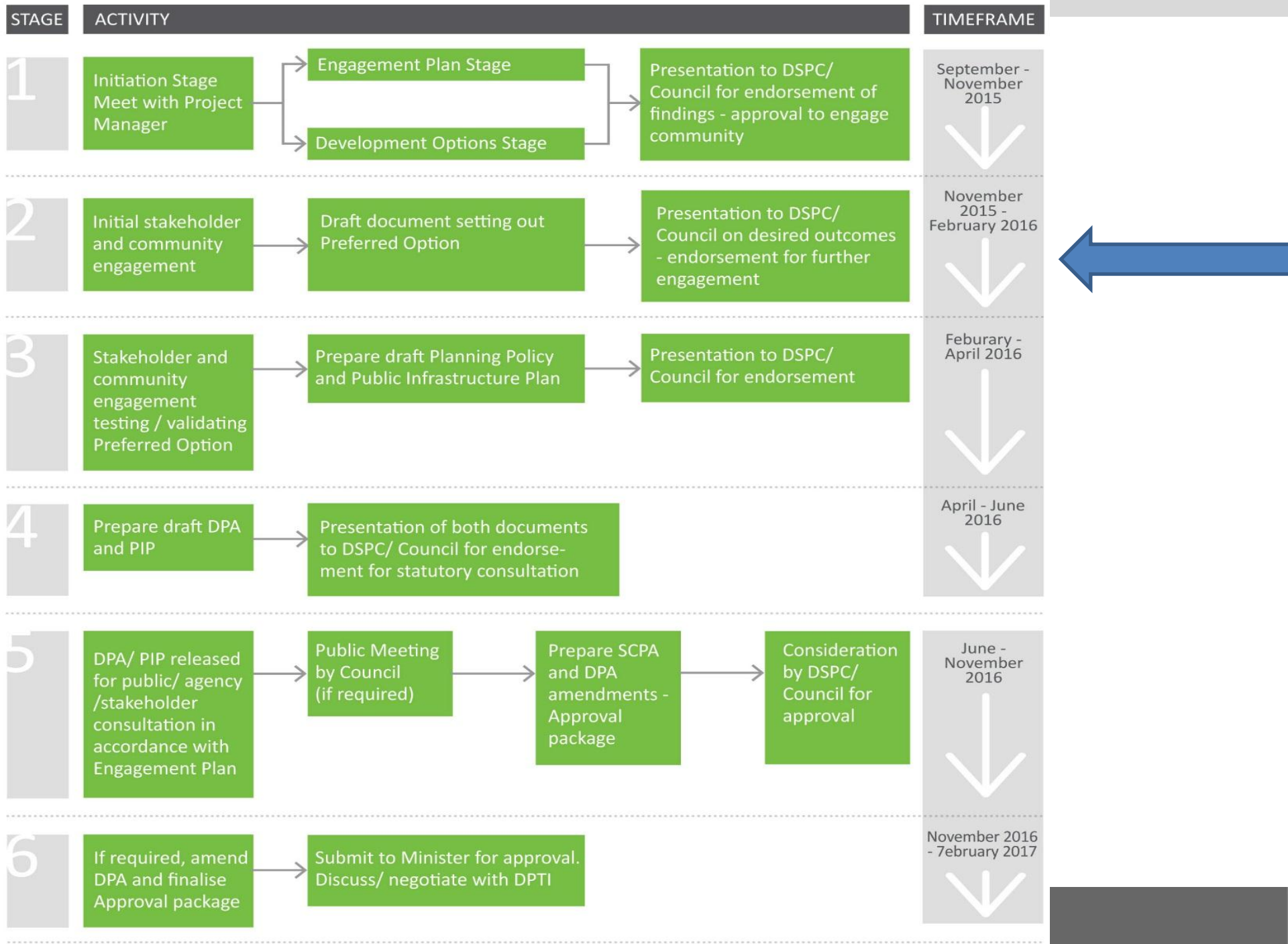
- Geoff Butler
- Grazio Maiorano

InfraPlan

- Gayle Buckby
- George Giannakodakis

Tonight's Objectives

- Provide status report on Unley Central Precinct DPA Project.
- Provide feedback on community consultation program.
- Seek comments / validation of Briefing Notes.
- Discuss next steps.



Recap from Previous Committee Advice

- Density / Heights
- Unley Road
- Car Parks
- Local Traffic
- Urban Design
- Housing Product

Community Engagement - Process

- The mail-out of an information package containing a letter, summary brochure and survey to residents identified as living within a primary stakeholder catchment.
- An online community survey hosted through the YourSay Unley community engagement portal.
- Six staffed drop in sessions that provided interested members of the public the opportunity to discuss the project with Council staff and members of the consultant team.
- Opportunity for the public to speak to a member of the consultant team over the phone.

Community Engagement - Feedback

- Public Realm
- Traffic Management and Car Parking
- Land Use
- Building Heights / Built Form

Investigations – Post November 2015

- Investigations and workshop involving:
 - Council staff
 - InfraPlan (Traffic Engineers)
 - WAX Design (Urban Designers)
 - Architects Ink (Mladen Zujic)
 - URPS
- Previously - Property and Advisory (property advice).

Vision and Guiding Principles

GUIDING PRINCIPLES

Create a pedestrian dominant precinct

- Establish a pedestrian friendly environment with a permeable street network that is well connected to surrounding activities and building types.
- Provide a diversity of pedestrian connections with inviting plazas, streets, laneways and walkways.

Create high quality, socially engaging, human scale public realm with activated and connected edges

- Create a hierarchy of urban open places that respond to diverse needs, contexts and activities.
- Provide a 'lattice' of open space and 'pocket parks' particularly in mixed-use developments and along Unley Road.

Create vibrant high quality, medium to high density mixed use/mixed age developments

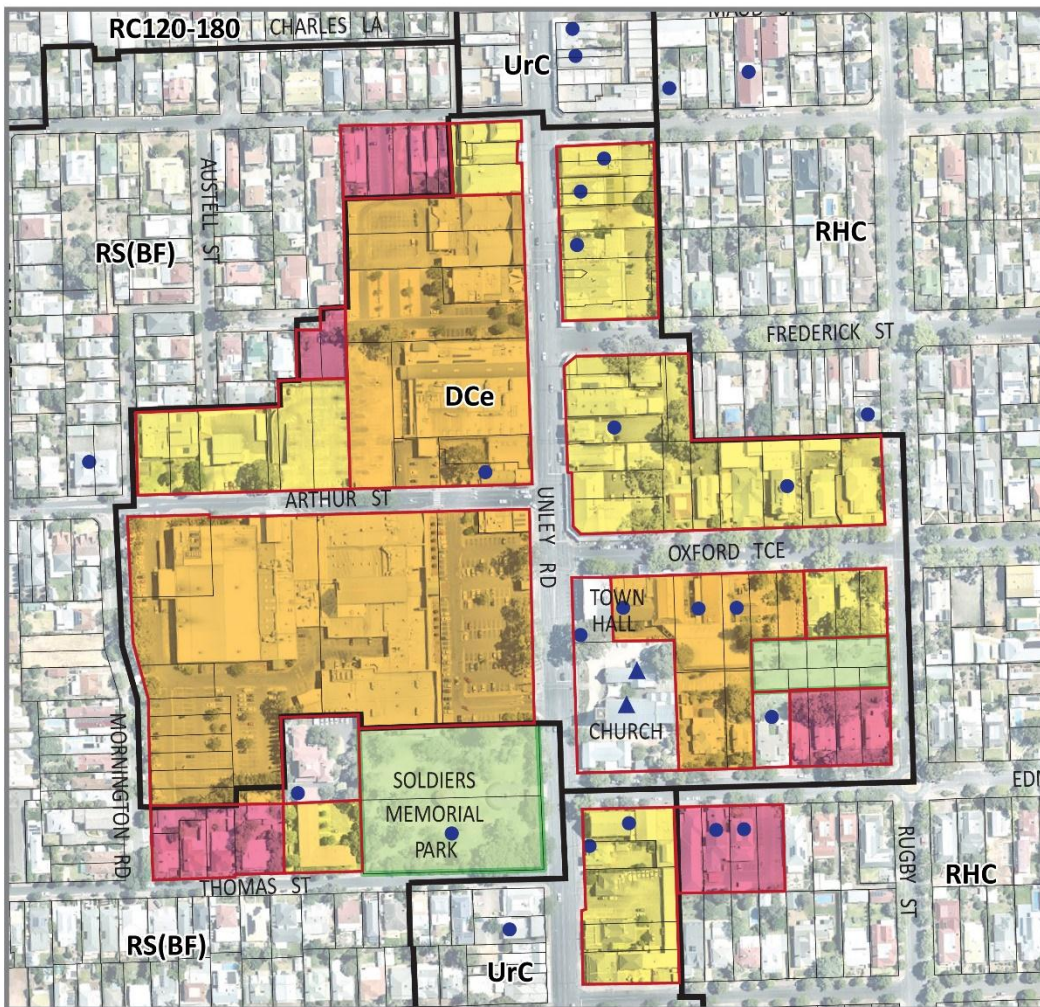
- Provide a balance of contemporary uses that establish mixed use residential, commercial and employment precincts.
- Establish a subdivision-block plan layout to maximise permeability.
- Provide a hierarchy of activities throughout the precinct, particularly at street level to create a legible and interesting urban environment.
- Encourage 'age in place' by providing age appropriate residential development and community facilities.

Prioritise Active Public Transport and Alternatives to Cars

- Encourage the use of public transport and create well-designed urbane stops and shelters.
- Encourage the investigation of a future tram system.
- Provide a direct, well connected and clearly articulated cycling network.
- Articulated facades.

Create high quality and enlivened streetscapes that connect to adjacent activities and uses

- Buildings should create 'human scaled' streetscapes with modulated and vibrant active frontages and elements such as canopies and verandas with well-designed development above.
- Architectural expression should be contemporary and befitting Unley's character without mimicking historic building types.
- Provide weather protection along frontages.



Interface with residential zones

- Careful attention to built form at the interface to retain residential amenity, avoid overshadowing.
- Building heights limited to 3 storeys fronting 'commercial' streets.
- Higher levels behind these podiums.
- Articulated facades.
- 30° development plane at residential interface for side and rear allotments.
- Building heights limited to 2 storeys fronting 'residential' streets.

Integrate sustainability principles into urban design

- Promote renewable energy and minimise resource use.
- Create productive landscapes.
- Address the impact of development on the existing stormwater system.
- Adopt ecological processes and systems development framework with an urban, rather than suburban character.
- Landscaped setbacks.
- Higher levels behind these podiums.

Calm Traffic

- Narrow roads, reduce speed limits, treat roadways with surfaces and other elements that encourage a reduction of speed and remove cars where appropriate to maximise quality of the pedestrian and cycling experience.
- Quieten Unley Rd to allow for greater and safer connection east-west.

VISION

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

MAP 1 VISION, DESIGN PRINCIPLES

LEGEND

- Existing 'green' space, (not necessarily reserves)
- Cadastre
- Zone Boundary

EXISTING ZONES

- DCe District Centre
- RC120-180 Residential C120 - 180
- RHC Residential Historic Conservation
- RS(BF) Residential Streetscape (Built Form)
- UrC Urban Corridor

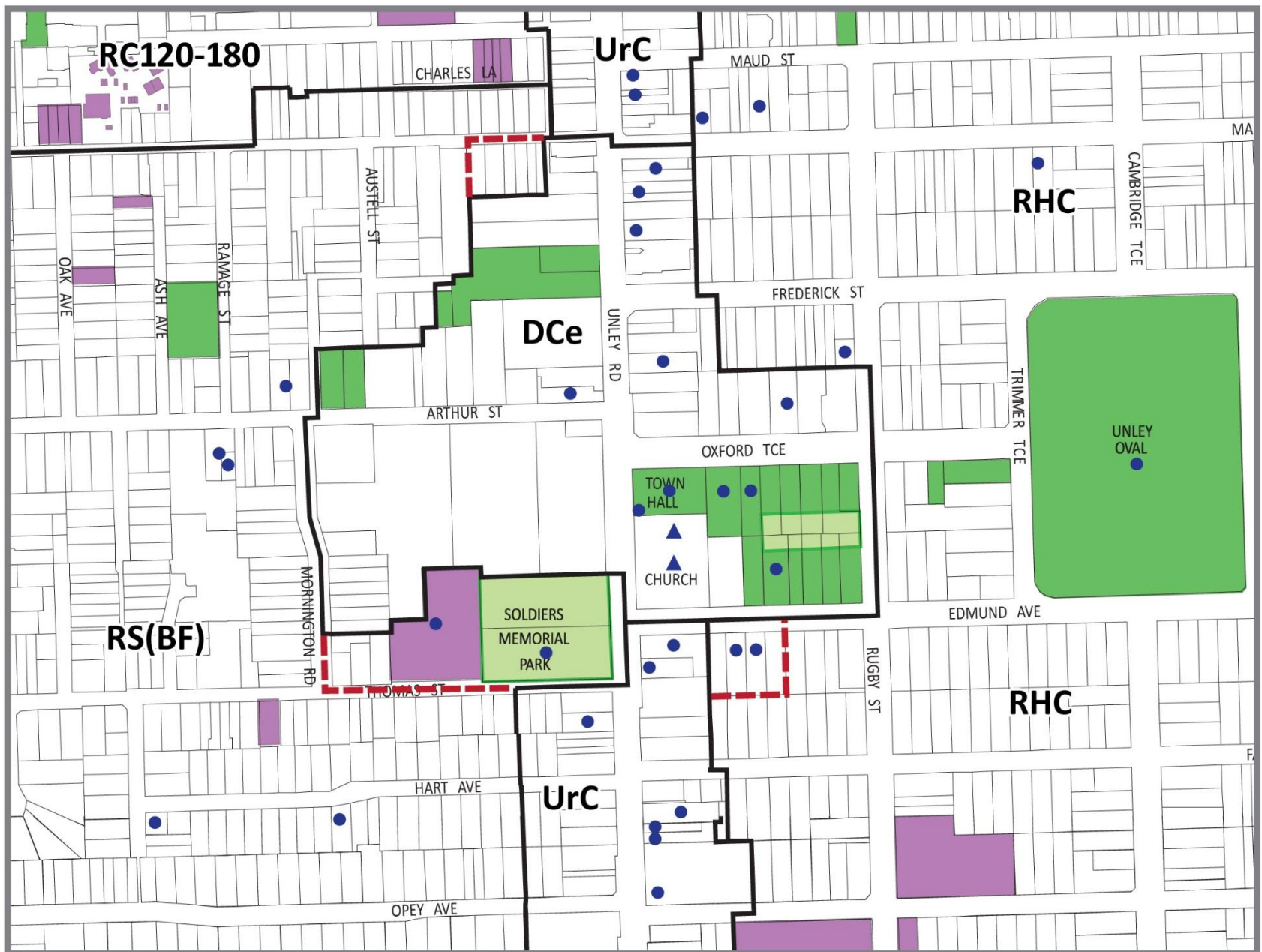
- Up to 7-11 storeys
- Up to 5 storeys
- Up to 3 storeys
- State heritage place
- Local heritage place

PROJECT	UNLEY CENTRAL PRECINCT DPA
JOB REF.	2015-0207
REVISION.	2
PREPARED BY.	ML
DATE.	04.02.16
DATA SOURCE.	UNLEY DP (30-01-14)

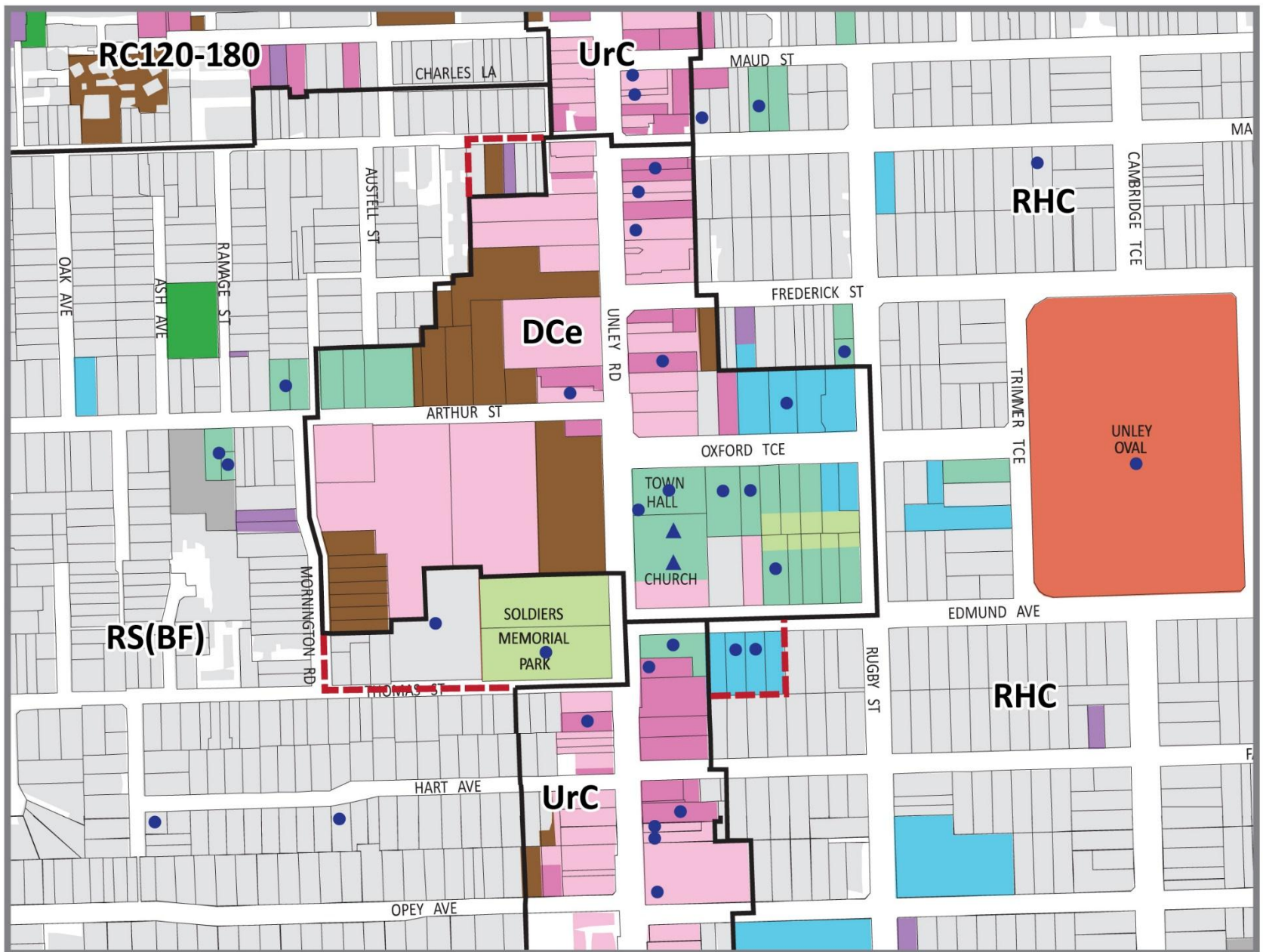


Unley Central Precinct DPA

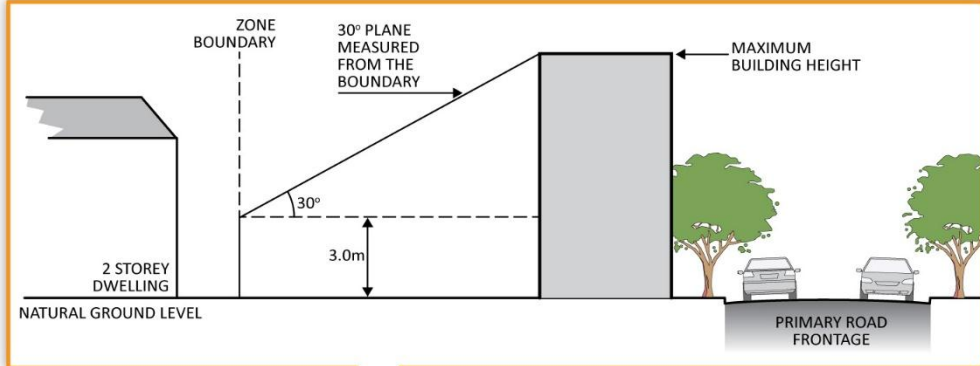
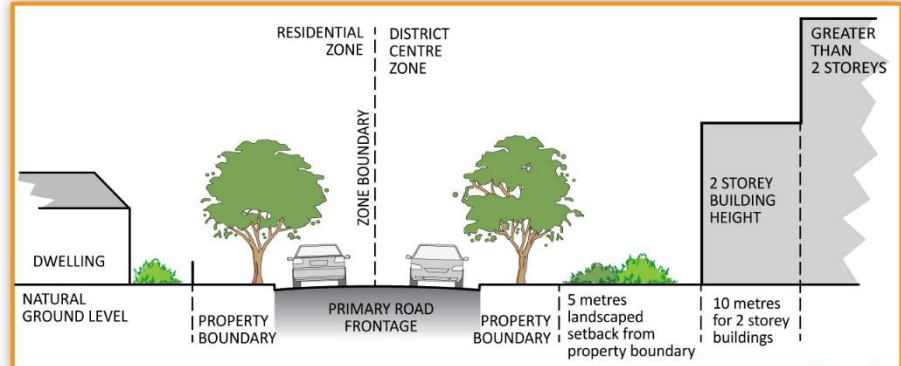
Landownership



Land Use and Zone Boundary Alignments.



Built Form



Ground level land uses to continue as retail/ restaurants, 2nd/3rd levels likely to include commercial, while 3 plus levels for residential (including retirement living)

Buildings that front 'commercial' roads should have a height of about 3 storeys to retain pedestrian scale.

Remaining portion of building can be taller, but set back about 10 metres from building frontage.

Buildings higher than 3 storeys should avoid large solid frontages be articulated and be composed of pods with the ability for apartments to receive natural light.

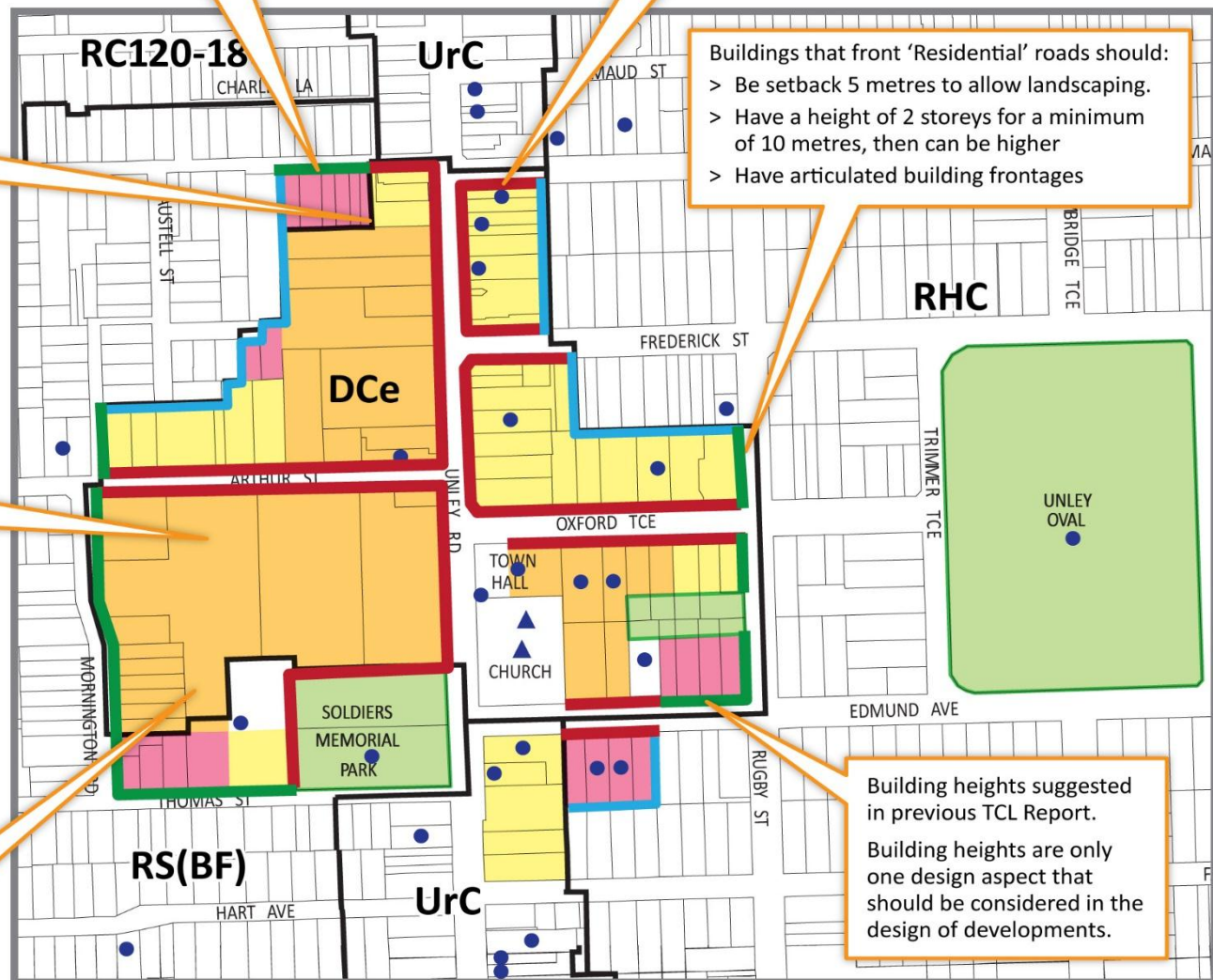
Retail/ commercial frontages having a maximum of 4 to 8 metres width throughout DCe.

Buildings that front 'Residential' roads should:

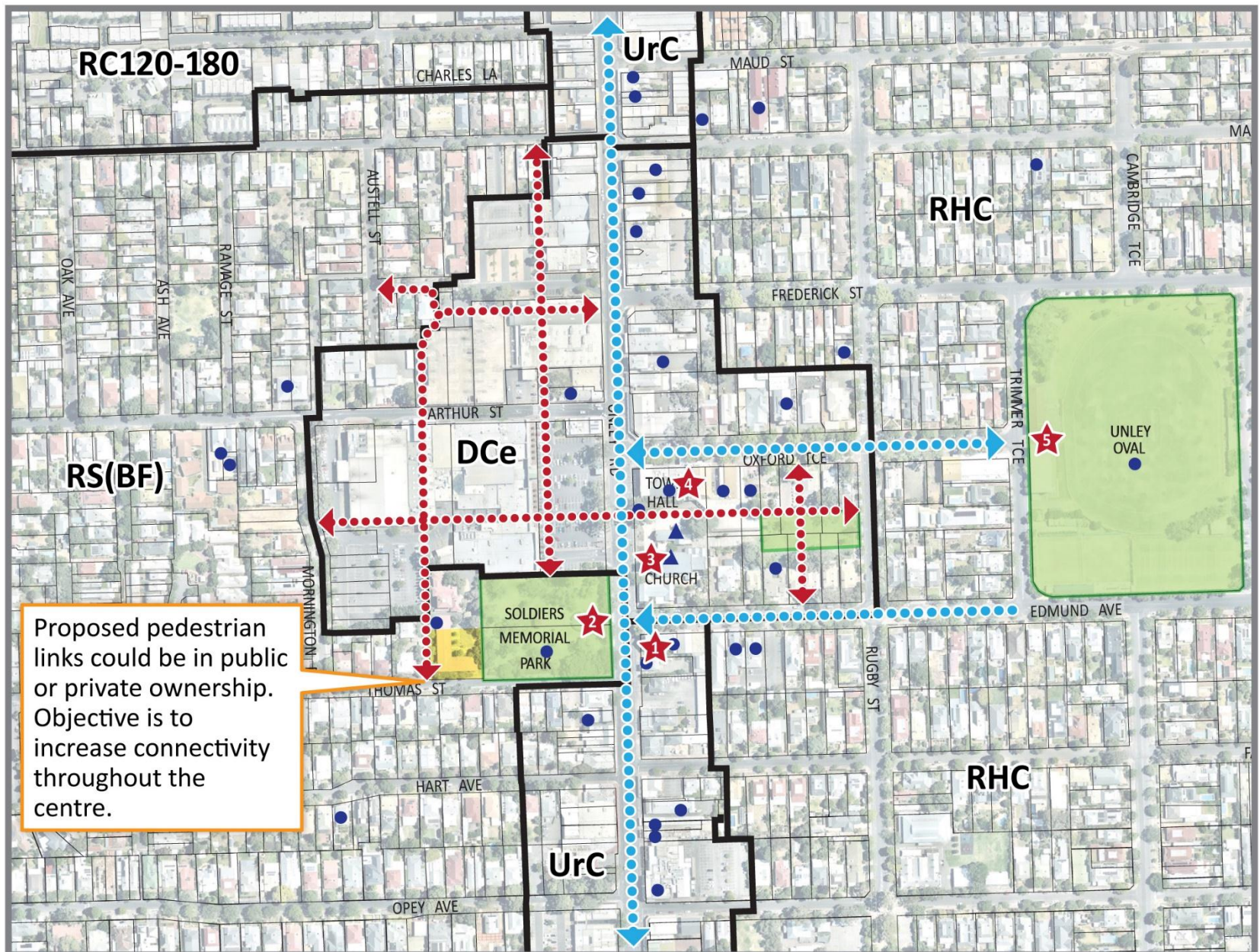
- > Be setback 5 metres to allow landscaping.
- > Have a height of 2 storeys for a minimum of 10 metres, then can be higher
- > Have articulated building frontages

Building heights suggested in previous TCL Report.

Building heights are only one design aspect that should be considered in the design of developments.



Connectivity



Transport and Car Parking

Car Parking Approaches

- Apply SAPPL library rates: 3-5 car parks per 100m² + the residential rates.
- If developer wants more than 5 car parks / 100m² plus max residential apply 'Density Bonus' policy:
 - 6th + car park becomes for precinct wide use
 - 4 parkers scooters per car park
 - Unbundled car parks
- If developer wants less than the 3 car parks per 100m² - pay into parking fund for council create car parking within 400m

Choice

Choice



People being transported: 30

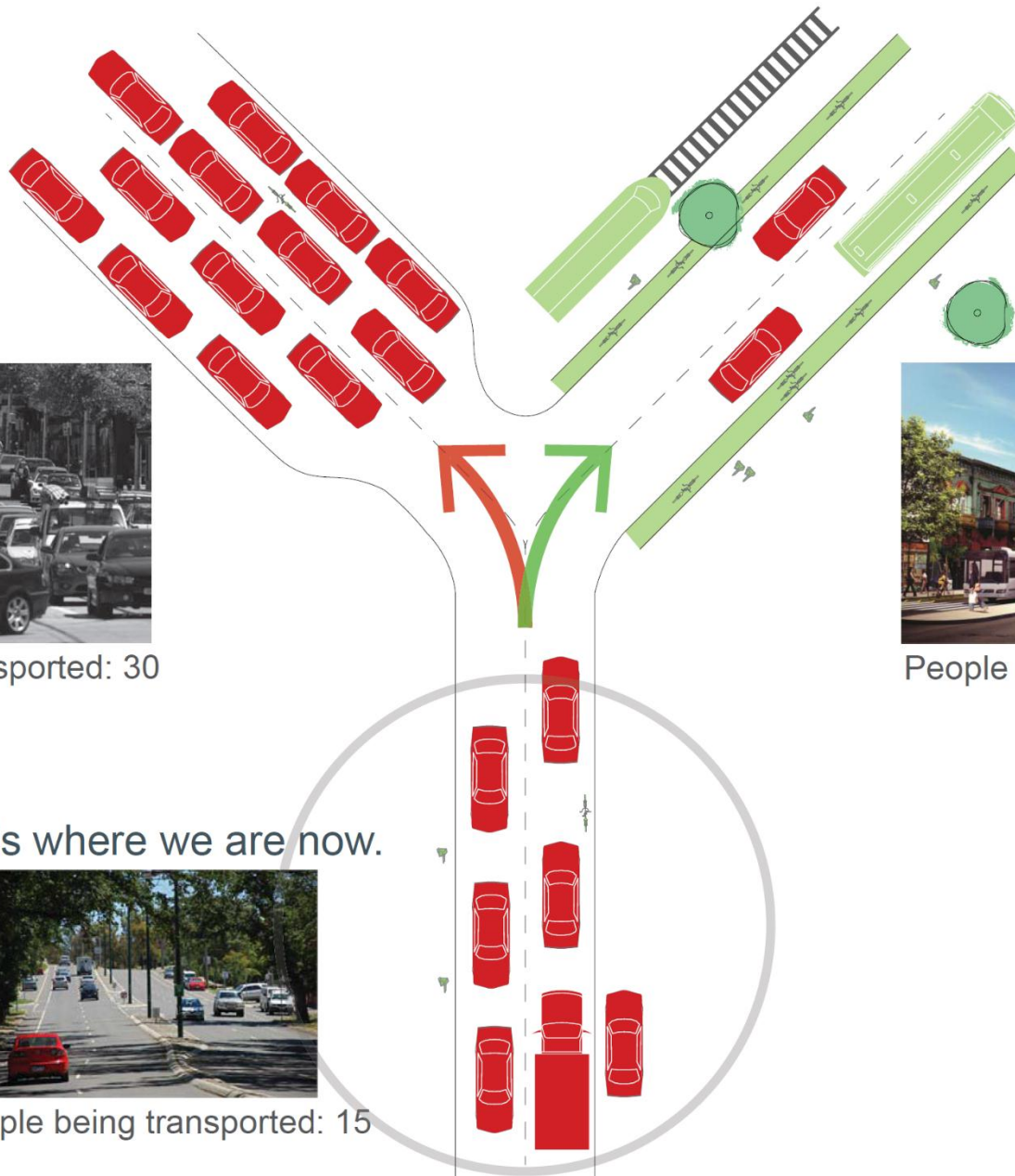


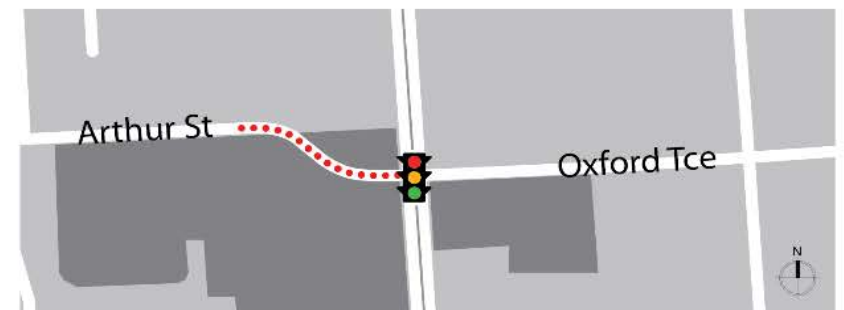
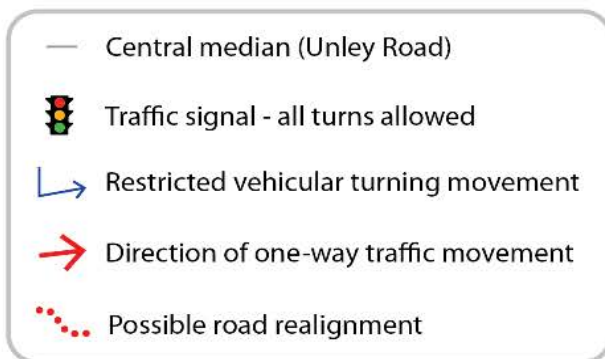
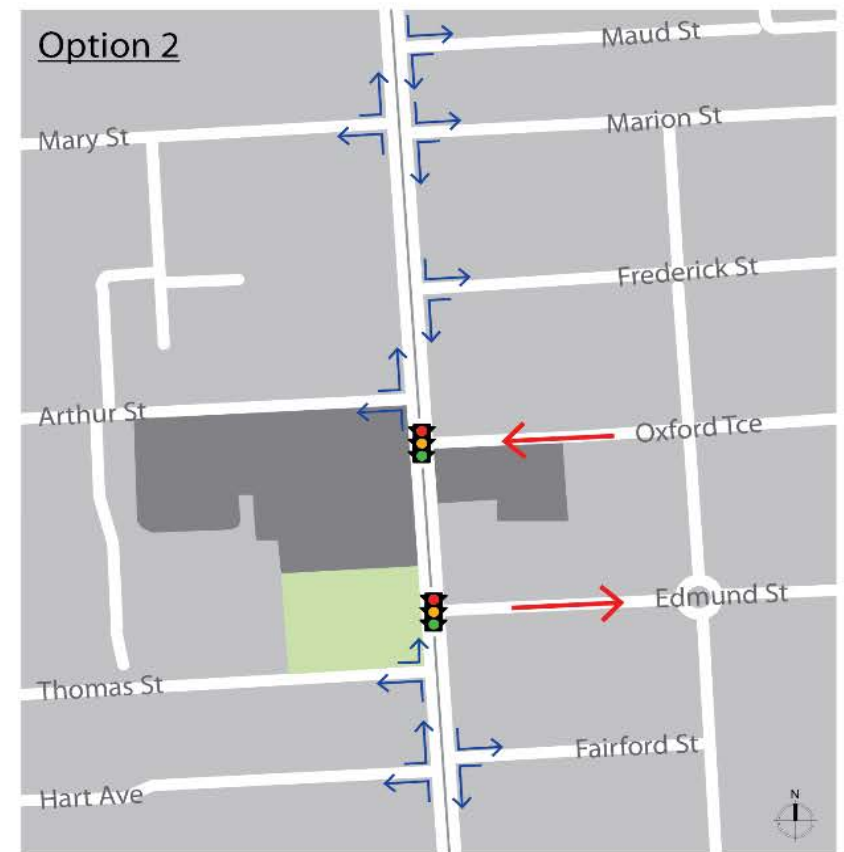
People being transported: 100

This is where we are now.



People being transported: 15







Next Steps – Engagement / Validation

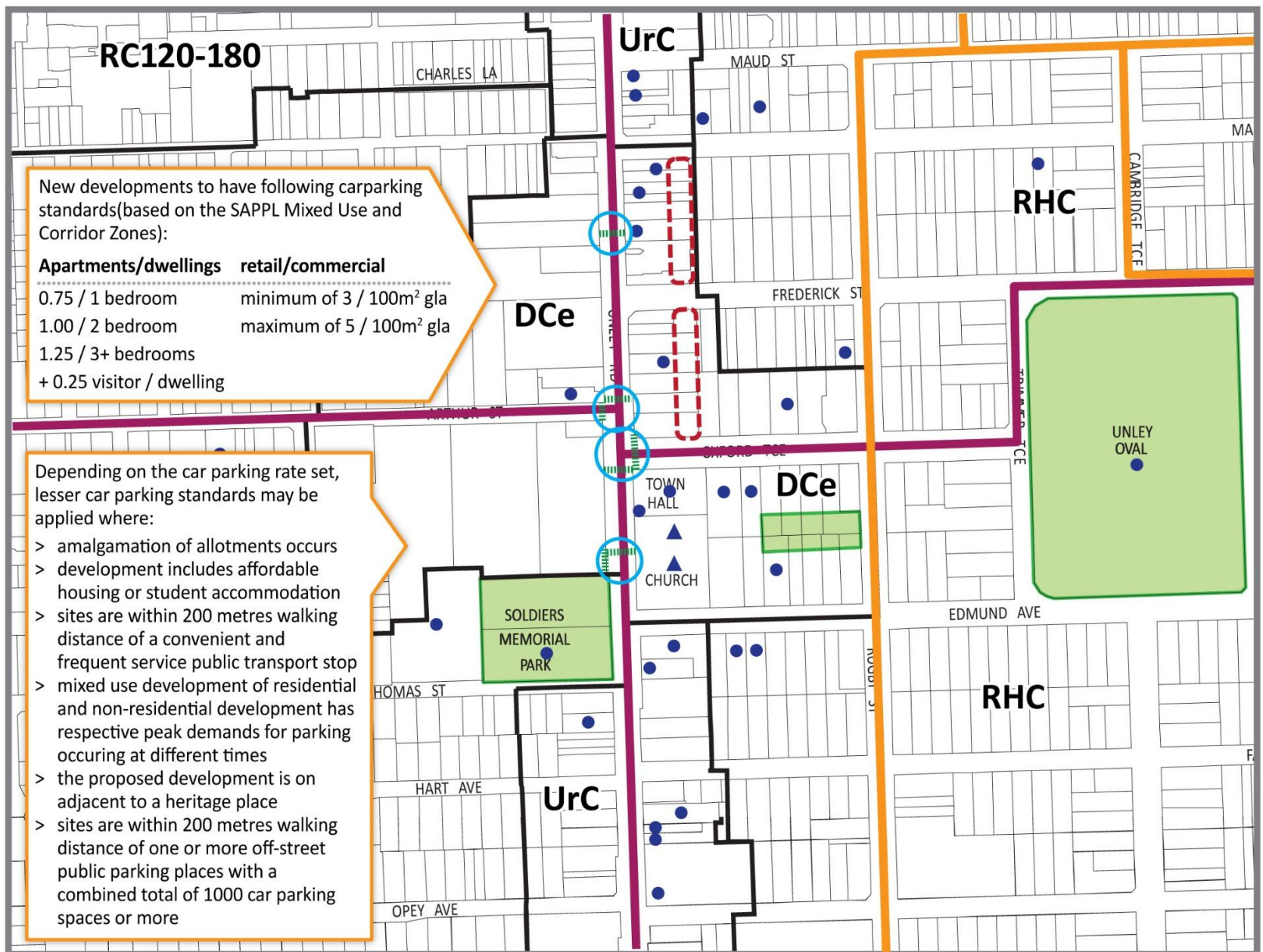
- Design Lab
 - Businesses and property owners
 - State Government Agencies
 - Council staff
 - Traders Associations
 - Potential developers
- *Is additional consultation desired?*
- Tonkin Engineers to advice on potential infrastructure impacts.
- Preparation of draft Development Plan policies and Public Infrastructure Plan.
- Presentation to Committee in April.

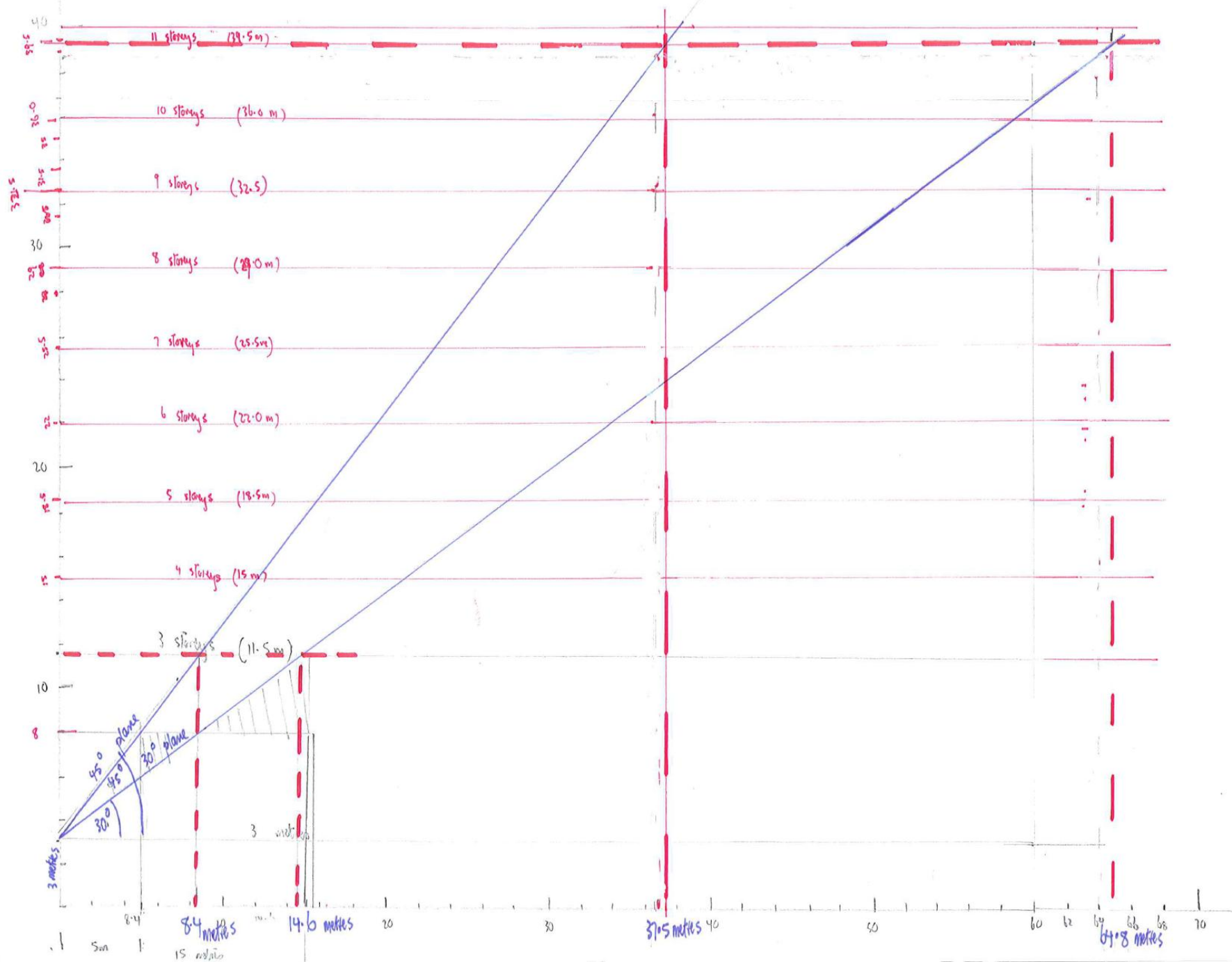


Unley Central Precinct DPA

Development Strategy and Policy Committee

15 February 2016





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DECISION REPORT

REPORT TITLE:	BUSINESS PARKING PERMITS
ITEM NUMBER:	381
DATE OF MEETING:	22 FEBRUARY 2016
AUTHOR:	DAVID LITCHFIELD
JOB TITLE:	GENERAL MANAGER, ECONOMIC DEVELOPMENT AND PLANNING

1. EXECUTIVE SUMMARY

The installation of additional on-street parking controls in the Goodwood area has raised concerns amongst a small number of businesses (feedback has only come from businesses with inadequate on-site parking at this time) in relation to the options available to them for all day staff parking.

- 1.1 There is no uncontrolled parking available within 400 metres of the Goodwood Road tram stop. The only all day parking available is the new pay for use parks in Railway Terrace South.
- 1.2 As a general rule, a business should provide adequate car parks for both its own staff and its customers. This is sometimes not possible in older retail areas.
- 1.3 The notion of providing permits to allow non-residents to park in residential streets has been a challenging one for Council over the years.
- 1.4 There are likely to be a relatively small number of areas within the Council boundaries where such permits would be issued if Council agrees to introduce them. These are fairly certain to be in residential streets adjacent to the retail strips. Staff will need to exercise their judgement as to whether the issue of Business Parking Permits is warranted when the overall parking situation in the area where the permit is requested is considered.

2. RECOMMENDATION

That:

- 2.1. The report be received.
- 2.2. The introduction of Business Parking Permits be endorsed on a trial basis for the remainder of this financial year with an initial annual fee of \$56 per permit (to be reviewed annually as part of the review of the schedule of fees and charges if they are introduced on a permanent basis) which will allow permit holders to be exempt from time controls in the specified residential streets and business only streets.
- 2.3. Appropriate procedures be developed to manage such permits.

- 2.4. The number of such permits issued must not exceed 10% of the available on-street car parking spaces in the residential street for which they are issued, and they must only be issued for residential streets where the number of residential permits and exemptions does not exceed 50% of the available on-street car parking spaces.
 - 2.5. The community be informed by a report in the Eastern Courier Messenger Unley Life section.
 - 2.6. A further report be presented before the end of 2016 with recommendations about the future of business permits once further information is available about the Paid Parking trial and the business permits trial, and if that report recommends that business permits be retained, then a Draft Business Parking Permits Policy also be presented for consideration.
-

1. RELEVANT CORE STRATEGIES/POLICIES

- 3.1 Four Year Plan, Objective 3.1 Equitable parking throughout the city
- 3.2 Residential Parking Policy

2. DISCUSSION

Council policy currently does not support the issue of parking permits that allow non-residents to utilise on-street parking in residential areas. There are a small number of permits issued to Business SA and their tenants to park on Greenhill Road in the parking area developed jointly by Council and Business SA opposite the Business SA building. Business SA pays an annual permit fee of \$527 per permit for these, but in this particular situation Council incurred significant up front capital costs to construct the necessary infrastructure.

In recent times Council has extended on-street parking controls in a number of areas. These include streets surrounding Bartley Crescent in Wayville, streets surrounding Railway Terrace South in Goodwood, and in Maple Avenue in Forestville. The Maple Avenue controls were installed at the request of local businesses who complained their customers/visitors could not obtain a car park because of the Ashford Hospital staff who parked all day in the Street. Other businesses in the street are now complaining that their staff cannot park all day in the street, and are seeking exemptions to the time controls. The Wayville and Goodwood on-street controls were installed as part of the pay for use parking trial.

Business properties that do not provide on-site car parking generally have a lower valuation than those that do have an adequate parking provision. The business owners therefore pay lower Council rates, and rental rates are generally lower for tenants of those buildings than for comparable buildings with adequate car parks. This creates a situation whereby businesses in these buildings with inadequate parking are effectively being subsidised by Council (when compared to those who provide their own parking) if they are provided access to on-street parking at no cost. This situation is usually a historical one. Many business premises in the City existed before customer car parking was a requirement, and to 'retrofit' these properties with policies more suited to recent developments would create enormous challenges for Council.

The counter argument is that if Council was to issue permits for on-street parking but try to impose a significant fee for those permits, it could be seen as simply "another" Council tax on business. If those permits were issued to allow workers or owners of those businesses to park on residential streets, it also raises the issue of the impacts of that additional parking in those streets.

The issue of business parking permits for streets such as Maple Avenue can be addressed relatively simply, because there will be no impacts on residents. If Council decides to introduce such permits, the only other decision will be in relation to the permit fee. Parking permit fees for residential permits effectively cover costs for basic permits. Where permits "in excess of policy entitlement"

are issued, Council charges a higher fee which covers administration costs and a further fee component which is effectively for rent of public land. Business parking permits will only be required by businesses where they have insufficient on-site parks and need to “rent” public land for car parking purposes.

A possible solution to addressing the impact of additional parking on residential streets would be to only issue business parking permits for those residential streets where the number of residential permits issued does not exceed 50% of the available on-street car parks. The number of business permits issued for any residential street could be limited to a further 10% of the available on-street car parks. Administration will develop protocols for controlling the number of permits issued in “business only” streets.

Other Adelaide Councils charge significant amounts for both residential and business parking permits. Some examples are:

City of Holdfast Bay

Residential \$130 per annum.

General public to park in Elizabeth Street car park \$170 per month (permanent parkers such as businesses get slightly cheaper rates for annual permits).

Norwood Payneham and St Peters

First permit \$25 per annum, additional permits \$50 per annum.

Residents only, no business permits.

City of Burnside

Does not charge for residential permits. CEO and delegate have authority to issue business permits in special circumstances (not defined).

City of Prospect

Residential permits \$100 per annum.

No business permits.

City of Charles Sturt

\$25 Application Fee, \$50 Permit Fee for Residential.

\$3 per day for Commercial.

Council Administration has made the decision, in the absence of a specific Council policy, to issue permits to Goodwood Primary School staff and to Tilbrook Child Care Centre staff, which allow parking along their own street frontages and in a permit only area. These two facilities are in the Paid Parking Trial impacted area, and permits have been issued at no cost for 12 months, and are unlikely to impact on residential parking requirements in the vicinity. The recipients have been advised this situation may not continue past the end of this year if Council introduces a new policy.

3. ANALYSIS OF OPTIONS

Option 1 – Introduce Business Parking Permits

This option would require Council to adopt the introduction of Business Parking Permits with an appropriate fee structure.

That Council endorse the introduction of Business Parking Permits on a trial basis for an annual fee of \$56 per permit which will allow permit holders to be exempt from time controls in the specified residential streets and business only streets, and that a further report be brought back to Council in relation to the impact that the permits have had on on-street parking.

The number of such permits issued must not exceed 10% of the available on-street car parking spaces in any residential street for which they are issued, and they must only be issued for residential streets where the number of residential permits and exemptions does not exceed 50% of the available on-street car parking spaces.

It is not recommended that these new permits be available for “not for profit” organisations. Administration will continue to consider requests from not for profit organisations on a case by case basis. Parking capacity in adjacent streets will always be the over-riding consideration.

Option 2 – Introduce Business Permits but with a higher annual fee

Council already charges businesses on our major trading strips a Special Rate for marketing purposes and there is likely to be more substantial objection than will occur anyway if the fee is set higher than the suggested level. This fee is the same fee as set for Residential permits in excess of entitlements.

Option 3 – Introduce Business permits with the same fee structure as Residential permits

One argument against this option is that the Business permit holders will generally be parking in adjacent residential streets, not in the street where their business is located. Normal residential permits are issued at cost recovery by Council, and there is no fee component for rent of public land.

Option 4 – Do not introduce Business parking permits, or introduce then with a different fee structure

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

5.1 Financial/budget

There will be minimal cost in implementing the recommendation, and likely minimal revenue generated from the initiative.

5.2 Legislative/Risk Management

There are no legislative or risk management implications.

5.3 Staffing/Work Plans

No additional staff will be required. The likely number of applications for Business Parking Permits is considered to be fairly small. If there are an unexpectedly high number of applications, it may be necessary to engage some short term casual clerical assistance to process the applications, but the cost of this would be offset by additional permit income.

5.4 Environmental/Social/Economic

There are no environmental impacts.

Additional parking in residential streets will create some minor social impacts on residents of those streets.

There will possibly be an argument that these new permits are simply another exercise in Council imposing additional costs on businesses. Council could simply wash its hands of the business parking concern and advise all businesses that their staff and customers must comply with all parking controls, like every other driver has to. This is a situation where a proactive approach is being taken at a cost of around \$1 per week per vehicle.

5.5 Stakeholder Engagement

Residents of some streets are likely to have a high level of interest in this proposal, even though the actual impact on them will be quite low. Because of the relatively small number of residents likely to be affected (who are very difficult to identify at this time), and the very small impact that the new policy would have on those residents, it is recommended that Council simply inform the wider community.

6. REPORT CONSULTATION

Consultation has occurred with the Parking and Rangers Team in relation to this proposal.

7. REPORT AUTHORISERS

Name	Title
David Litchfield	GM Economic Development and Planning

DECISION REPORT

REPORT TITLE: SECOND QUARTER BUDGET REVIEW
2015-16

ITEM NUMBER: 382

DATE OF MEETING: 22 FEBRUARY 2016

AUTHOR: MIKE CAREY

JOB TITLE: MANAGER FINANCE

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 presents the Second Budget Review of the 2015-16 financial year for Council's consideration.

The proposed budgeted Operating Surplus will be revised to a forecast of \$1.867m from \$1.534m and Net Borrowings will be reduced to a forecast \$2.651m from \$3.744m for the year ended 30 June 2016.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report, including Attachments 1- 4 to Item 382/16 be received.
 2. The budget variations from the Second Quarter 2015-16 Budget Review be approved.
 3. The revised budgeted Uniform Presentation of Finances reflecting a Budgeted Operating Surplus of \$1.867m from \$1.534m and a decreased Net Borrowing of \$2.651m from \$3.744m be adopted.
-

1. RELEVANT CORE STRATEGIES/POLICIES

- Local Government Act 1999 Section 123
- Local Government (Financial Management) Regulations 2011 Regulation 7 and 9
- Organisational Strategy/Goal
 - 5.3 - Good Governance and Legislative Framework
 - 5.5 - Financially sustainable approach to business and planning activity.

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 26 October 2015, Council adopted the First Quarter 2015-16 Annual Budget with a Budget Operating Surplus before Capital Revenue of \$1.534m and an estimated Net Borrowings of \$3.744m. Council's Original Annual Business Plan and Budget was adopted on 22 June 2015.

Second Quarter Budget Review

Operating Budget Variations

The current 2015-16 adopted budget reflects a Net Operating Surplus before Capital Revenue of \$1.534m. These proposed adjustments envisage a revised Operating Surplus of \$1.867m.

	\$'000
Current Adopted Budget Operating Surplus	1,534
Net Impact of Second Quarter Budget Review Variations	
Increase in Income	59
Increase in Operating Expenditure	(23)
Decrease in Operating Project Expenditure	<u>298</u>
	333
Zero Balance Changes – reclassification to Operating	0
Second Quarter Budget Review Operating Surplus	\$1,867

The proposed revised budgeted financial statements for the second quarter budget review are shown as Attachment 1 to Item 382/16.

Attachment 1

Details of the proposed budget changes are as follows:

Operating I Budget Requests

Identification of Increased Income of \$59k

- Increase of \$37k to Other Income has been identified due to increased hoarding income.
- Increase of income for a small number of ad hoc receipts from LGA Asset Mutual Fund (\$10k), Insurance Claim reimbursement (\$9k) and tree compensation (\$12k)
- Reduction of \$9k for Local Roads Funding to align with the State Government advice in terms of the 2015-16 year funding.

Increase in Operating Expenditure of \$23k

- Additional cost of \$25k for traffic control for Adelaide Show in accordance with DPTI traffic management guidelines
- Unbudgeted costs of \$15k for Harmony Day, Vigil for France and Fullarton Park Community Centre events
- Expenditure required to fix Goodwood Library kitchen fire damage (\$4k)
- Savings of \$20k in hard rubbish budget has offset the above increases.

Decrease in Operating Projects Expenditure of \$298k

- Stage 2 of the Goodwood Road PLEC undergrounding project will not commence until 2016-17 and as such the budget will be deferred until next year
- \$2k for unbudgeted costs for Australia Day event.

Capital Budget Requests

Decrease in Expenditure of \$759k for New and Upgraded Assets

- The timing of the Goodwood Road undergrounding has impacted on the delivery of the Goodwood Road Streetscape with \$550k budget proposed to be deferred until 2016-17
- Updated budget estimates for the Brown Hill Keswick Creek project indicate that the budget can be reduced by \$250k for 2015-16
- Increase in the budget for the LATM Black Forest Implementation of \$41k, due to additional expenditure requirements in relation to green asphalt in the bike lane.

A list of the proposed budget requests for Operating, Operating Projects and Capital Projects has been attached for Members' information (Attachment 3 to Item 382/16).

Attachment 3

Zero Balance Budget Variations

During the second quarter there have been further changes proposed to the Adopted Budget which relate to movements between income and expenditure categories.

These generally relate to:

- incorrect classifications during the original budget process
- the receipt of additional grant funding for a project that requires the associated budget for expenditure to be reflected
- transfers between capital and operating to reflect accounting requirements in relation to expenditure definition
- transfers between capital and operating to reflect the allocation of Main Street Improvement Budget to specific projects, and
- an increase in expenditure is required for a particular service but savings have been found to compensate for this elsewhere within the budget program.

In relation to zero balance budget variations, the major adjustments related to:

- accounting for the increase from the new funding agreement for Commonwealth Home Support Program and other grant funding opportunities and associated expenditure for Community Services
- Changes to the Main Street Digital Economic Strategy budget to reflect contributions from the Trader Associations and an allocation from the Economic Development operating budget
- Savings identified from the Economic Development and Planning budget to cover unbudgeted main street event contributions
- accounting for the contribution from A Mother's Milk for the kerb build out.

A separate list of the proposed zero budget variations has been attached for Members' information.

Attachment 4

Budget Review Presentation

In accordance with the Local Government (Financial Management) Regulations, the Budget Review Presentation for the Second Budget Review for the year needs to include the full budgeted financial statements presented in a manner consistent with the Model Financial Statements.

In addition, a council must also include in this report revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.

Financial Indicator Analysis

The Second Quarter Revised Budget Financial Indicators are shown with reference to both the 2015-16 Original Budget adopted in June 2015 and the Current Adopted Budget for 2015-16 adopted in October 2015.

Financial Indicator	Adopted Target	Original Adopted Budget for 2015-16	Current Adopted Budget for 2015-16 (Oct 2016)	Proposed Revised Budget 2015-16
Operating Surplus Ratio	3% or 100% of principal repayments whichever is higher	2.2%	3.4%	4.2%
Net Financial Liabilities Ratio	=<80%	48%	44%	41%
Asset Sustainability Ratio	100% over a 10 year average	104%	110%	110%

Contributing factors that have impacted on the changes in ratios are as follows:

Operating Surplus Ratio

The revised Operating Surplus Ratio has been impacted by the improvement in the surplus, largely as a result of a reduction in depreciation (from the first Budget Review) and the deferral of operating project expenditure relating to Goodwood Road undergrounding.

Net Financial Liabilities

This ratio is favourable to target with the reduction in ratio largely relating to the deferral of operating project and capital expenditure relating to Goodwood Road undergrounding and streetscape as well as the Brown Hill Keswick Creek Project.

Asset Sustainability Ratio

This ratio is favourable to target with the improvement from the original budget relating to the accounting of asset replacement carry forwards in the current year.

Movements in Budgeted Borrowings

The Current 2015-16 Adopted Annual Business Plan and Budget shows forecast borrowings at 30 June 2016 of \$14.6m. As a result of proposed Budget Review 2 changes forecast borrowings has been revised downward to \$13.5m.

The borrowing movements are shown below.

Borrowings	Opening Balance \$000s	New Borrowings \$000s	Investment Transfer \$000s	Repayments \$000s	Closing Balance \$000s
CAD (Short Term Drawdown)	4 971	-	(791)	-	4 180
Current Fixed Term Borrowings	961	-	-	-	961
Non-Current Fixed Term Borrowings	5 466	4 008	-	(1 134)	8 340
	11 398	4 008	(791)	(1 134)	13 481

Summary

The current 2015-16 adopted budget reflects an Operating Surplus of \$1.534m. The proposed adjustments from Budget Review 2 envisage a revised Operating Surplus of \$1.867m for the 2015-16 year.

A summary of the impact on Council's Net Borrowing is shown below:

	\$'000
Current Adopted Budget Net Borrowings	3 744
Total Second Quarter Budget Review impact	(1,092)
Second Quarter Budget Review Revised Net Borrowings	2 651

3. ANALYSIS OF OPTIONS

Option 1

- The budget variations from the Second Quarter 2015-16 Budget Review be approved; and
- The revised budgeted Uniform Presentation of Finances reflecting a Budgeted Operating Surplus of \$1.867m from \$1.534m and a decreased net Borrowings of \$2.651m from \$3.744m 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 second 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.

Option 2

- The budget variations from the Second Quarter 2015-16 Budget Review not be approved; and
- The revised budgeted Uniform Presentation of Finances reflecting a Budgeted Operating Surplus of \$1.867m from \$1.534m and a decreased net Borrowings of \$2.651m from \$3.744m not be adopted.

This will result in Council not being able to commit or incur expenditure on those projects or items included as additional requests.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

These proposed adjustments increase Council's Operating Surplus for the 2015-16 financial year. Under Council's adopted Budget Review Policy, where Council's Operating Surplus is increased, these funds can be applied to decrease Council's Net Borrowings.

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 revised budgeted financial statements for second quarter budget review
2. Proposed Funding Statement for the year ended 30 June 2016
3. Proposed Second Quarter Budget Requests.
4. Proposed Zero Budget Changes.

8. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Nicola Tinning	Group Manager Finance and ICT
Peter Tsokas	Chief Executive Officer

**Proposed Budgeted Uniform Presentation of Finances
For the year ended 30 June 2016**

	Current Budget 2016 \$'000	Additional Requests & Savings Found \$'000	Zero Budget Changes \$'000	1st Quarter Budget Review \$'000
Income	44,611	59	125	44,795
Expenses	43,077	(274)	125	42,928
Operating Surplus / (Deficit)	1,534	333	-	1,867
Net Outlays on Existing Assets				
Capital Expenditure on Renewal and Replacement of Existing Assets	(8,956)	-	-	(8,956)
Depreciation, Amortisation and Impairment	6,682	-	-	6,682
Proceeds from Sale of Replaced Assets	254	-	-	254
	(2,020)	-	-	(2,020)
Net Outlays on New and Upgraded Assets				
Capital Expenditure on New and Upgraded Assets	(3,654)	759	(30)	(2,925)
Amounts received specifically for New and Upgraded Assets	396	-	30	426
	(3,258)	759	-	(2,499)
Net Lending / (Borrowing) for Financial Year	(3,744)	1,092	0	(2,651)
Net Financial Liabilities at Beginning of Year				(15,611)
Decrease / (increase) in Other				(242)
Net Financial Liabilities at End of Year				(18,504)

Proposed Budgeted Statement of Comprehensive Income
For the year ended 30 June 2016

	2016 \$'000	2015 \$'000
INCOME		
Rates	36,450	34,814
NRM Levy	1,134	1,088
Statutory charges	1,370	1,395
User charges	1,620	1,535
Grants, subsidies and contributions	3,029	3,908
Investment income	12	16
Reimbursements	153	258
Other income	654	924
Operating Projects	131	153
Net gain - joint ventures & associates	242	202
Total Income	44,795	44,293
EXPENSES		
Employee Costs	16,568	15,737
Materials, contracts & other expenses	16,861	17,043
Depreciation, amortisation & impairment	6,682	6,448
Finance costs	795	531
Operating Projects	2,022	1,210
Total Expenses	42,928	40,969
OPERATING SURPLUS / (DEFICIT)	1,867	3,324
Asset disposal & fair value adjustments	(115)	161
Amounts received specifically for new or upgraded assets	426	1,477
NET SURPLUS / (DEFICIT)	2,178	4,962
Other Comprehensive Income		
Total Other Comprehensive Income	-	16,862
TOTAL COMPREHENSIVE INCOME	2,178	21,824

Proposed Budgeted Statement of Financial Position
As at 30 June 2016

	2016 \$'000	2015 \$'000
ASSETS		
Current Assets		
Cash and cash equivalents	300	1,091
Trade & other receivables	2,241	2,241
Other financial assets	18	18
Total Current Assets	2,559	3,350
Non Current Assets		
Financial Assets	21	41
Equity accounted investments in Council businesses	11,219	10,977
Infrastructure, Property, Plant & Equipment	562,730	557,900
Total Non-current Assets	573,970	568,918
Total Assets	576,529	572,268
LIABILITIES		
Current Liabilities		
Trade & Other Payables	5,042	5,042
Borrowings - Short Term Draw Down	4,179	4,971
Borrowings Fixed Term	961	961
Provisions	1,806	1,806
Total Current Liabilities	11,988	12,780
Non-current Liabilities		
Borrowings	8,340	5,466
Provisions	575	575
Other Non-current Liabilities	181	181
Total Non-current Liabilities	9,096	6,222
Total Liabilities	21,084	19,002
NET ASSETS	555,444	553,266
EQUITY		
Accumulated Surplus	128,834	126,656
Asset Revaluation Reserves	426,610	426,610
TOTAL EQUITY	555,444	553,266
NET FINANCIAL LIABILITIES	18,504	15,611

Proposed Budgeted Cash Flow Statement**For the year ended 30 June 2016**

	2016 \$'000	2015 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES		
<u>Receipts</u>		
Operating Receipts	44,541	43,572
Investment Receipts	12	6
<u>Payments</u>		
Operating payments to suppliers & employees	(35,451)	(33,836)
Finance Payments	(795)	(532)
Net Cash provided by (or used in) Operating Activities	8,307	9,210
CASH FLOWS FROM INVESTING ACTIVITIES		
<u>Receipts</u>		
Amounts specifically for new or upgraded assets	426	1,477
Sale of replaced assets	254	386
Repayments of loans by community groups	20	29
<u>Payments</u>		
Expenditure on renewal/replacement of assets	(8,956)	(7,518)
Expenditure on new/upgraded assets	(2,925)	(3,313)
Loans made to Community Groups	-	-
Net Cash provided by (or used in) Investing Activities	(11,181)	(8,939)
CASH FLOWS FROM FINANCING ACTIVITIES		
<u>Receipts</u>		
Proceeds from borrowings	4,008	2,425
<u>Payments</u>		
Repayments of borrowings	(1,134)	(1,229)
Net Cash provided by (or used in) Financing Activities	2,874	1,196
Net Increase/ (Decrease) in cash held	1	1,467
Cash & cash equivalents at beginning of period	(3,880)	(5,348)
Cash & cash equivalents at end of period	(3,879)	(3,880)
Cash & Investments	300	1,091
Short Term Drawdown	(4,179)	(4,971)
	(3,879)	(3,880)

Proposed Budgeted Statement of Changes in Equity For the year ended 30 June 2016

	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	TOTAL EQUITY \$'000
Balance at end of previous reporting period	126,656	426,610	553,266
Net Surplus / (Deficit) for Year	2,178	-	2,178
Other Comprehensive Income			
Gain (Loss) on revaluation of I,PP&E	-	-	-
Balance at end of period	128,834	426,610	555,444

For the year ended 30 June 2015

	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	TOTAL EQUITY \$'000
Balance at end of previous reporting period	121,694	409,748	531,442
Net Surplus / (Deficit) for Year	4,962	-	4,962
Other Comprehensive Income			
Gain (Loss) on revaluation of I,PP&E	-	24,692	24,692
Share of OCI - Equity Accounted Council Businesses	-	(7,830)	(7,830)
Balance at end of period	126,656	426,610	553,266

**Proposed Budgeted Financial Indicators
For the year ended 30 June 2016**

	2016 \$'000
Operating Surplus Ratio	4.2%
Net Financial Liabilities Ratio	41%
Asset Sustainability Ratio - Current Year based on Asset Management Plan Required Expenditure	110%
Asset Sustainability Ratio - Current Year based on Depreciation	134%
Asset Sustainability Ratio - 10 Year Rolling	110%

Proposed Funding Statement
For the year ended 30 June 2016

	Current Approved Budget \$'000	Zero Budget Changes \$'000	Additional Requests \$'000	2nd Quarter Budget Review \$'000
Operating Income				
Rates	36,114	0	0	36,114
Other Rates - Special rates	336	0	0	336
NRM Levy	1,134	0	0	1,134
Statutory Charges	1,370	0	0	1,370
User Charges	1,618	2	0	1,620
Grants and Subsidies	2,931	107	(9)	3,029
Investment Income	12	0	0	12
Reimbursements	141	0	12	153
Other Income	597	1	56	654
Operating Projects	117	14	0	131
Total Operating Income	44,369	124,703	59	44,553
Operating Expenditure				
Employee Costs	16,615	(47)	0	16,568
Materials, Contracts & Other Expenditure	16,760	77	24	16,861
Finance Costs	795	0	0	795
Depreciation, amortisation & impairment	6,682	0	0	6,682
Operating Projects	2,226	94	(298)	2,022
Total Operating Expenditure	43,077	124,721	(274)	42,928
Funding Surplus/(Deficit) before Capital Revenue	1,292	(0)	333	1,625
<i>Net Outlays on Existing Assets</i>				
Capital Expenditure on Renewal & Replacement of Existing Assets	(8,956)	0	0	(8,956)
Depreciation, Amortisation and Impairment	6,682	0	0	6,682
Proceeds from Sale of Replaced Assets	254	0	0	254
	(2,020)	0	0	(2,020)
<i>Net Outlays on New & Upgraded Assets</i>				
Capital Expenditure on New & Upgraded Assets	(3,654)	(30)	759	(2,925)
Amounts received specifically for New & Upgraded Assets	396	30	0	426
Proceeds from Sale of Surplus Assets	0	0	0	0
	(3,258)	0	759	(2,499)
Funding Result for Financial Year	(3,986)	(0)	1,092	(2,894)
Funded By				
New Borrowings	2,406	0	(1,092)	1,313
Proposed Carry Forwards	0	0	0	0
Funding of Carry Forwards & Budget Requests	2,695	0	0	2,695
	5,101	0	(1,092)	4,008
Working Capital Funding	0	0	0	0
Community Loans Repaid	20	0	0	20
New Loans to Community Groups	0	0	0	0
Borrowing Repayments	(1,134)	0	0	(1,134)
Total Funding	3,986	0	(1,092)	2,894

* Zero budget changes includes reclassification of some income & expenditure

The figures in this report have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

**Budget Requests
Operating Income**

Cost Centre/Project	Description	Financial Statement Category	Amount \$	Comment
201000	Road Maintenance	Grants & Subsidies	8,800	Reduction as budget for Local Roads more than final allocation from Commonwealth Government
1181	Corporate Activities	Other Income	(9,760)	Special surplus distribution from LGA Asset Mutual Fund and Income Protection Fund
1380	Transport & Traffic	Other Income	(37,000)	Recognition of additional Hoarding Income from Eldercare development
202584	Goodwood Library Fire 2015	Other Income	(9,160)	Insurance Claim received to offset costs incurred over 2014-15 and 2015-16 financial years. Expenditure request included below
201561	Damage – Council Infrastructure	Reimbursements	(12,000)	Compensation received for the loss of a council tree
Total			59,120	

Budget Requests
Operating Expenditure

Cost Centre/ Project	Description	Financial Statement Category	Amount \$	Comment
1642	Harmony Day	Materials, Contracts & Other	2,000	Council approved an increase in expenditure budget at its November 2015 meeting
1220	Community Management	Materials, Contracts & Other	7,000	Expenditure budget for Fullarton Park Community Centre's 40 th Anniversary in 2016
201017	Showground Signage Maintenance	Materials, Contracts & Other	25,000	Additional cost of traffic control for Adelaide Show as a result of change in DPTI traffic management guidelines
202602	Vigil for France	Materials, Contracts & Other	5,600	Costs incurred in relation to the vigil organised by Council
202584	Goodwood Library Fire - 2015	Materials, Contracts & Other	4,100	2015-16 expenditure required to fix Goodwood Library kitchen fire damage in accord with the insurance claim income shown above
201010	Waste Management – Hard Rubbish	Materials, Contracts & Other	(20,000)	Savings in hard rubbish budget
Total			23,700	

**Budget Requests
Operating Projects**

Cost Centre/ Project	Description	Financial Statement Category	Amount \$	Comment
202563	Events – Australia Day	Materials, Contracts & Other	2,000	Budget has been exceeded due to extension of event duration and public holiday rates charged by contractors
202351	Undergrounding of Goodwood Road – Stage 2	Materials, Contracts & Other	(300,000)	Stage 2 of the Project will not commence until 2016-17 because of delays in SAPN project start. Will be included in 2016-17 Budget
Total			298,000	

Capital Expenditure on New & Upgraded Assets

Cost Centre/ Project	Description	Financial Statement Category	Amount \$	Comment
202203	LATM Black Forest Implementation	Capital Expenditure on New & Upgraded Assets	41,000	Amount required to complete project. Green asphalt in bike lane.
202376	Goodwood Road Streetscape & Way Finding Strategy	Capital Expenditure on New & Upgraded Assets	(550,000)	Portion of budget expected not to be spent in 2015-16 due to delays in undergrounding project. Will be included in 2016-17 Budget
201709	Brown Hill Keswick Creek Project	Capital Expenditure on New & Upgraded Asset	(250,000)	Portion of budget expected not to be spent in 2015-16 because of delays in acceptance of final solution and subsequent updated Stormwater Management Plan.
Total			(759,000)	

Zero Budget Requests

Cost Centre /Project	Description	Financial Statement Category	Amount \$	Comment
1520	Community Care	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(17,852) 17,852	New funding agreement for Commonwealth Home Support Program
1521	Carers Support	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Other Income • Materials, Contracts & Other 	(8,515) (1,000) 9,515	New funding agreement for Commonwealth Home Support Program and minor funding reallocation
1526	Eastern Region SRF Program	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(18,975) 18,975	New funding agreement for Commonwealth Home Support Program
1535	Social Transport	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(1,264) 1,264	New funding agreement for Commonwealth Home Support Program
1538	Community Passenger Network	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(11,013) 11,013	New funding agreement
1550	Home & Community Care	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(18,707) 18,707	New funding agreement for Commonwealth Home Support Program
1555	HACC Maintenance Van	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(507) 507	New funding agreement for Commonwealth Home Support Program
1556	CVS Regional	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(4,000) 4,000	Additional grant funding to be received
1630	Museum	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(9,950) 9,950	Grant funding to be received from History SA for the development of the exhibition "Unley in Retrospect"
202596	HACC Transition	<ul style="list-style-type: none"> • Operating Grants & Subsidies • Materials, Contracts & Other 	(17,000) 17,000	Grant funding from Commonwealth Home Support Programme (CHSP) for transition support

Cost Centre /Project	Description	Financial Statement Category	Amount \$	Comment
1570	Fullarton Park Centre	<ul style="list-style-type: none"> • User Charges • Materials, Contracts & Other 	(2,300) 2,300	Minor funding reallocation
201995	Main Street Digital Economic Strategy	<ul style="list-style-type: none"> • Operating Project Other Income • Operating Projects (Expenditure) 	(14,250) 14,250	To account for contributions from Trader Associations
201995 1199	Main Street Digital Economic Strategy Economic Development	<ul style="list-style-type: none"> • Operating Projects (Expenditure) • Materials, Contracts & Other 	55,000 (55,000)	Contribution to Main Street Digital Economic Strategy from Economic Development operating budget
201977 202598 202599 202600	Senior Policy Planning Staff Variety on King William Road 2015 Evening Under The Stars Goodwood Groove	<ul style="list-style-type: none"> • Employee Costs • Operating Projects (Expenditure) • Operating Projects (Expenditure) • Operating Projects (Expenditure) 	(25,000) 10,000 10,000 5,000	Savings from Urban Policy Planning Operating Expenditure Project to cover unbudgeted main street events contribution
202583	A Mother's Milk Outdoor Kerb Build Out	<ul style="list-style-type: none"> • Amounts received specifically for New & Upgraded Assets • Capital Expenditure on New & Upgraded Assets 	30,000 (30,000)	Contribution from A Mothers Milk Matched Expenditure
Total			0	

DECISION REPORT

REPORT TITLE: REVOCATION OF COUNCIL POLICIES
ITEM NUMBER: 383
DATE OF MEETING: 22 FEBRUARY 2016
AUTHOR: REBECCA WILSON
JOB TITLE: MANAGER GOVERNANCE & RISK

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement to revoke 6 Council policies that are no longer required.

Over the past 12 months, the Governance Unit has been undertaking a review of the Council policies as part of the Policy Review milestone.

The Governance Unit, in consultation with relevant staff, has identified 6 policies that can be revoked immediately and are contained at Attachments 1 to 6.

An analysis of the Council policies identified as no longer required for a range of reasons include policies that:

- are out of date
- repeat legislation
- are now covered by delegations
- relate to a departmental function or administrative practice
- have been replaced by Council's strategic or management plans.

As part of ongoing policy reviews, further policies may be brought to Council for recommendation for revocation.

RECOMMENDATION

That:

1. The report be received.
 2. Revoke all policies contained at Attachments 1 to 6 of Item 383/16:
 - 1) Open space policy
 - 2) Council's role in economic development policy
 - 3) Installation of community information (fingerboards) signs policy
 - 4) Community social development policy
 - 5) Ron Young grant program policy
 - 6) Public statements policy
-

1. **RELEVANT CORE STRATEGIES/POLICIES**

Goal O5.3; Good governance and legislative framework.

2. **DISCUSSION**

The Governance Unit is in the process of reviewing the 63 Council policies (not including Administrative policies). Council policies are those which have been adopted by the elected body as distinct from Administrative policies which have been endorsed by the Executive.

The following policies have been identified as no longer required.

POLICY	REASON	BUSINESS UNIT
Open space	Now covered in Open Space Strategy 2015-20	Urban Design
Council's role in economic development	Now covered in Business and Economic Development Strategy 2012-15. An updated strategy is in preparation.	Economic Development
Installation of community information (fingerboards) signs	Covered by Australian Standards	Transportation and Traffic
Community social development	Policy is a context overview only. Social development principles are included within the Community Plan, along with the new social strategies of Council.	Community Development
Ron Young grant program	Policy is redundant as funds held by the grant have been exhausted.	Community Development
Public statements	Local Government Act 1999, Sections 58, 59, and Codes of Conduct for Elected Members and Employees	Communications

The Policy Review has been undertaken by a 5 stage process:

1. Initial review by the Governance Unit.
2. Meeting with Responsible Officer ("RO") from the relevant Business Unit to discuss policy and any assistance given/needed.
3. The RO reviewed the policy and determined whether the policy could remain unchanged, or if changes were required, or it may be revoked.

4. Once the policy was reviewed and/or endorsed by Council, the Governance Unit prepared the final master copy and distributed where required.
5. If the policy was identified as no longer required, then the Governance Unit was to prepare a report for Council with a recommendation to revoke the policy.

Stage 1

The Governance Unit initially vetted each policy to assess for updates including:

- Legislation
- Responsible Department reflecting current organisational structure.
- RO reflecting current organisational structure.
- Relevant Delegations
- Other policies and procedures that could be relevant.
- Links to Community goals from Council's 4 year Plan 2013-2016.

Stage 2

Once the first stage of the review was undertaken, the Governance Unit made a time with the RO. The discussion focussed on the review process and any points to be considered when reviewing the policy, including if the policy was redundant/superfluous or duplicated in any other policy.

Stage 3

The RO then reviewed the policy to determine whether:

- Policy was already under review.
- Policy was not required to be reviewed and when the next review should be scheduled.
- Policy required minimal changes to be made.
- Policy required full review and potentially major changes and updates.
- Policy should be revoked.

Stage 4

Once the policy was returned to the Governance Unit either with amendments or from Council after a resolution, the final formatting occurred and a master copy created.

Stage 5

Where the review process concluded that the policy was out-dated and no longer needed then a report was to be drafted for Council.

The Role of the Governance Unit

It is critical for ROs to participate in the Policy Review process to consider and assess whether the policies and procedures reflect current practices. This is also a risk mitigation strategy for the organisation, and with the introduction of ICAC, should an investigation occur, Council can demonstrate its proactive approach to policy development and review.

3. ANALYSIS OF OPTIONS

Option 1 – Revoke all policies contained at Attachments 1 to 6 of Item 383/16

Revocation of the policies contained at Attachments 1 to 6 will remove outdated material from the Policy Manual and enable the Administration to progress the Policy Review Project.

Option 2 – Revoke and/or amend some of the policies contained at Attachments 1 to 6 of Item 383/16

Council may wish to retain and/or amend some of the policies contained at Attachments 1 to 6, and revoke the remainder.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

Legislative/Risk Management

Policies should be regularly reviewed, or revoked if no longer necessary, so that Council's statement of position (ie. the policy) reflects current practice. This ensures good governance and mitigation of risk.

Council Policy Reviews should occur every 3 years (unless Legislation dictates otherwise or the Responsible Officer advises otherwise). Administration Policy Reviews should occur every 2 years (again subject to the above factors).

The review cycle for some policies and codes is mandated by the *Local Government Act 1999*. For example, in accordance with Section 92(2) of that Act, the "Code of practice for access to meetings and documents" must be reviewed (and was on 27 July 2015) within 12 months of the last council election.

Stakeholder Engagement

Community consultation was not required for this matter.

6. REPORT CONSULTATION

Staff from the following Business Units were consulted during the policy review process; Community Development, Communications, Urban Design, Economic Development, Transportation and Traffic.

7. ATTACHMENTS

- 1) Open Space policy
- 2) Council's role in economic development policy
- 3) Installation of community information (fingerboards) signs policy
- 4) Community social development policy
- 5) Ron Young grant program policy
- 6) Public statements policy

8. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Peter Tsokas	CEO
Rebecca Wilson	Manager Governance & Risk

Open Space

Policy Type:	Council Policy
Reference Number:	COU110
Responsible Department:	Community
Responsible Officer:	General Manager
Legislation	Not applicable
Relevant Delegations:	Not applicable
Related Policies and Procedures	Not applicable
Community Goal	<p>1.1 Enhance community well-being, quality of life and social development through the provision of quality recreational and sporting opportunities.</p> <p>1.4 Enhance the health and well-being of the community through facilitating and regulating the provision of appropriate services and facilities.</p>
Previous Policy Number	COU117, 4.4.02
Council Resolution:	CSP 18 Oct (367/10) C 25 Oct (758/10) CSP 8 Oct (139/12) C 22 Oct (564/12)
Date Adopted:	22 October 2012
Review Date:	2014

1. POLICY STATEMENT

The City of Unley will provide an equitable distribution of a diverse range of quality open space and protect it for social, cultural, environmental and economic benefit to its citizens.

2. PRINCIPLES

Administrative planning processes will include strategies for implementing this policy, which take account of the following principles:

- (a) Open spaces will be designed, maintained and developed in an environmentally sustainable way, in order to enhance bio-diversity and retain culturally significant features.
- (b) Open spaces will be planned, designed and maintained to minimise the risk of injury or accident to users. Particular attention

in this regard, will be given to children's play areas, public toilets, safety lighting, sun protection and control of dogs.

- (c) Processes will be provided for community involvement in decision making regarding open space issues and management.
- (d) Information will be provided to the community regarding the availability of open space in and near the City of Unley, through a variety of strategies e.g. brochures, electronic data, signage, interpretive information.
- (e) There will be provision of open space which is accessible to, and which accommodates the needs of all residents regardless of age or ability. Particular attention is to be paid to the access needs of people with disabilities, older residents and young people.
- (f) The level of access to quality open space will be increased, with a strong emphasis on retaining and developing existing open spaces, and attempting to increase access in poorly supplied areas.
- (g) The needs of visitors and local residents will be integrated in developments and programs which involve open space.
- (h) Management Plans for Community Land are to be prepared and implemented in accordance with Sections 196 to 199 of the Local Government Act 1999.

Development and Distribution of Open Space

- (a) *Regional open space* refers to areas which serve a catchment population far beyond the City of Unley. Areas of regional significance will be developed and linked in order to serve both the local and broader community in ways that increase access to the wider Metropolitan Open Space System (MOSS).
- (b) *District open space* attracts users on a city-wide basis, and from neighbouring suburbs adjacent to the City of Unley.

District open space is to be developed and maintained so that areas for informal, non-competitive recreation are provided, including opportunities for social interaction and solitude with some degree of isolation from adjoining land users. This does not exclude formal, competitive sport being located in association with such informal areas.

Links to and from district open spaces are to be developed as a priority e.g. walking/ riding trails and signage. A variety of landscape forms are to be provided including mature trees, shade areas and wide open spaces suitable for active, unstructured activities.

- (c) *Sporting reserves* cater primarily for formalised and competitive games. The Council will endeavour to provide all residents with access to a sporting reserve within 3 kilometres of their homes.

Informal areas surrounding playing fields are to be landscaped and will provide opportunities for informal recreation. Street parking in the vicinity of sporting reserves will be minimised as much as possible by providing on-site car parks and bike racks close to facilities where feasible. Buildings and facilities are to be designed so that they are suitable for use by a range of clubs and the general public.

- (d) *Linear open space* acts as a green belt or corridor. It generally provides links and therefore access routes, between other open spaces, facilities and residential areas.

Linear open spaces are particularly important as fauna and flora habitats, and are often associated with water courses. They provide a range of uses such as commuter corridors, exercise pathways and passive park environments.

- (e) *Non-Council owned open space* is the legitimate interest of the Council. Some of these areas are of significant size and have the potential to serve a greater regional and local function. Smaller spaces can also contribute a great deal at the neighbourhood level, to the quality of open space access.

- (f) *Supplementary open space* includes Council-owned car parks, road reserves and closures and other non-traditional open spaces. The Council recognises the value of these spaces and sees them as opportunities to increase the open space network.

- (g) *Neighbouring open space* refers to areas which are adjacent to the City of Unley and within 5 kilometres of most residents.

Categories of Open Space

The Council's Administration will base its corporate and strategic planning on the following definitions of open space.

- (a) *Category 1* refers to significant open space designed to provide opportunities for a diverse range of activity or function. These spaces serve at least the precinct in which they are located, and in many cases have City wide attraction.
- (b) *Category 2* open space has a more specific function designed to provide for the local area primarily, but can include unique features which attract more widely.
- (c) *Category 3* open space provides primarily for children's play areas, with emphasis on facilities for children and their care givers.

- (d) *Category 4* open space is designed primarily to provide an area of visual relief to the streetscape.

Delegations

Specific projects and responsibilities relating to the design, development and maintenance of open space as well as the consultation and negotiation necessary to enact this policy, will be assigned by the Chief Executive Officer to appropriate officers, in accordance with skills and workloads at any particular time, to ensure that an integrated approach is taken.

3. POLICY OBJECTIVES

- (a) The Council will ensure that district level open space provides a diversity of facilities which aim to benefit a wide cross section of the community.
- (b) The Council will foster the development of strong, viable sporting clubs which are based at high quality facilities with the maximum possible access for people with disabilities. Clubs will be encouraged to share facilities through co-location or amalgamation, where this will enable their long term viability and sustainable development. The costs and benefits involved in developing and rationalising the use of sporting reserves are to be analysed in consultation with all stakeholders.
- (c) The Council will provide community access to and enjoyment of the creek systems in the City, where this is safe and practical to do so. Linear open space will be developed to incorporate areas for recreation activities, including safe access to creeks and reduction of foliage where it creates an unsafe environment. Strategic linkages with other open space areas or facilities will be developed as a priority. Pathways will cater for multiple use eg pedestrians, cyclists and skaters. Planting and landscaping will increase the bio-diversity along linear open spaces and be designed to encourage birdlife and animal habitats.
- (d) The Council will strive to secure and protect community access to non-Council owned open space.
- (e) The Council will maximise the recreational value of supplementary open space (eg car parks, pocket parks, footpaths, public realm).
- (f) The Council will enhance links and access to neighbouring open space. It will promote the availability of these spaces to Unley residents and will seek to jointly plan and develop neighbouring open spaces with adjoining councils and/or relevant parties. Traffic barriers to neighbouring open spaces will be reduced by Council's use of appropriate traffic management techniques.

- (g) At least one Category 1 open space area is to be provided in each of the City's main precincts.
- (h) The Council will strive to provide Category 2 and Category 3 open space areas within 500 metres walking distance of all residential areas without crossing a main road.
- (i) The Council will provide Category 4 open space areas where these are appropriate and feasible.

4. DEFINITIONS

Recreation

Activities that are undertaken for enjoyment in one's free time, without the structure of competition and formal rules.

Sport

Activities that are undertaken for enjoyment in one's free time, but are based on formal competition and/or organised administration, and have formal sets of rules.

5. REFERENCES

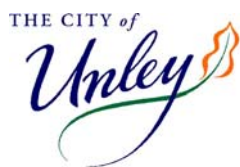
City of Unley, *Community Plan 2015*

City of Unley, *Open Space Recreation Strategy 2004-2014*

City of Unley *Recreation Policy*

6. PROCEDURES

This policy is intended to be implemented through Council's corporate and strategic framework documents, including (but not limited to) the Community Plan 2015 and Open Space Recreation Strategy 2004-2014.



Council's Role in Economic Development

Policy Type:	Council Policy
Reference Number:	COU 57
Responsible Department:	City Development
Responsible Officer:	Business and Economic Development Manager
Legislation	Not applicable
Relevant Delegations:	Not applicable
Related Policies and Procedures	Economic Development Strategy 2010-20113
Community Goal	<p>2.1 Encourage local skill development and local employment</p> <p>3.3 Identify, foster and support new enterprises and home based businesses to build local employment.</p> <p>2.3 Proactively develop stronger partnerships between business and Council to promote and facilitate economic development in the City.</p>
Previous Policy No:	7.1.01, COU120
Date Adopted:	CSP 16 Aug (348/10) C 23 Aug (717/10)
Review Date:	August 2012

1. POLICY STATEMENT

The City of Unley acknowledges the importance of economic development. It also acknowledges that it has a role in the facilitation and enhancement of an environment that enables the community to sustain and improve its economic status without compromising the local quality of life.

2. PRINCIPLES

This policy is based upon principles of good governance including timely, open and transparent decision making. Consideration has been given to the City's businesses dominated by professional services, retail and home based businesses and the City's unique and attractive retail precincts.

3. POLICY OBJECTIVES

Through the implementation of this policy, Council will focus on three themed policy objectives to stimulate and sustain economic development in the City of Unley;

- 3.1 Strengthen the retail and professional services sector.
- 3.2 Build the home based business sector.
- 3.3 Demonstrate leadership.

These three objectives can be achieved by:

- 3a Maintain links and form partnerships where appropriate, with the business sector, other Councils, other levels of government and relevant agencies.
- 3b Foster an environment where information, business opportunities and support are shared between industry sectors that are established within the City.
- 3c Ensure that the Council's own business transactions are of a high standard.
- 3d Produce and distribute information that may lead to business development and investment within the City such as:
 - (i) innovative and 'leading practice' approaches from across Australia and overseas;
 - (ii) economic impact studies of local events;
 - (iii) a database of local businesses and services;
 - (iv) a register of vacant sites and business opportunities within retail and commercial precincts;
 - (v) social, economic and demographic data;
 - (vi) quantifiable measurement of indicators and information relating to the economic strength and performance of retail and commercial precincts;
- 3e Encourage and work with other economic development agencies and adjoining Council's (where relevant) to develop opportunities that compliment and enhance programs and activities within the City of Unley.
- 3f Consider, provide, or facilitate the provision of physical infrastructure that may improve business activity and growth.
- 3g Establish, coordinate and support business based networks that provide a forum and opportunities for economic development within the City, particularly UBED.
- 3h Sponsor business development programs that are designed to improve the capability and skills of business operators within the City.
- 3i Encourage and enable Trader Groups and other local industry-based or professional associations, to be proactive in the promotion of their businesses, commercial precincts and industry sectors.

- 3j Undertake and promote festivals, attractions and special events that appeal to the local and wider metropolitan community and involve Trader Groups and business participation where possible.
- 3k Encourage the practice of sourcing and using local products and services within the community and by the Council – within the parameters of Federal and State competitive neutrality principles, and Council's Contracts and Tenders Policy.

4. DEFINITIONS

“UBED” Means the City of Unley Business and Economic Development Committee.

5. REFERENCES

City of Unley Business and Economic Development Strategy 2010 – 2013.

6. PROCEDURES

This policy will be managed by the City of Unley's Business and Economic Development Manager and will be available for inspection at Council's principal office 181 Unley Road, Unley during ordinary business hours and on the Council's website www.unley.sa.gov.au .

Installation of Community Information (Fingerboards) Signs

Policy Type:	Council Policy
Reference Number:	COU73
Responsible Department:	City Services
Responsible Officer:	General Manager City Services
Legislation	Not applicable
Relevant Delegations:	Not applicable
Related Policies and Procedures	Not applicable
Community Goal	3.1 Ensure that urban development and infrastructure meet the changing needs of the City whilst building upon character and amenity.
Previous Policy No:	COU 52, 2.5.01
Date Adopted:	CSP 18 Oct (367/10) C 25 Oct (758/10)
Review Date:	October 2012

1. POLICY STATEMENT

This policy provides a clear framework for the management and installation of signage within the City of Unley.

2. PRINCIPLES

The City of Unley strives to achieve a respect for the City's heritage and natural areas to reinforce Unley's city amenity and village charm as described within the Community Plan 2010 - 2015. It is based upon this principle that the City of Unley seeks to provide uniform signage for the identification of various facilities and infrastructure located within the City.

In situations where institutions such as schools, day care centres and rest homes request the installation of signs, the Council will consider such requests on the condition that the institution is prepared to carry the costs of initial production and installation of the signs.

Council will subsequently undertake to maintain and replace the signs as necessary.

The Manager Transport and Traffic is authorised to advise those persons requesting the installation of signs of Council's policy, and to arrange for the installation of signs subject to obtaining the necessary statutory approvals on behalf of Council without referral to Council.

3. POLICY OBJECTIVES

To provide uniform and clear signage for the easy identification of places of interest/council facilities for vehicular and pedestrian traffic.

4. DEFINITIONS

N/a

5. REFERENCES

N/a

6. PROCEDURES

This policy will be reviewed in keeping with Council's Policy Review process and will be managed by the Assets Manager.

Community Social Development

Policy Type:	Council Policy
Reference Number:	COU101
Responsible Department:	Community
Responsible Officer:	General Manager
Legislation	<i>Not Applicable</i>
Relevant Delegations:	<i>Not Applicable</i>
Related Policies and Procedures	<i>Not Applicable</i>
Community Goal	<p>1.2 Enhancing the well-being of the community through facilitation the provision of appropriate services, facilities and opportunities for involvement.</p> <p>1.9 Build partnerships with, and facilitate linkages between service providers, adjoining councils and other spheres of government to optimise services.</p>
Previous Policy number:	N/a
Date Adopted:	CSP 18 Oct (367/10) C 25 Oct (758/10) CSP 8 Oct (139/12) C 22 Oct (564/12)
Review Date:	2014

1. POLICY STATEMENT

The City of Unley's Community Social Development Social Policy underpins and directs those personal and community services and facilities necessary for community functioning and wellbeing.

Council acknowledges that services which enable individuals or groups to improve, maintain or restore their wellbeing and personal welfare, play a necessary role in the quality of life of Unley residents.

2. PRINCIPLES

- 2.1 Council is committed to fostering a vibrant and inclusive community that enjoys a creative, safe and healthy lifestyle. The City of Unley recognises its role in the development, delivery and support of community services which enable the community to achieve this. To reflect this commitment, Council has adopted the following principles:
- recognition of the rights and associated responsibilities of all Unley residents to equality of opportunity and equitable distribution of information, services and resources;
 - acknowledgment that all groups within the community have a role and responsibility in making decisions which affect their lives;
 - access to adequate and appropriate programs and services for all people regardless of gender, age, ability, geographic location, social, educational, cultural or economic circumstances.
- 2.2 Council will strive to ensure that community services provided by this organisation and by other agencies serving Unley residents, are accessible to all, culturally relevant and enhance the social capital of our community.

3. POLICY OBJECTIVES

- 3.1 The City of Unley will seek to develop the wellbeing of its residents and develop social capital in its community by:
- fostering empowerment of the community and of individuals, to ensure the involvement of stakeholders in decisions which affect their wellbeing;
 - the provision of programs and services which connect neighbourhoods and encourage participation;
 - investigating opportunities for partnership and consultation between the community, Government and private enterprise in the planning, development and delivery of community services;
 - promoting services which are culturally inclusive, sensitive and appropriate in a multicultural society; and
 - ensuring that services provided or supported by the Council are in response to demonstrated community needs, and must be subject to processes of rigorous evaluation.
- 3.2 Council acknowledges that its community is made up of diverse and vital groups that make significant and valuable contributions to community life in the City of Unley. Each group has unique needs and requirements to maintain their wellbeing. Council recognises it has a responsibility to strengthen and enhance the wellbeing of all key groups in the community through the provision of appropriate and accessible programs and services.

The City of Unley's community services will be focused on the following key groups whilst fostering the general wellbeing of the total community:

- Children and Families
- Young People
- Older People

- People of Diverse Cultural and Linguistic Backgrounds
- People with Disabilities

4. DEFINITIONS

The City of Unley:

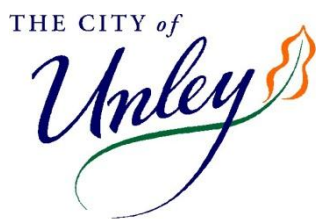
- accepts the World Health Organisation definition of 60 years of age being the notional age of transition of people to the elderly segment of the population;
- endorses the Australian Government's Department of Education, Employment and Work Place Relations' definition of young people as those between 12 and 24 years, inclusive;
- acknowledges that people of diverse cultural and linguistic backgrounds include indigenous people, first generation migrants, both recent arrivals and those who have lived in Australia for a number of years, as well as people born in Australia who have at least one parent born in a non-English speaking country; and
- recognises the definition of disability as defined in the Federal Disability Discrimination Act, 1992.

5. REFERENCES

- Federal Disability Discrimination Act, 1992
- Australian Government's Department of Education, Employment and Work Place Relations (National Strategy for Young Australians 2010)
- World Health Organisation

6. PROCEDURES

This policy will be managed by the City of Unley's Community Development Manager and on the Council's website www.unley.sa.gov.au.



Ron Young Grant Program Policy

Policy Type:	Council Policy
Reference Number:	COU105
Responsible Department:	Community
Responsible Officer:	General Manager Community
Legislation	Nil
Relevant Delegations:	Not Applicable
Related Policies and Procedures	Ron Young Grant Program Terms of Reference
Community Goal	1.1 Enhance the health and wellbeing of the community through the facilitating and regulating the provision of appropriate services and facilities.
Previous Policy No.	50, COU107
Council Resolution:	18 Oct CSP (367/10) C 25 Oct (758/10) 9 July 2012 CSP (119/12) C 23 Jul 2012 (474/12)
Date Adopted:	23 July 2012
Review Date:	July 2013

1. POLICY STATEMENT

This policy provides a framework for assessing and managing requests for financial assistance from the Ron Young Grant Program.

2. PRINCIPLES

The City of Unley acknowledges the generous bequest of Mr Ron Young that enabled the establishment of the Ron Young Technology Foundation in 1997.

This policy is based on the following principles of good governance:

- timely, open and transparent decision making
- accessibility
- an equitable framework for assessing requests for financial assistance.

3. POLICY OBJECTIVE

To provide funding for technological learning/support for:

- older persons over the age of 50
- older and frail persons over the age of 50
- young people who have a disability.

To:

- enhance their lifestyles and wellbeing through leisure and learning opportunities
- provide opportunities to meaningfully participate in community life
- extend their skills and access to unique and diverse opportunities.

4. REFERENCES

City of Unley, Youth Sponsorship Program - Policy

City of Unley, Small Sponsorship and Donations Scheme – Policy

City of Unley, Community & Cultural Grants Scheme – Guidelines

5. PROCEDURES

The Ron Young Grant Program includes two funding streams:

- Ron Young Community Grant Program
- Ron Young Council Project

5.1 Ron Young Community Grant Program

5.1.1 Funding

The entire bequest and any interest earned should be fully expended by 2014. It is envisaged that \$8,000 per year will be allocated to this grant stream. Applications of up to \$4,000 per financial year per individual, group or organisation will be considered

Applications will be considered by the Community and Culture Committee in accordance with the eligibility criteria and recommended to Council for final approval. Council may endorse additional spending within the limits of the bequest and interest based on the number and quality of applications received.

Individuals may only apply under the auspice of a not for profit group or organisation.

5.1.2 Eligibility and Criteria

Applications will only be considered for activities or purposes that demonstrate they are primarily targeted at;

- older persons over the age of 50
- older and frail persons over the age of 50
- young people who have a disability.

Applications will additionally be assessed against their capacity to demonstrate the following criteria:

- meets an identified need in the Unley and;
- enhances the participants ongoing involvement in meaningful community life; and
- enhances the lifestyles and well being of participants through leisure and learning; and
- provides opportunities to extend the technological skills of participants and provides access to a unique and diverse opportunity; and
- has a clearly defined evaluation process.

Funding will not be considered for;

- ongoing salary (a position created for the length of the project is considered eligible)
- reimbursement for money already spent.
- renovations or capital works, defined as improvements to a building or grounds that will increase its capital value.
- activities and purposes primarily associated with, and for the benefit of, a commercial organisation.
- applications where the funding responsibility normally rests with Federal or State Government.

5.1.3 Applications

Applications will be considered once per year and must be:

- completed on the correct form.
- received by the closing date.

Successful applicants will be required to:

- acknowledge the City of Unley Ron Young Grant Program contribution in any publications or publicity.
- confirm their intention of accepting the grant and conditions by completing a Grant Acceptance Form.
- expend the grant within 12 months unless approval is granted by the Administration to extend this timeframe.
- return any unspent grant funds to the City of Unley.
- provide a project summary to the City of Unley within two months of completion of the project.

5.2 Ron Young Council Project

5.2.1 Funding

The entire bequest and any interest earned should be fully expended by 2014 or sooner. Approximately \$7,500 per year will be allocated to this grant stream. Applications submitted for the entire bequest will be considered.

All applications will be reviewed by the Community and Culture Committee in accordance with eligibility criteria and recommended to Council for final approval. Council may endorse additional spending within the limits of the bequest and interest based on the number and quality of applications received.

5.2.2 Eligibility and Criteria

Applications will only be considered for activities or purposes that demonstrate they are primarily targeted to:

- older persons over the age of 50,
- older and frail persons over the age of 50
- young people who have a disability..

Applications for projects that collaborate with external organisations or groups will be considered eligible and indeed desirable.

Applications will additionally be assessed against their capacity to demonstrate the following criteria:

- meets an identified need in the Unley and;
- enhances the participants ongoing involvement in meaningful community life; and
- enhances the lifestyles and well being of participants through leisure and learning; and
- provides opportunities to extend the technological skills of participants and provides access to a unique and diverse opportunity; and

Funding will not be considered for:

- ongoing salary (a position created for the length of the project is considered eligible)
- reimbursement for money already spent.
- renovations or capital works, defined as improvements to a building or grounds that will increase its capital value.
- applications where the funding responsibility normally rests with Federal or State Government.

5.2.3 Applications

Applications will be considered once per year and must be:

- completed on the correct form
- received by the closing date.

6. Promotion of the Program

Up to \$500 per year from the Ron Young Grant Program fund can be spent on promotion of the program.

7. Assessment

The Community and Culture Committee will consider all applications and will make recommendations to Council for final approval based on the eligibility and criteria.

8. Other Matters

The following information may be sought to establish bona fides:

- Financial Statements, Annual Reports and Articles of Incorporation.
- Proof of residential status.

Public Statements

Reference Number:	COU21
Responsible Department:	Corporate Services
Responsible Officer:	General Manager
Legislation	Local Government Act 1999
Relevant Delegations:	
Related Policies and Procedures	
Community Goal	6.1 Provide a corporate framework for open communication and consultation with the local community, which informs, educates and encourages community participation and ensures that Council's decisions fully consider the views of the community.
Previous Policy Number:	1.4.03, COU 11
Council Resolution:	CSP 18 July 2011 item 52 C 25 July 2011 item 191 Item 108 CSP 14 May 2012 Item 420 C 28 May 2012
Date Adopted:	28 May 2012
Review Date:	May 2013

1. POLICY STATEMENT

This policy provides direction in relation to public statements to the media by Council representatives including Elected Members and Council employees.

2. PROCEDURES

- (1) All public statements and press releases on behalf of the Council shall be issued by the Mayor or the Chief Executive Officer, on the further understanding that the Chief Executive Officer has authority to delegate his/her authority to any officer of the Council in a particular instance.
- (2) When any Committee Meeting is open to the public, the Presiding Member of that Committee is authorised to make public statements on

behalf of the Committee on any item considered by that Committee at that meeting.

- (3) Notwithstanding the foregoing, an Elected Member may make a personal statement on any matter.

DRAFT DECISION REPORT

REPORT TITLE: DOG AND CAT BOARD - CALL FOR NOMINATIONS
ITEM NUMBER: 384
DATE OF MEETING: 22 FEBRUARY 2016
AUTHOR: SUE BAYLY
JOB TITLE: GOVERNANCE OFFICER

EXECUTIVE SUMMARY

The Local Government Association (LGA) has called for nominations for the local government representatives on the Dog and Cat Management Board.

Nominations must be received by the LGA by close of business 4 March 2016.

Councillor Bob Schnell has indicated his interest in the position.

RECOMMENDATION

That:

1. The report be received.
 2. A nomination for _____ as a Local Government representative on the Dog and Cat Management Board be submitted to the Local Government Association by close of business Friday 4 March 2016.
-

1. RELEVANT CORE STRATEGIES/POLICIES

- Goal 5.3; Good governance and legislative framework.
- Goal 5.4: An environment of continuous improvement and innovation.
- Dog and Cat Management Act 1995, Section 12.

2. DISCUSSION

The Local Government Association (LGA) has called for nominations for one local government representative on the Dog and Cat Management Board (the Board) due to the expiry of Cr Janet Loveday's term. The Minister for Sustainability, Environment and Conservation has asked the LGA to forward a panel of 4 nominations for consideration to fill the vacancy.

Details are shown in LGA Circular 2.2, dated 11 January 2016.

Attachment 1

The Board is established pursuant to the Dog and Cat Management Act 1995 (the Act). Its role includes:

- overseeing the administration and enforcement provisions of the Act;
- issuing guidelines and providing advice to councils about effective management of dogs and cats;
- to consider all proposed by-laws referred to it under this Act;
- to keep the Act under review and make recommendations to the Minister with respect to the Act and Regulations.

The term of appointment is for up to three years, and a sitting fee of \$177 per four hour session attended would be paid to an Elected Member appointee (other than a member who is a State Government or statutory authority employee). The new Board member's term will commence on 1 July 2016.

Board Meetings are usually held on the last Wednesday of each month between 1.30pm and 5.30pm.

The selection criteria for the vacancy include;

- practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government;
- experience in the administration of legislation;
- experience in financial management; and
- experience in education and training.

The priority attribute for the LGA nominee on this occasion is experience in education and training.

Attachment 2

Nominations must be received by the LGA by close of business Friday 4 March 2016, and will be considered by the LGA Board at its meeting on 17 March 2016.

3. ANALYSIS OF OPTIONS

Option 1 – Council nominates an Elected Member or staff member for the Dog and Cat Management Board

Council may nominate an Elected Member or staff member for the Board vacancy.

Cr Schnell has indicated his interest in the position.

Option 2 – The report be received

Council may receive the report without putting forward a nomination for the Board.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

5.1 Legislative/Risk Management

The work of the Dog and Cat Management Board is directly related to the control of dogs and cats in the council area. It considers changes to the Act and monitors community attitudes, safety issues etc, and issues guidelines for the public and councils.

6. ATTACHMENTS

Attachment 1; LGA circular 2.2, dated 11 January 2016.

Attachment 2; Selection criteria for Board position.

7. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Peter Tsokas	Chief Executive Officer
Rebecca Wilson	Manager Governance and Risk



Nominations on Outside Bodies - Nominations sought for the Dog and Cat Management Board - Circular 2.2

To	Chief Executive Officer Elected Members Policy and Strategic Planning Staff	Date	11 January 2016
Contact	Natasha Black Email: natasha.black@lga.sa.gov.au		
Response Required	Yes	Respond By	4 March 2016
Summary	The Minister for Sustainability, Environment and Conservation, Hon Ian Hunter MLC, has written to the LGA requesting local government nominations for one member position on the Dog and Cat Management Board for a term of up to 3 years, commencing in July 2016. Nominations must be forwarded to the LGA by COB 4 March 2016.		

The Dog and Cat Management Board is established pursuant to the *Dog and Cat Management Act 1995* - [click here](#) to view a copy of the Act.

The expiration of Cr Janet Loveday's (Adelaide Hills Council) membership of the Dog and Cat Management Board, is effective from 30 June 2016. The Minister has asked the LGA to forward a panel of four nominations (two male and two female) for consideration to fill the vacancy. Cr Loveday is also eligible for re-appointment. Appointments to the Dog and Cat Management Board are for a period of up to three years commencing on 1 July 2016.

Selection Criteria

Applicants must address their applications directly to the legislative criteria set out below, in order to be considered for nomination. Please use the form provided to outline how you meet these criteria:

- practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government;
- experience in the administration of legislation;
- experience in financial management; and
- experience in education and training.

The priority attribute for this LGA nominee is experience in education and training.

Board meetings

The Board generally meets on the last Wednesday of each month between 1.30pm and 5.30pm, regularly holding their meetings at metropolitan and regional councils. The meeting dates for 2016 from the commencement of this appointment are below:

27 July 2016

31 August 2014

28 September 2016

26 October 2016

30 November 2016

December – date to be confirmed

The sitting fee for Board Members is currently \$177 per 4 hour session attended.

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving council members or council staff. No more than two (2) nominees should be provided from each council.

Nominations addressing the selection criteria provided in [Part A](#) for the Dog and Cat Management Board must be forwarded to natasha.black@lga.sa.gov.au by a Council using the attached [Part B](#) by COB 4 March 2016.

The LGA Board will consider nominations received at its meeting on Thursday 17 March 2016.

Established in 1995 under [The Dog and Cat Management Act](#), the Dog and Cat Management Board (the Board) is the only statutory board of its kind in Australia and offers a unique perspective in reporting on the status of dog and cat management in South Australia.

The Board works closely with key partner organisations and state government to improve dog and cat management in South Australia. Using its research and expertise the Board has ensured that South Australia's regulatory and legislative framework has been reviewed and amended to improve the management of dogs and cats in South Australia.

Strategic Objectives

The Board's 2013-16 Strategic objectives are to:

- Establish a population of both sociable and safe dogs in our community.
- Improve the management and care of owned and unowned cats.
- Maximise the benefits from new and existing partnerships that foster and facilitate leadership and initiative in dog and cat management.
- Audit the administration of the *Dog and Cat Management Act, 1995* to ensure compliance.

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Nominations to Outside Bodies



PART A

Name of Body	Dog and Cat Management Board
Legal Status of Body	Statutory Authority
Summary Statement	The Dog and Cat Management Board operates under the <i>Dog and Cat Management Act 1995</i> and its functions include monitoring the administration and enforcement of this Act by Councils.

SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES

The following selection criteria must be addressed when completing Part B

Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	No formal qualifications required.
Industry Experience	Relevant knowledge of dog and cat management issues as they impact local government.
Board / Committee Experience	Relevant experience serving on high level intergovernmental boards, committees or funding allocation bodies is highly desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<p>Section 12(2) of the <i>Dog and Cat Management Act 1995</i> requires nominees, together, to have the following attributes:</p> <ul style="list-style-type: none"> (a) practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government; (b) experience in the administration of legislation; (c) experience in financial management; (d) experience in education and training. <p>The priority attribute for people nominating for this position is experience in education and training.</p>

LIABILITY AND INDEMNITY COVER

The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)

Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

DRAFT DECISION REPORT

REPORT TITLE:	FLAG MANAGEMENT POLICY REVIEW
ITEM NUMBER:	385
DATE OF MEETING:	22 FEBRUARY 2016
AUTHOR:	SUE BAYLY
JOB TITLE:	GOVERNANCE OFFICER

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement for the revised “Flag management” policy (the policy).

As part of the Governance ongoing policy review process, the policy was reviewed and revised including being converted to the new format, procedural and outdated clauses deleted and updated to align with State and Federal protocols and the Flags Act 1953.

The protocols around which flags may be flown have been clarified and strengthened to promote a consistent approach to the flying of flags and clauses repeated from the protocol office publications and websites deleted as any direction received re flying of flags will be specific to the occasion.

The Elected Member Working Party consisting of the Mayor, Cr Bob Schnell, Cr Don Palmer, Cr Peter Hughes and Cr Kohn Koumi were consulted and provided their feedback which has been reflected in the policy and report and relevant administration staff consulted.

RECOMMENDATION

That:

1. The report be received.
 2. The revised “Flag management” policy at Attachment 1 to Item 385/16 be endorsed.
-

1. RELEVANT CORE STRATEGIES/POLICIES

1.1 Goal O 5.3; Good governance and legislative framework.

2. DISCUSSION

The Council's "Flag management" policy sets out which flags may be flown from flag poles under Council's care and control. The objective is to ensure that Council complies with the relevant legislation and Federal and State Government protocols. As a government body, the Council is required to follow the instructions or requests from the Commonwealth Flag Officer or the State Government Protocol Office with regard to flying flags on particular occasions and/or at half-mast. The superseded policy is shown at Attachment 1 to Item 385/16.

Attachment 1

As part of Council's ongoing policy review process, the policy has been reviewed and revised with input from the Elected Member Working Party. The revised policy is shown at Attachment 2 to Item 385/16. The changes may be summarised as follows:

- The policy has been converted to the new policy format.
- Outdated material (eg. reference to the 2009 Victorian bushfires) has been deleted.
- Procedural clauses have been deleted.
- Clauses which repeated the information available in the protocol office publications and websites have been deleted as any direction received re flying of flags will be specific to the occasion.
- Clarification of roles, responsibilities and delegations under the policy.
- The addition of guidelines for the approval or refusal of requests from the public or organisations to fly various flags or banners which are not covered by government protocols.

Attachment 2

Feedback from Elected Members included a suggestion to develop a flag flying "roster" for various organisations. The revised policy continues the option for "flags other than those permanently flown" to be flown, and some additional guidelines have been included. The revised policy also retains the list of "special days" taken from the Department of Prime Minister and Cabinet Protocols. It is not considered practical to draw up another list of options as these may not be known far enough in advance, could restrict Council's options, and create an expectation in the community which Council cannot meet as the request may not be politically and socially acceptable to Council.

3. ANALYSIS OF OPTIONS

Option 1 – Council endorses the revised “Flag management” policy

The revised policy provides a consistent and updated approach to the flying of flags on Council properties or sites. It is compliant with Federal and State government protocols.

Option 2 – Council retains the current version of the “Flag management” policy

Retaining the current (ie. to be superseded) version of the policy would defeat the purpose of the review, as outdated and extraneous content would remain, and the opportunity to include improved guidelines would be lost.

4. RECOMMENDED OPTION

Option 1 is the recommended option.

5. POLICY IMPLICATIONS

5.1 *Legislative/Risk Management*

The revised policy is compliant with the (Commonwealth) Flags Act 1953, and references the “Australian flags” booklet produced by the Department of Prime Minister and Cabinet.

The Commonwealth and South Australian government websites www.itsanhonour.gov.au and www.dpc.sa.gov.au/flag-protocols have provided information used in drafting the policy. The websites are freely accessible to the public and provide historical information as well as the flag flying protocols. For the convenience of the public, the website addresses have been added to the revised policy.

6. REPORT CONSULTATION

Office of the Mayor and CEO
Council's Works Depot staff
Manager Development

7. ATTACHMENTS

Attachment 1; superseded “Flag management” policy.
Attachment 2; revised “Flag management” policy.

8. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer
Rebecca Wilson	Manager Governance and Risk



Flag Management Policy

Policy Type:	Council Policy
Reference Number:	COU12
Responsible Department:	Corporate Services
Responsible Officer:	General Manager
Legislation	Flags Act 1953
Relevant Delegations:	N/A
Related Policies and Procedures	N/A
Community Goal	GEO2 - Generate an approach to all Council operations which maintains the principles of good governance such as public accountability, transparency, integrity, leadership, co-operation with other levels of government and social equity.
Council Resolution:	CSP 19 April (306/10) C 27 April (644/10)
Date Adopted:	27 April 2010
Review Date:	March 2012

1. POLICY STATEMENT

This policy recognises the significance of flags and as such provides a consistent and good governance approach to flying flags in accordance with relevant Government Protocols.

2. PRINCIPLES

The following general principles apply to this policy including:

Flags may be flown for a governance purpose if they are:

- A recognised National Flag by Australia (pursuant to the Flags Act 1953, including subsequent proclamations such as that for the Aboriginal flag [14 July 1995] [Section 5 of the Flags Act 1953]);
- The City of Unley Ensign (bearing Councils official logo).

3. POLICY OBJECTIVES

This policy aims to articulate a clear procedure with specific guidelines of when and how flags are to be flown to establish a consistent approach of flying flags in Council's care and control.

4. DEFINITIONS

Flag: A piece of cloth, usually rectangular, of distinctive colour and design, used as a symbol, standard, signal, emblem or ensign.

Haylard system: Flag pole with a rope pulley system fitted inside the pole.

5. REFERENCES

Flags Act 1953

City of Unley Protocol Flag Flying Procedures

City of Onkaparinga Flying of Flags under Council's Care and Control

City of Tea Tree Gully Flag Management Policy

Brisbane City Council Signage Policy

Awards and Culture Branch – Department of Premier and Cabinet

6. PROCEDURES

Council will comply with all flag protocol as set by the Australian Federal Government in all instances where it has control over the display or management of flags. This may include the lowering of specific flags to half mast or the flying of specific flags on specific days. This flag management policy applies to the sites where flags are permanently flown, that is, the Civic Centre, Howard Florey Reserve and the Memorial Garden, discussed in detail below.

Civic Centre

The City of Unley has three haylard system flag poles all of the same height situated outside the Civic Centre alongside Unley Road, whereby the following flags are to be flown permanently and in order of precedence (from left to right – in accordance with National protocol):

- The Australian National Flag
- The Aboriginal Flag
- The City of Unley Ensign (bearing the City of Unley logo).

Howard Florey Reserve

The City of Unley has a single haylard system flag pole which permanently flies the Australian National Flag.

Memorial Garden

The City of Unley has a single haylard system flag pole which permanently flies the Australian National Flag.

Requests for Council to fly flags other than those permanently flown on Council property will not be considered.

Council may, at its discretion, initiate the selection of a flag to fly other than the Australian National Flag, the Aboriginal Flag and the City of Unley Ensign. Once approved by a specific resolution of Council, the City of Unley Ensign will be removed, whereby the approved flag will be flown for the period of time that approval has been given. The City of Unley Ensign must be flown again immediately after the time period for the approved flag has lapsed.

Protocol for flying the Australian National Flag

Council will fly the Australian National flag according to the following principles as set out in the Australian Federal Government's flag protocol:

- The Australian National flag should only to be flown at night if illuminated.
- Order of precedence – Australian National flag; the national flag of other nations; state and territory flags; other Australian flags prescribed by the Flags Act 1953, e.g. the Australian Aboriginal flag and Torres Strait Islander flag, ensigns and pennants.
- When flying the Australian National flag with other flags in a line of flagpoles, the order of the flags should follow the rules of precedence eg the Australian National flag should always be flown on the far left of a person facing the flags, or in the centre where there are three flag poles and the centre pole is higher. Note that no other flag should be flown above a national flag.
- In a semi-circle of flags, the Australian National flag should be in the centre.
- The Australian National flag should not be allowed to fall or lie on the ground.
- The Australian National flag should not be used to cover a statue, monument or plaque for an unveiling ceremony; to cover a table or seat; or to mask boxes etc.
- The Australian National flag should not be flown when in damaged, faded or dilapidated condition.
- The Australian National flag should not normally be flown in a position inferior to that of any other flag or ensign.
- The Australian National flag should not be smaller than that of any other flag or ensign.
- The Australian National flag should be raised briskly and lowered ceremoniously.
- The Australian National flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.
- The Australian flag should be raised no earlier than first light and should be lowered no later than dusk.
- Two Australian National flags should not be flown from the same flagpole.
- The Australian National flag should not be flown upside down, not even as a signal of distress.

Flying flags at half-mast

The tradition of flying the flag at half-mast began centuries ago to allow the invisible flag of death to fly on top of the mast, thus signifying death's presence, power and prominence. The origin of flying flags at half mast is debatable, however, it has been a long standing practice developed over time and is acknowledged and practiced today by the Commonwealth Flag Flying Protocol (National Symbols Unit) as the authority on flying flags.

Council will fly its flags at half mast according to the following principles as set out in the Australian Federal Governments' flag protocol:

- Flags can be flown in the half-mast position as a sign of mourning.
- When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.
- To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the 'peak') then immediately lowered slowly to the half-mast position. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- Under no circumstances should a flag be flown at half-mast at night, whether or not the flag is illuminated.
- When advised (either via Council resolution or the instruction from the Chief Executive Officer) Council may acknowledge the passing of long serving and past Elected Members, staff members or volunteers by flying flags at half-mast at its Civic Centre on the day, or part of the day, of that person's funeral.

Specific days for flying the Australian National flag at half-mast:

- On the death of the Sovereign - from the time of announcement of the death up to and including the funeral. On the day the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the staff from 11 am.
- On the death of a member of a royal family.
- On the death of the Governor General or a former Governor General.
- On the death of a distinguished Australian citizen. Flags in any locality may be flown at half-mast on the death of a notable local citizen or on the day, or part of the day, of their funeral.
- On the death of the head of state of another country with which Australia has diplomatic relations – the flag would be flown on the day of the funeral.
- On ANZAC day the flag is flown half-mast until noon.
- On Remembrance Day flags are flown at peak till 10:30 am, at half-mast from 10:30am to 11:03am, then at peak the remainder of the day.
- In the days immediately following the Black Saturday Bushfires, many flags of all types were flown at half-mast in spontaneous acknowledgement of the enormous loss of life.
- On the 22 February 2009, The Hon Kevin Rudd MP, Prime Minister of Australia, announced that from this time forth The Australian Flag would be flown at half-mast on the 7 February, in remembrance of the 2009 Victorian bushfire victims.

Special days for flying flags

The following days of commemoration are identified below:

- 1 January – Anniversary of the establishment of the Commonwealth of Australia (Australian National Flag).
- 26 January – Australia Day (Australian National Flag).
- 7 February – Black Saturday– flags are flown at half mast from dawn till midday (12.01pm) in remembrance of bushfire victims. Observe 1 minute of silence from 12:00 noon till 12: 01pm (Australian National Flag).
- Second Monday in March – Commonwealth Day (Australian National Flag).
- 25 April – Anzac Day – flags are flown at half-mast until noon then at the peak until the usual time for closure of business (Australian National Flag).
- 27 May to 3 June – National Reconciliation Week (Aboriginal & or Torres Strait Islander Flag).
- Second Monday in June – Celebrated as the Queen’s birthday (Australian National Flag).
- Nominated week in July – NAIDOC Week (Aboriginal & or Torres Strait Islander Flag).
- 3 September – Australian National Flag Day (Australian National Flag).
- 17 September – Citizenship Day (Australian National Flag).
- 11 November – Remembrance Day – All flags are flown at half mast from 10.30am to 11.02am (Australian National Flag).

Flag locations and particulars within the City of Unley

Site	System	# Poles	Flags Flown (in order of precedence)	
			Permanently	Temporarily
Civic Centre	Haylard	3	Australian National Flag, Aboriginal Flag, City of Unley Ensign	
Depot	Haylard	1	N/A	N/A
Unley Oval	Haylard	4	N/A	City of Unley Ensign, Football Club Banner
Howard Florey Reserve	Haylard	1	Australian National Flag	N/A
Soldiers Memorial Garden	Haylard	1	Australian National Flag	N/A

7. POLICY IMPLEMENTATION

This policy will be implemented by the Chief Executive Officer and managed in accordance with Council’s resources.



FLAG MANAGEMENT POLICY

Policy Type	Council Policy
Responsible Department	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Related Policies and Procedures	N/A
Date adopted	C644/10; 27 April 2010
Last review date February 2016
Next review due	... 2019
ECM Doc Set I.D.	1674734

1. POLICY STATEMENT

This policy recognises the significance of official flags and as such provides a consistent approach to flying flags in accordance with governance responsibilities and relevant Government Protocols.

2. COMMUNITY GOAL

Goal 5; Good governance and legislative framework.

3. POLICY OBJECTIVES

The policy aims to establish a consistent approach to the flying of flags in Council's care and control.

4. PRINCIPLES

4.1 The following general principles apply to this policy.

4.2 Flags may be flown for a governance purpose if they are:

- An Australian National Flag recognised by the Australian Government pursuant to the Flags Act 1953, including subsequent proclamations such as that for the Australian Aboriginal flag.
- The South Australian State flag.
- The City of Unley Ensign (bearing Council's official logo).

- 4.3 Requests for Council to fly flags other than those permanently flown on Council property will be considered on a case by case basis. (See clause 5.13 below)
- 4.4 Council will follow the Australian Government policy in relation to the flying of other nations' flags, which is to fly only the official flags of nations recognised by Australia.¹
- 4.5 Flags must be raised and lowered with dignity and respect.

5. POLICY

- 5.1 Council will comply with the flag protocols as set by the Australian Government in all instances where Council has control over the display or management of flags. This may include the lowering of specific flags to half mast or the flying of specific flags on particular days.

Sites

- 5.2 This policy applies to the following sites where flags are either permanently flown or for a special occasion;

- The Unley Civic Centre
- Soldiers' Memorial Gardens
- Howard Florey Reserve

5.3 Unley Civic Centre

The City of Unley has five halyard system flag poles all of the same height situated outside the Civic Centre at 181 Unley Road, Unley.

The following flags are to be flown permanently and in order of precedence (from left to right when facing the building – in accordance with National flag protocol):

- The Australian National flag
- The South Australian State flag
- The Australian Aboriginal flag
- The City of Unley Ensign (bearing the City of Unley logo).

5.4 Soldiers' Memorial Gardens, Unley Road, Unley

The City of Unley has a single halyard system flag pole which permanently flies the Australian National flag.

5.5 Howard Florey Reserve, Fullarton Road, Parkside

The City of Unley has a single halyard system flag pole which flies the Australian National flag on particular occasions such as Anzac Day and Remembrance Day.

Protocol for flying the Australian National Flag

- 5.6 Council will fly the Australian National flag according to the instructions set out in the Australian Government's flag protocol booklet and website (www.itsanhonour.gov.au/symbols)

¹ Australian Flags. Department of Prime Minister and Cabinet. Canberra. 2006. Booklet, page 9.

5.7 Order of precedence:

- 1) Australian National Flag
- 2) National flags of other nations²
- 3) State and Territory flags
- 4) Other flags prescribed by the Flags Act 1953 (including the Aboriginal Flag and Torres Strait Islander Flag).
- 5) Ensigns and pennants (including local government, private organisations, sporting clubs and community groups).

Flying flags at half-mast

- 5.8 Flags are flown at half-mast as a sign of mourning.
- 5.9 Council will fly its flags at half mast according to the instructions set out in the Australian Government flag protocol.
- 5.10 The Australian National flag will be flown at half-mast when directed by the Commonwealth Flag Officer, Department Prime Minister and Cabinet or the Protocol Unit of the Department of Premier and Cabinet:
- 5.11 At Council's discretion, flags on Council property may be flown at half-mast:
- On the death of a notable local citizen or on the day, or part of the day, of their funeral.
 - Council may acknowledge the passing of current and past Elected Members, staff members or volunteers by flying flags at half-mast at its Civic Centre on the day, or part of the day, of that person's funeral. (See clause 8.1)

Special days for flying flags

- 5.12 The following days of commemoration are identified below:
- 1 January – Anniversary of the establishment of the Commonwealth of Australia (Australian National Flag).
 - 26 January – Australia Day (Australian National Flag).
 - Second Monday in March – Commonwealth Day (Australian National Flag).
 - 25 April – Anzac Day – flags are flown at half-mast until noon then at the peak until the usual time for closure of business (Australian National Flag).
 - 27 May to 3 June – National Reconciliation Week (Aboriginal & or Torres Strait Islander Flag).
 - Second Monday in June – Celebrated as the Queen's birthday (Australian National Flag).
 - Nominated week in July – NAIDOC Week (Aboriginal & or Torres Strait Islander Flag).
 - 3 September – Australian National Flag Day (Australian National Flag).

² Ibid.

- 17 September – Citizenship Day (Australian National Flag).
- 11 November – Remembrance Day – All flags are flown at half-mast from 10.30am to 11.02am (Australian National Flag).

Approval for flying flags

- 5.13 Subject to Council approval, other flags may be flown³. If there is insufficient time for a Council resolution, without the holding of a Special Meeting of Council, the Chief Executive Officer in consultation with the Mayor may approve or refuse the request.
- 5.14 Organisations wishing Council to fly their flag must apply in writing to the Chief Executive Officer and include the following information:
- A colour example of the design.
 - Preferred dates of display.
 - Be received at least 4 weeks before the Council Meeting.
 - Detail the relevance or significance of the flag to the City of Unley.
 - Contact details of the person responsible for supply and collection of the flag.
- 5.15 If more than one application is received for the same display period, then a decision on which flag to fly (or not) will be made based on the following criteria:
- The date on which the application was received by Council.
 - Relevance or significance to the City of Unley.
 - Any advice or directive from the Commonwealth Flag Officer or State Protocol Office.
- 5.16 Flags which fall in to the following categories will not be flown:
- Commercial advertising material.
 - Flags or banners for promotion of political or social advocacy messages.
 - Torn, damaged or frayed flags.
- 5.17 Council will not accept liability for theft, damage or vandalism of a flag (other than its own property), or for cancellation of display due to adverse weather or a directive from the Government Protocol Officers.

Purchase and disposal

- 5.18 Council may obtain the Australian National flag free of charge from the Federal Member of the House of Representatives or Senator for the council area.
- 5.19 A dilapidated flag should not be flown and should be disposed of in accordance with the protocol in the Australian Flags booklet.

³ Australian Flags. Department of Prime Minister and Cabinet. Canberra. 2006. Booklet, page 9.

5.20 Flag locations on Council property

Site	System	# Poles	Flags Flown (in order of precedence)	
			Permanently	Temporarily
Unley Civic Centre	halyard	5	Australian National flag, South Australian State flag, Aboriginal flag, City of Unley Ensign	
Soldiers' Memorial Gardens	halyard	1	Australian National Flag	N/A
Council Works Depot	halyard	1	N/A	N/A
Howard Florey Reserve	halyard	1	N/A	Australian National Flag
Unley Oval (see clause 9.3)	halyard	4	N/A	City of Unley Ensign, Football Club Banner

6. DEFINITIONS

Flag: A piece of cloth, usually rectangular, of distinctive colour and design, used as a symbol, standard, signal, emblem or ensign, and which is attached by the shorter edge to a staff, rope, or pole.

Halyard system: Flag pole with a rope pulley system fitted inside the pole.

7. LEGISLATION / REFERENCES

- Flags Act 1953 (Commonwealth)
- Awards and Culture Branch, Department of Prime Minister and Cabinet.
 - (1) Australian flags booklet. Canberra. 2006.
 - (2) www.itsanhonour.gov.au
- Protocol Unit – Department of Premier and Cabinet, South Australia
(www.dpc.sa.gov.au/flag-protocols)

8. POLICY DELEGATIONS

Half-mast direction

- 8.1 The Chief Executive Officer is delegated to direct that flags on Council properties be flown at half-mast on the occasion of the death of a notable local citizen, or current or past Elected Members or council employee or volunteer. (See clause 5.11)

Flag poles on Council property

- 8.2 Provided that the size and location of the proposed flag pole is under the prescribed limits in the Development Regulations 2008, the Chief Executive Officer is delegated

to receive and approve an application, and decide on the location, of additional flag poles on Council property, or to refuse such application.

- 8.3 The Chief Executive Officer may also recommend and/or direct that a flag pole on Council property be removed or relocated.

9. ROLES / RESPONSIBILITIES

- 9.1 This policy will be implemented by the Chief Executive Officer.
- 9.2 The procedure for raising and lowering flags is explained in the Australian Flags booklet and on the following Federal and State Government websites; www.itsanhonour.gov.au and www.dpc.sa.gov.au/flag-protocols
- 9.3 The flying of flags at Unley Oval is managed by the Sturt Football Club.

10. AVAILABILITY

- 10.1 The policy is available for public inspection during normal office hours from;
- Civic Centre
181 Unley Road
Unley SA 5061
- 10.2 A copy may be purchased for a fee as determined annually by Council.
- 10.3 It is also available for viewing, download and printing free of charge from the Council's website, www.unley.sa.gov.au

11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
19 April 2010	CSP Committee 306/10	
27 April 2010	Council 644/10	
14 May 2012	CSP Committee 108/12	
28 May 2012	Council 420/12	
...2016		Policy Number COU12 deleted

INFORMATION REPORT

REPORT TITLE:	QUARTERLY PERFORMANCE REPORT
ITEM NUMBER:	386
DATE OF MEETING:	22 FEBRUARY 2016
AUTHOR:	RUTH BOX
JOB TITLE:	EXECUTIVE ASSISTANT – CORPORATE SERVICES

EXECUTIVE SUMMARY

The report provides Council with a quarterly performance report which provides data analysis and reports on strategic planning, service delivery activity and financial performance across the whole of the organisation. The report assists to keep Elected Members informed and support strategic decision making, continuous improvement and strategic governance.

RECOMMENDATION

That:

1. The report be received.
-

1. RELEVANCE TO CORE STRATEGIES/POLICY

5. Organisational Excellence

5.3 Good governance and legislative framework

5.4 An environment of continuous improvement and innovation

5.6 Enabling information systems and robust reporting

2. DISCUSSION

The City of Unley has developed a 4 Year Plan which informs its Annual Business Plan and budget processes, and guides Council and the community in relation to priorities and strategies, including the longer term vision outlined in the Community Plan 2033.

A quarterly corporate report mechanism has been developed to provide Council with prudent and strategic information that will support and inform its decision making.

The report ensures Council is demonstrating on going and improved public accountability and provides evidence and opportunities to drive and support continuous improvement.

The report provides Council with a performance report on a quarterly basis.

This report covers the period from 1 October 2015 to 31 December 2015. Council has previously collected data for the 2013/14 and 2014/15 financial years and can make comparisons with previous years. A media report is also included.

Data trending illustrates some interesting points:

1. In line with seasonal expectations, the second quarter reflects a lower number of calls id due to factors such as Christmas leave and a reduced number of working days (3 half days and 2 public holidays).

Service Level performance consistently exceeded expectations (KPI is a minimum of 80%), reaching 90.7% in December. Abandoned called were consistently within target, with a low in December of 1.3% (KPI is a maximum of 3%).

2. Whilst the attrition figure is relatively high this quarter, it is worth noting that a number of retirements took place during the period, to some extent artificially inflating the overall
3. The roll out of a new and comprehensive incident and Hazard Identification reporting system has been successful in capturing more accurate incident detail Continued development of this new reporting approach is the foundation of a genuinely safe culture.

3. POLICY IMPLICATIONS

Financial/budget

- None

Legislative / Risk Management

- None

Staffing / Work Plans

- None

Environmental / Social / Economic

- None

Stakeholder Engagement

- There has been no community consultation with regards to this policy

4. ATTACHMENTS

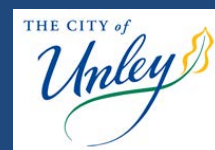
- 1: Quarterly Corporate Performance Report
- 2: Media Report

5. REPORT AUTHORISERS

Peter Tsokas
CEO

City of Unley Quarterly Corporate Performance Report

2nd Quarter (October – December 2015)



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CEO UPDATE

This section provides a summary of key actions undertaken by the CEO over the last 3 months and also provides a brief update on progress against specific projects.

2015/16 Key Performance Indicators

1. Leadership

- a) Achieve an 80% satisfaction rating in the annual 360 feedback process, if conducted.**

The CEO performance Review Panel is to meet in March to discuss what surveys are to be undertaken in relation to the CEO's performance for 2015/16

- b) Action plans developed and implemented across the whole organisation to improve the cultural gaps identified in the 2015 survey.**

Work is well underway across the organisation to develop department level action plans. A cross functional group has also been established to develop an organisational level action plan to address the top 3-4 causal factors to improve the cultural gaps identified in the most recent survey.

2. Governance

- a) The LG Association Mutual Liability Scheme audit to be equal or above SA Metro Average.**

The LGAMLS have advised that in 2016, the Risk Review scoring methodology will change significantly with details to be confirmed at the LGAMLS board meeting and formal communications to follow. The changes proposed are as outlined below:

In recognising the increasing statutory obligations for Local Government to show good governance via the application of risk management, the method by which Council is to be assessed or scored will be refined to better reflect the successful application of our Risk Policy and accompanying framework.

The scoring method against categories will provide a more accurate method of assessing a Council's maturing business risk profile with the categories being more aligned to Council's Strategic Plan and Goals. The changes however will have a significant effect on the scoring process and therefore cannot be compared to previous years. This change in methodology will be reported to the Audit and Risk Committee to ensure that there is no perception that Council's Risk Management has taken a downturn.

The ten Functions that are to be represented in the Profile Review for 2016 will be as follows:

Governance/Finance/People

Reputation & Integrity
Strategic Risk & Governance
Procurement, Contract Management Systems
Volunteers/Vulnerable Groups/Committees
Workers Health & Safety

Operations/Services/Functions

Environment/Vegetation/Trees
Emergency Management
Community Land Recreation/Leisure Services
Road & Footpath Management
Use by other parties – facilities/land

3. Financial Management

a) Identify \$400,000 - \$750,000 in operational savings or productivity increases without a reduction in services to be implemented in the 2016/17 year.

The 2016/17 budget process has commenced and on-going operational savings will be investigated as part of that process.

b) Achieve end of year actual budget result within the range of + or – 1% of revised budget as approved by Council.

Council's operating result at the end of quarter two is favourable to budget by \$493k with minor variances in projects (Operating and Capital) relating to timing.

Income was favourable by \$230k with better than anticipated results in all income categories including Rates, Statutory Income, User Charges and Other Income.

A favourable expenditure variance (1.3%) compared to budget year to date.

This is largely related to favourable expenditure variances for materials, contracts & other expenses, including Consultants, Contracts – Building Maintenance, Legal – General Advice, IT – Software Maintenance, Printing, Stationery & Office Supplies and General – Training. All variances are timing related.

Finance costs are also favourable.

A positive cash flow of \$2.8m has been realised year to date. This has resulted in a repayment of \$3.7m of the Short Term Draw Down Facility and together with fixed term principal repayments of \$0.471m, has reduced borrowing liabilities to \$5.957m for the quarter.

c) Continue to identify and implement income generation opportunities.

A review of Centennial Park's future fund has been completed and the findings will be discussed with the Board of Centennial Park in February.

A briefing will also be provided to Members discussing the findings and seeking Members' feedback and comments.

The paid parking trial in Goodwood and Wayville has commenced with early indications being that the spaces are being used by commuters.

4. Strategic/Annual Business Plan

a) Funding models for major projects are submitted to Council for consideration

This work will be presented to Members as part of the 2016/17 budget process.

b) Goodwood Road Power lines Streetscape Stage 1

SAPN engaged SEM Civil as contractor for the undergrounding works. Works commenced in January 2016 and includes civil (trenching and conduit laying), cabling and removal of stobie poles

Council will complete its preparatory works shortly.

Property owners and other stakeholders, including the Retailers' Association continue to be engaged and kept informed about progress.

Works should be completed by August/September 2016.

c) Unley Central Redevelopment: development deed completed

Signing of Deed expected to occur on 22 February

d) Asset Management system

The project was implemented on time and went 'live' on 27th January 2016 for mobility and work orders. Predictive modelling is being undertaken on 4 main asset classes (roads, footpaths, buildings and bridges) to inform the 16/17 budget. The mobile devices have been procured with initial training undertaken in December 2015. Change management workshops will continue to be rolled out for operational staff across the organisation.

e) Develop policy and identify sites of strategic importance to the city and instigate actions to enable consideration of purchase of properties.

The first meeting of the Steering Group took place in December 2015 with the second meeting to occur shortly. Work is being undertaken on identifying potential strategic sites in the city, developing criteria to test whether a site is important or not, as well as Council's funding mechanisms.

5. Innovation and Change

The Service Review program for 2015-16 has commenced. The following is a summary of the progress at the end of quarter two.

Community Centres

The community centre usage data collection analysis is complete and the findings will be presented to Council at either the February or March Briefing Session.

Finance

This review has commenced with a draft report currently being finalised.

HR

This review is currently underway to determine appropriate service offering.

Community Transport

Stage one – key findings were presented to Council at the December Briefing Session. Stage two has commenced – investigate two different service level options. These will be presented for Council consideration in March or April at a Briefing Session

Depot Workshop

The draft report is complete and Council will be presented with the key findings and recommendations by the end of February.

3 other services/ processes

The CEO has initiated project briefs to be undertaken in the following areas:

- Traffic and Parking- end to end business processes to improve customer service and the use of technology (commenced)
- Customer Service - call centre and operations review (commenced)
- Assets and Infrastructure Administration – review of the activities performed to improve efficiency, customer service and the use of technology (this review has been delayed due to the implementation of the EAM system).

6. Relationships with Stakeholders

Actively contribute to the CEO and Mayor/CEO meetings of ERA.

The ERA CEO's meet on a monthly basis and mayors / CEO's on a bi monthly basis to discuss ERA initiatives of importance. Key topics in 2015 included smart street lighting initiatives and creative industries in the region. The CEO attended 9 out of the 10 CEO meetings and 5 of 5 CEO/Mayor meetings. A briefing of the ERA Strategic Plan occurred in November 2015 and a report is to be submitted to all councils in the coming months seeking comments and feedback on the Plan.

7. Community

Develop strategies for improving the services identified as in need of improvement from the Community Survey: traffic management, car parking, footpaths and footpath sweeping.

Traffic management

The current program for the Local Area Traffic Management (LATM) plan is continuing. Findings from those studies will form part of the LATM plan for each area, and the Plans should deliver improved traffic outcomes. Investigations have also commenced into the feasibility of creating parking permits for businesses. A review of our traffic and parking functions has also commenced in regards to the interface and processes across both areas.

Car parking

Pay for use parking machines have recently been installed in Goodwood and Wayville.

Options continue to be investigated for further consolidation of rear car parking of businesses in main streets.

Footpaths and Footpath Sweeping

We are currently implementing the new street cleansing levels of service and monitoring acceptability with the community. The Levels of service related to footpaths is currently being developed and discussions with Council will continue in February 2016. Industrial issues related to the new street sweeping timeframes are being worked through.

External Relations

France

The Mayor and CEO are part of a Committee looking to establish the South Australian Branch of “Creative France” to promote French Culture in South Australia. There are a number of events proposed for 2016 centred on the meeting between Matthew Flinders and Nicolas Baudin in 1802. Informal discussions have also been held with Alliance Francais about the use of one of the village green cottages which is currently vacant.

Siha District Council, Tanzania

Following elections in Tanzania, there is a new Minister of Local Government. We have sent him a letter congratulating him on his appointment, together with background of previous discussions. A number of emails have been exchanged and arrangements are being made to have a meeting via skype.

China

The South Australian Government has a China Engagement Strategy which aims to increase business for South Australian businesses; in terms of trade and investment as well as increasing tourism and numbers of university students from China. They have identified that local councils are key to the success of the strategy. The State Government has invited the Council to send a representative to Shandong Province as part of the South Australian Government's delegation in 2016.

Council has also been working closely with the Australia China Business Council in SA to identify opportunities for Unley, particularly in the area of attracting Chinese students to Unley. The City of Unley has developed a Memorandum of Understanding with the Confucius Institute (University of Adelaide) on a number of initiatives to assist in this area and a Chinese community event is currently being organised for March 2016.

Quarterly Financial Report

Quarter ended December 2015

	Actual YTD \$'000s	Budget YTD \$'000s	YTD Variance Fav/(Unfav) \$'000s	Full Year Revised Budget \$'000s	Forecast Position \$'000s	Fav/(Unfav) Movement in Forecast \$'000s
Operating Income	41,162	40,932	230	44,256	44,256	-
Operating Expenditure	19,487	19,750	263	40,852	40,852	-
Funding Surplus before Projects	21,675	21,182	493	3,404	3,404	-

New expenditure – Operating projects	463	461	(2)	2,110	1,510	300
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Net expenditure – Capital projects	3,322	3,481	159	11,961	11,011	950
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Comments

Council's operating result is favourable to budget by \$493k with minor variances in projects (Operating and Capital) relating to timing. As part of Budget Review 2 it has been identified that:

- Undergrounding of Goodwood Road Stage 2 (PLEC) is unlikely to commence until 2016-17 (\$300k reduction in operating project expenditure)
- Minimal capital expenditure will be required for Brownhill Keswick Creek Project for 2015-16 (\$400k reduction in capital expenditure) and will be rebid in 2016-17
- Only design costs for Goodwood Road Streetscape Project will be expended in 2015-16 due to the impact of the PLEC undergrounding project (\$550k reduction in capital expenditure).

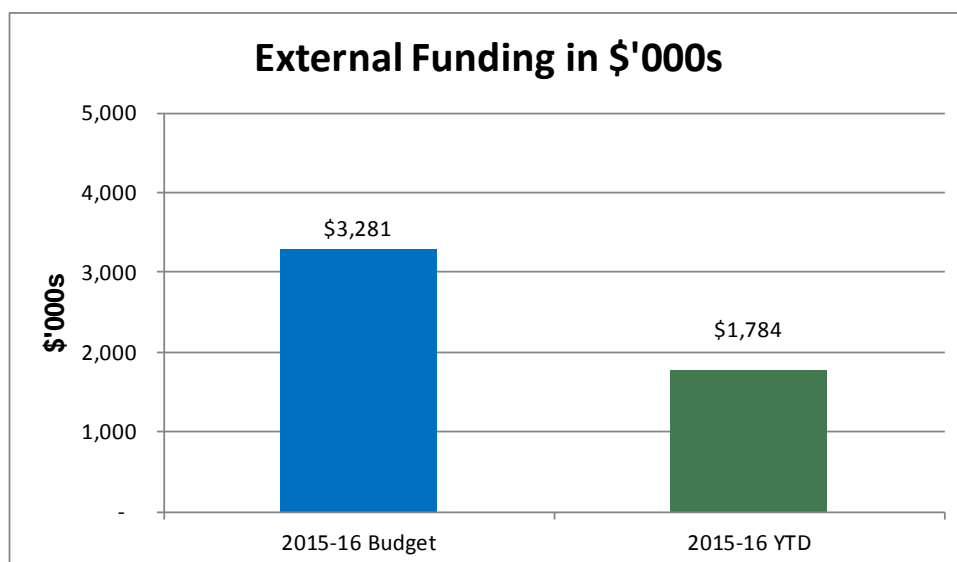
ON TRACK TO MEET BUDGET

ON TRACK DEBT RECOVERY

ON TRACK CASH FLOW



External Funding Grants and Subsidies 2015-16



	2015-16 Actuals \$'000s	2015-16 YTD Budget \$'000s	Variance \$'000s	2015-16 Budget \$'000s
Grants – Health and Ageing	817	787	30	1,320
Grants – Financial Assistance	199	189	10	396
Grants – Library Board	282	278	4	278
Grants – Local Roads	76	76	-	162
Grants – Roads to Recovery	110	110	-	776
Operating Grants - Total	1,484	1,439	44	2,931
Capital Grants – New	300	300	-	350
Capital Grants	300	300	-	350
Total Grants and Subsidies	1,784	1,739	44	3,281

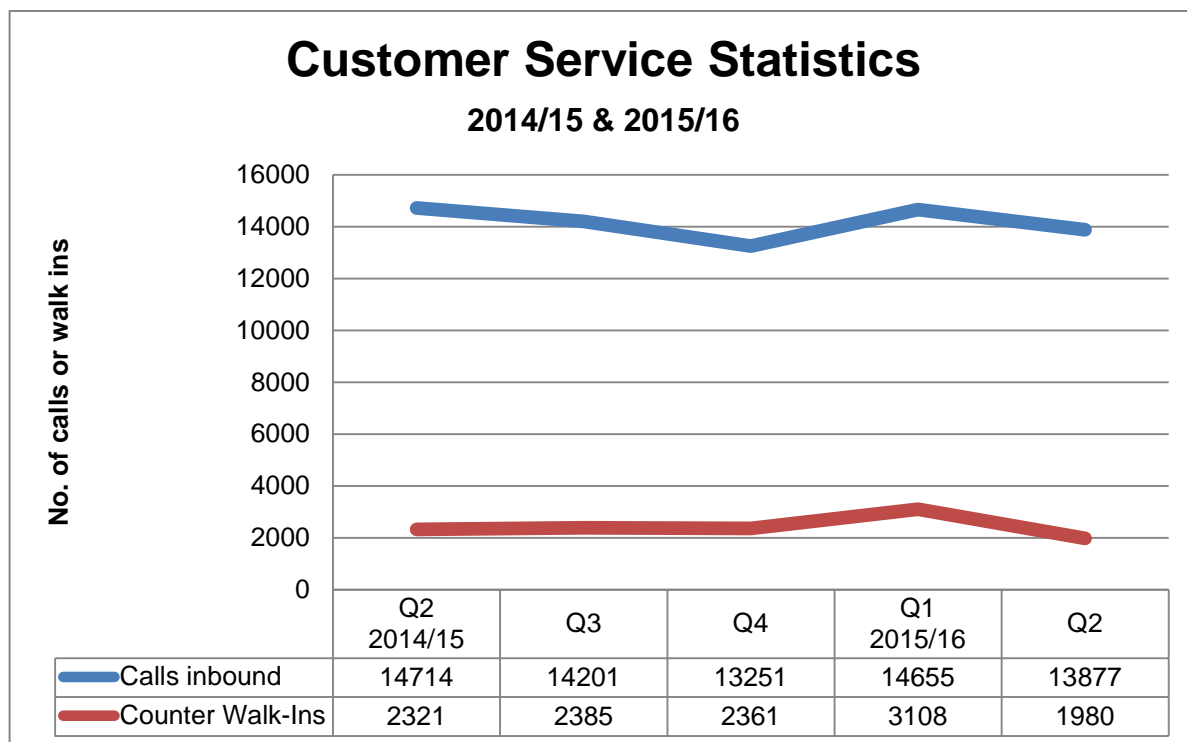
Comments

As shown above, Council is favourable to budget by \$44k to the end of December 2015 as a result of receiving additional grant income of \$19k for the Commonwealth Home Support Program and Community Visitor Scheme. The remainder of the variance largely relating to timing of grants received compared to budget.

In Council's Second Budget Review to be presented in February 2016, it is proposed to increase the total Grants and Subsidies budget by approximately \$100k to \$3.4m to account for the following:

- \$93k increase in funding to be received from Commonwealth Government relating to Home and Community Care (HACC), Community Home Support, Community Transport
- Supported Residential Facilities (SRF) and other Community Services programs
- \$10k Grant funding to be received from History SA for the Museum Program
- \$4k for additional Community Visitor Scheme Funding.
- \$9k reduction in the Local Roads Grants to align to funding advice.

Customer Service Performance



Comments

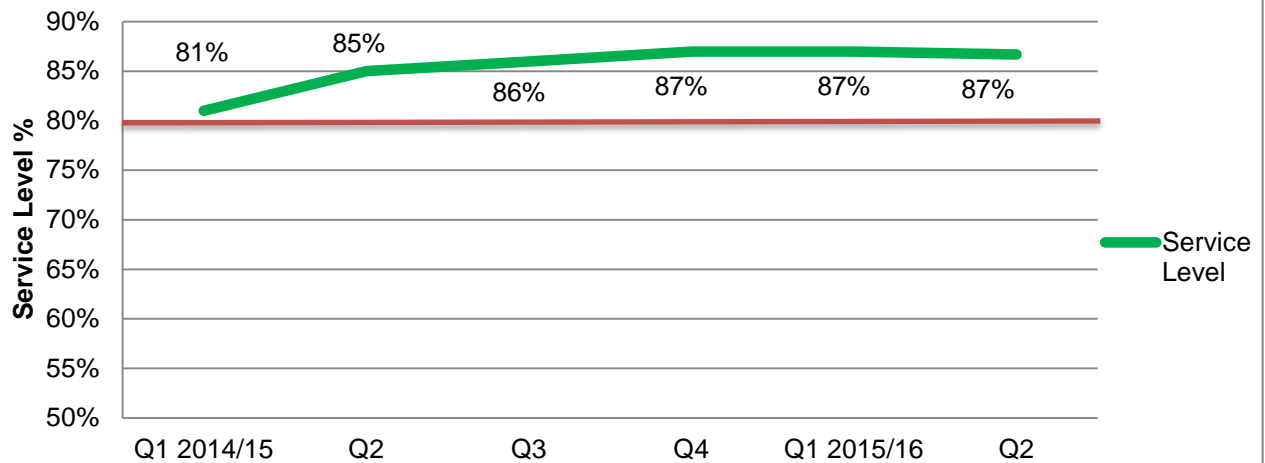
This quarter reflects a decrease in both call volumes and front counter traffic compared to last quarter.

December continues to remain consistent with the least amount of calls for the month with factors such as Christmas leave and a reduced number of working days (3 half days and 2 public holidays).

Front counter transactions significantly reduced by 57% compared to last quarter whilst the decrease was only 17% compared to Q2 FY 2014. This can be attributed to a seasonal spike in front counter transactions last quarter relating to payments for dog renewals and first quarter rates (due at the end of August and the beginning of September). The decrease in the previous year's traffic is due to the fact that parking permit renewals were due on Dec 31 2014 which drove significant traffic to Customer Services in Dec 2014.

Service Level Tracking

Quarter Average 2013/14-2015/16



Comments

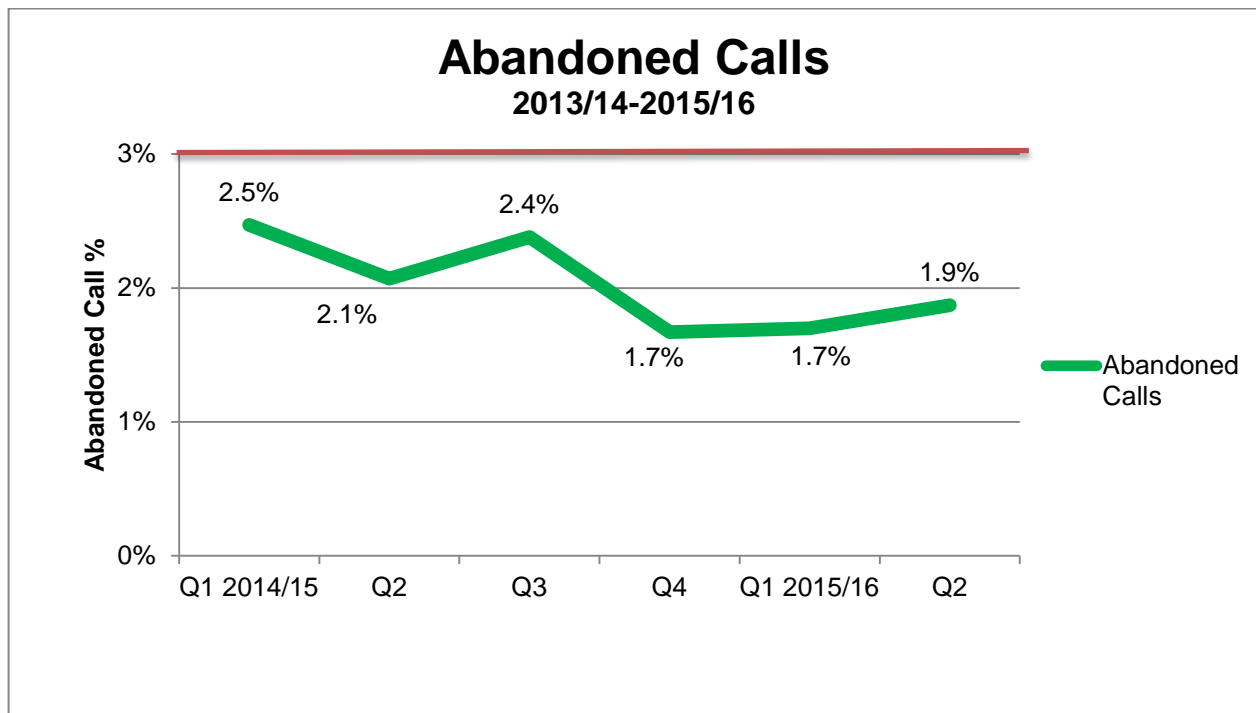
Service Level Tracking Target: Answer 80% of all incoming calls within 30 seconds.

The average service level for this quarter was 86.7%.

Compared to both last quarter and Q2 of 2014 service levels continue to exceed target, with December being the highest reported level of service for the financial year (89.6%).

Service Levels compared to the same quarter last year continue to exceed targets. See below for comparison:

	July	August	September	October	November	December
2015	88%	86%	87%	85%	85%	90%
2014	84%	82%	78%	84%	86%	85%



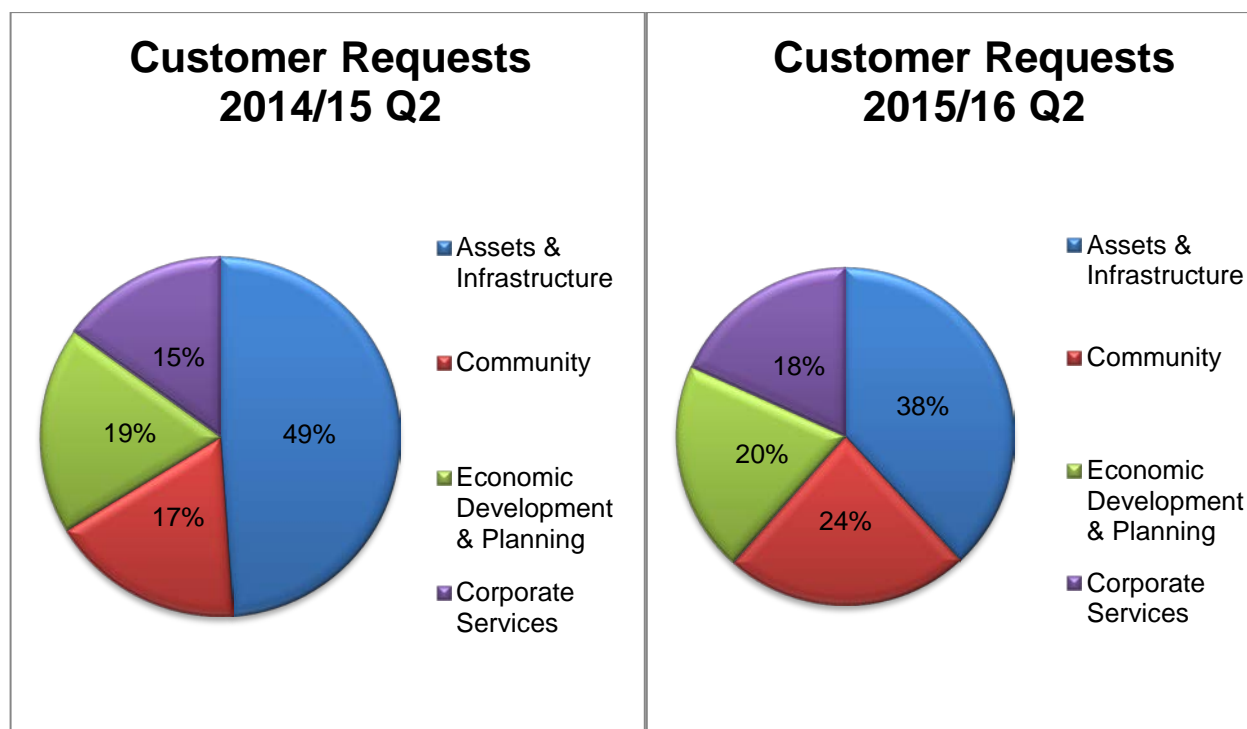
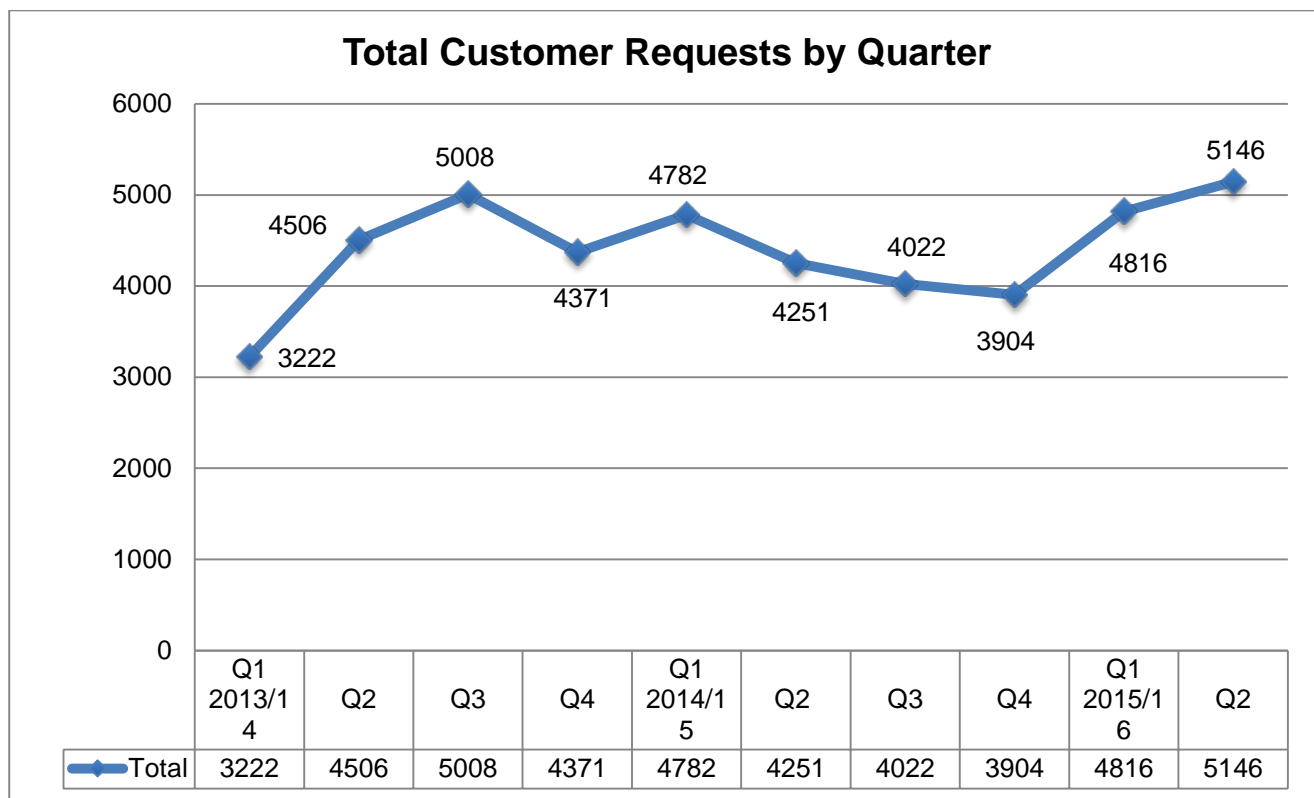
Comments

Abandoned Calls Target: No greater than 3%

The abandoned call rate remains consistently low.

December is considerably reduced which is in line with the increased service level and low call volume for this month.

Customer Requests



Comments

Total Customer Requests for Service for the current quarter were 5,146 with consistent daily averages in October and December. However, the daily average in November was higher by 24 in comparison to 2014/15.

91% (4,659) of customer requests for service were either closed out or not yet due for completion, compared with 98% (4,741) in 2015/16 Quarter 1.

Comparison with Same Quarter Last Year

- 2015/16 Quarter 2 customer requests for service totaled 5,146 which is 895 more than 2014/15 Quarter 2. Reports show customer requests relating to Change of Ownership spiked in November.
- Expiation Notice Reviews was a new Request Type established in June 2015, which also appeared in the top 5 with 339 in 2015/16 Quarter 1.

2015/16 Quarter 2 – Top 5 Received Customer Requests

Customer Request Type	Number
Change of Ownership	489
Expiation Notice Reviews	385
Query on Existing DA	363
Change Customer Details and Address	229
Request for Street Tree Maintenance	228

2014/15 Quarter 2 – Top 5 Received Customer Requests

Customer Request Type	Number
* Council Property Maintenance (Internal and External)	390
Query on existing DA	260
Change customer details and address	252
Change of ownership	239
Request for street tree maintenance	200

* Council Property Maintenance, which has appeared each month in the top 5, was divided into internally and externally sourced requests on 1 June 2015.

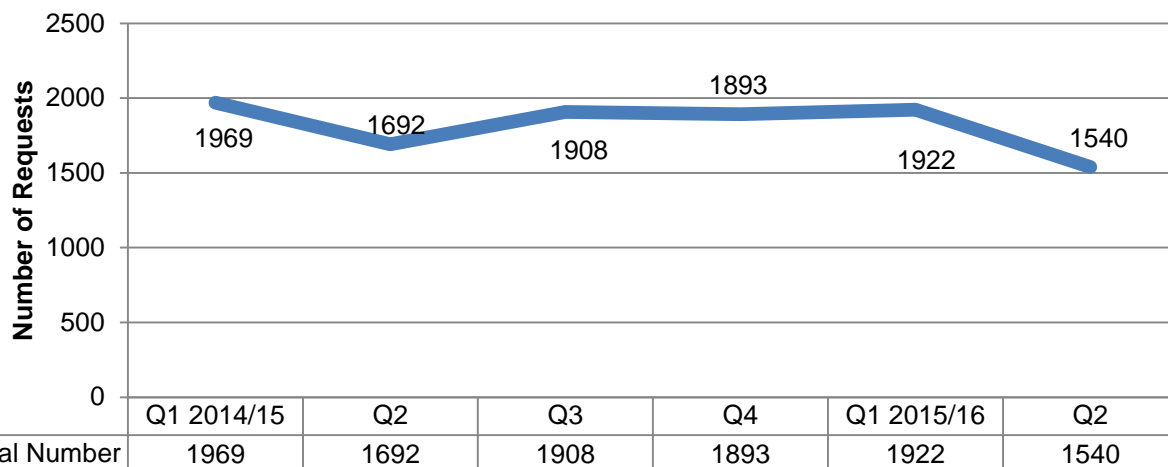
2015/16 Quarter 2 – Internal vs. External Maintenance Requests

Customer Request Type	Number
Council Property Maintenance - Internal	212
Council Property Maintenance - External	86

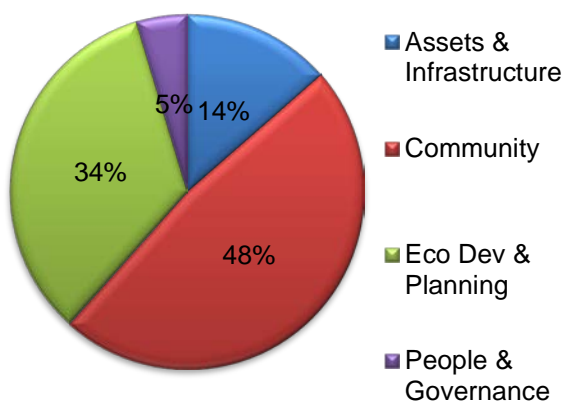
Customer Telephone Requests

Customer Telephone Requests

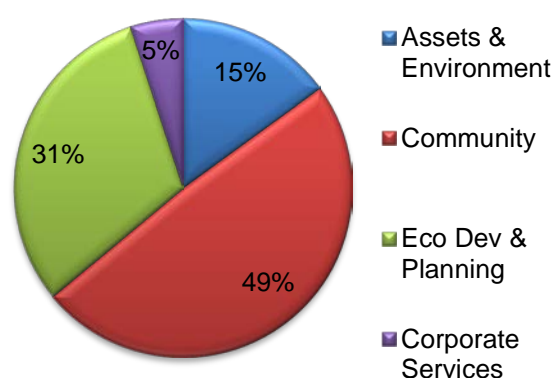
2014/15 - 2015/16



Customer Telephone Requests 2014/15 Q2



Customer Telephone Requests 2015/16 Q2

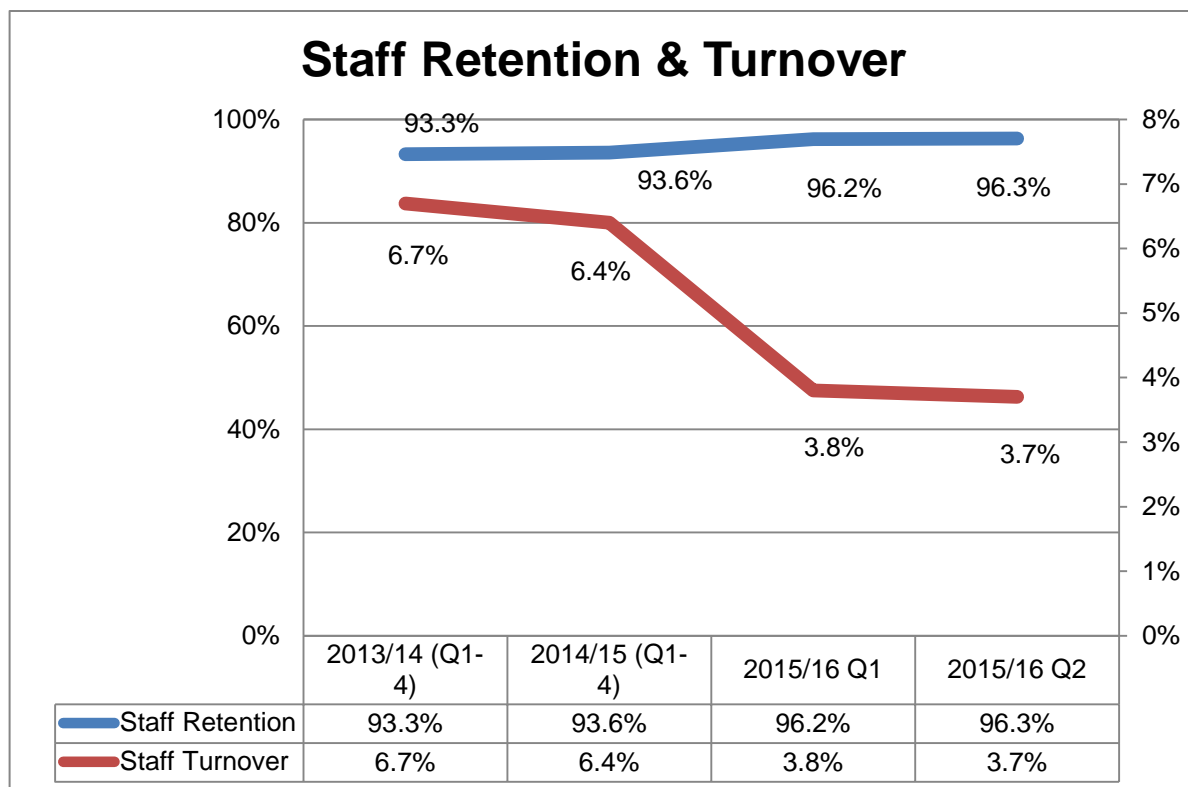


Comments

Total customer telephone requests for the current quarter were 1,540; with consistent daily averages in October and November. However, the daily average in December was lower with no trends identified.

100% (1,539) of customer telephone requests were either closed out or not yet due for completion

Staff Retention



Comments

Staff attrition for the Quarter 2 totaled 7 staff members.

Average headcount for the quarter was 187 employees.

Based on the above, turnover for the period was 3.7% with a staff retention figure of 96.3%.

Note: The above figures do not include casual and short-term contract staff whose arrangements have finalised.

The attrition total above consists of:

- Four retirements of long standing staff members from the Depot
- One FTE made up of two separate contracts ending
- Two resignations

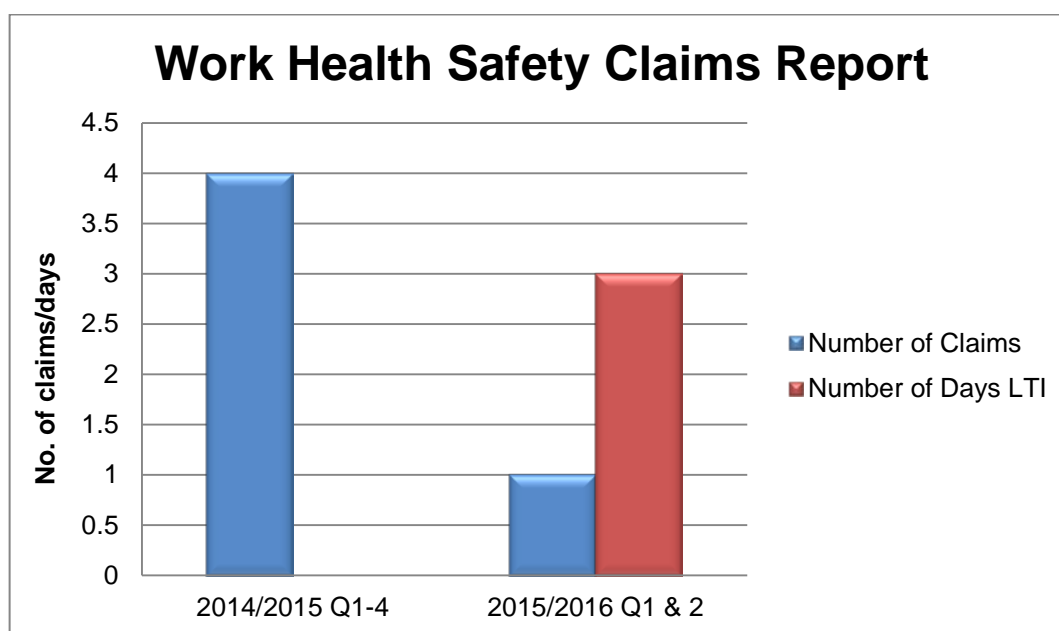
Annualised attrition represents 15% (based on first and second quarter actual staff exits). Whilst this attrition figure is relatively high, it is worth noting that a number of retirements took place during the period, to some extent artificially inflating the overall figure.

Having said this, the City of Unley age profile (average ~44 years) would suggest a progressive increase in retirements for the foreseeable future which will require mitigating plans to be established.

Work Health Safety Report



Work Health Safety Claims Report

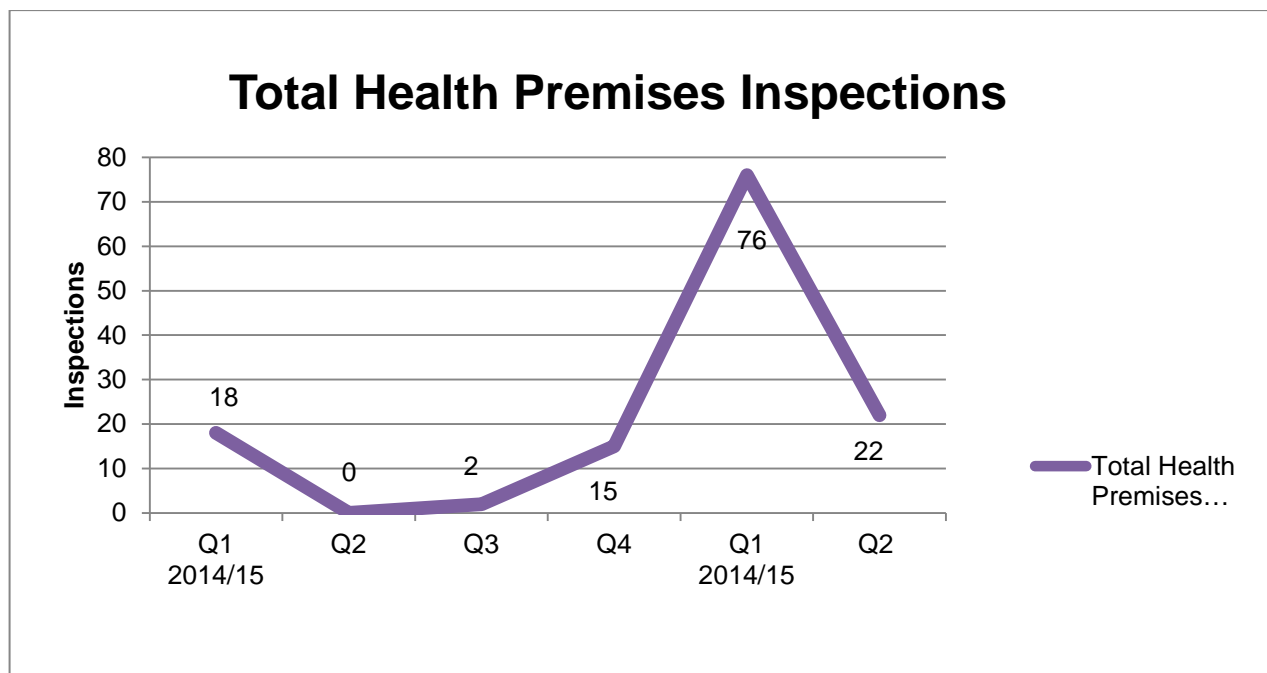


Comments

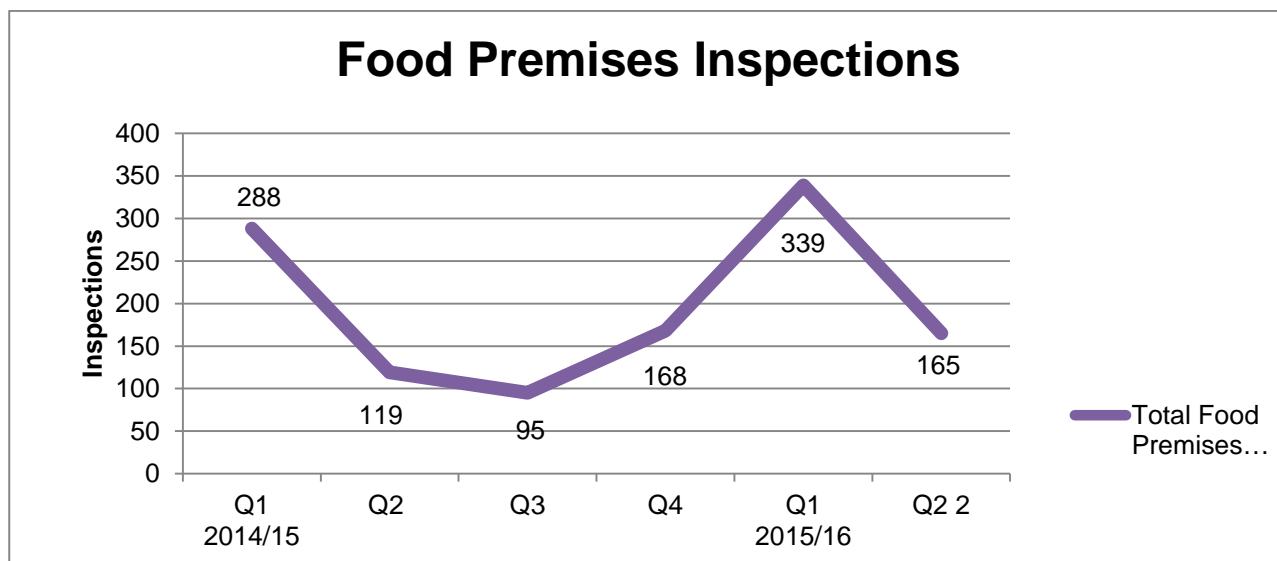
There was one lost time injury (LTI) with three days reported for this quarter. This is the first claim for an Unley staff member since Q3 (Jan – Mar) 2014/15 and the first lost time injury since Q1 (Jul-Oct) 2014/15.

The roll out of a new and comprehensive Incident and Hazard Identification reporting system has been successful in capturing more accurate incident detail. The new form requires five levels of input from the team which enables greater depth and responsibility to be taken for reporting and investigation of incidents, subsequently speed of corrective action has improved. Continued development of this multi-level reporting approach is the foundation of a genuine safety culture.

The City of Unley's low level of claims continues as a result of active management or organizational risk and overall WHS diligence.



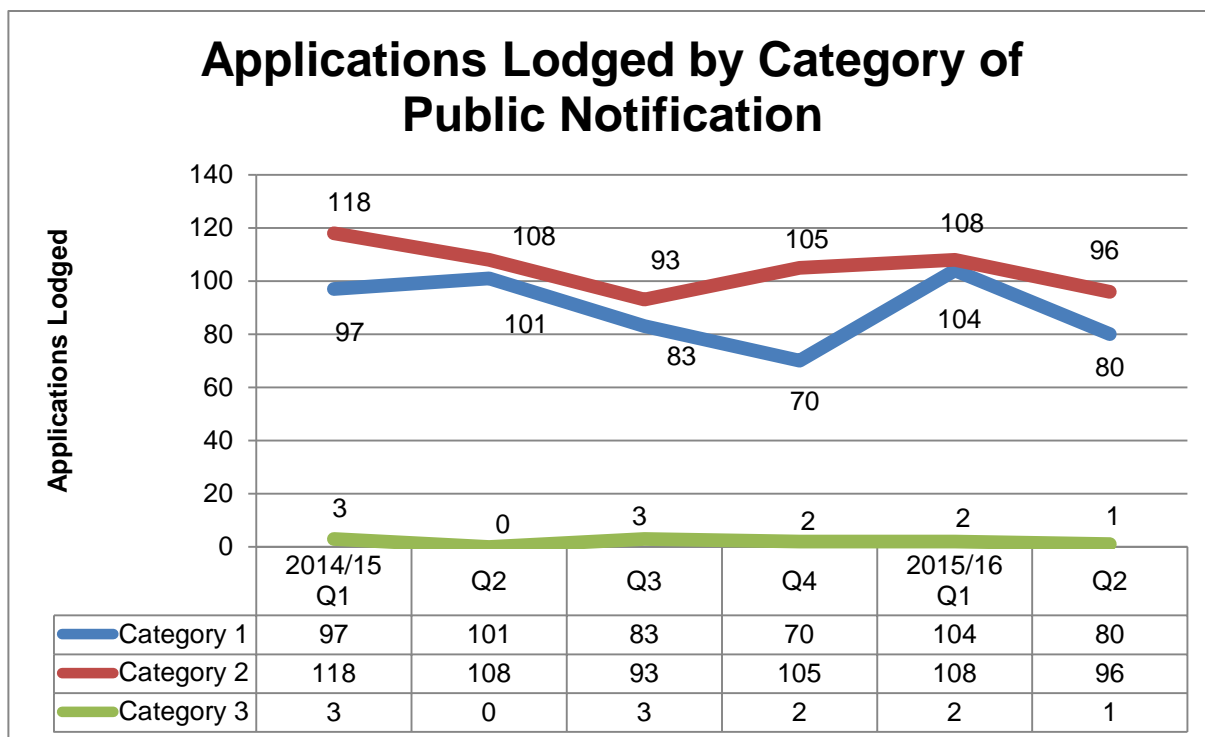
This includes swimming pools, hairdressers, beauty and skin penetration businesses. Staffing limitations 12 months ago meant priority was given to food inspections.



Comments

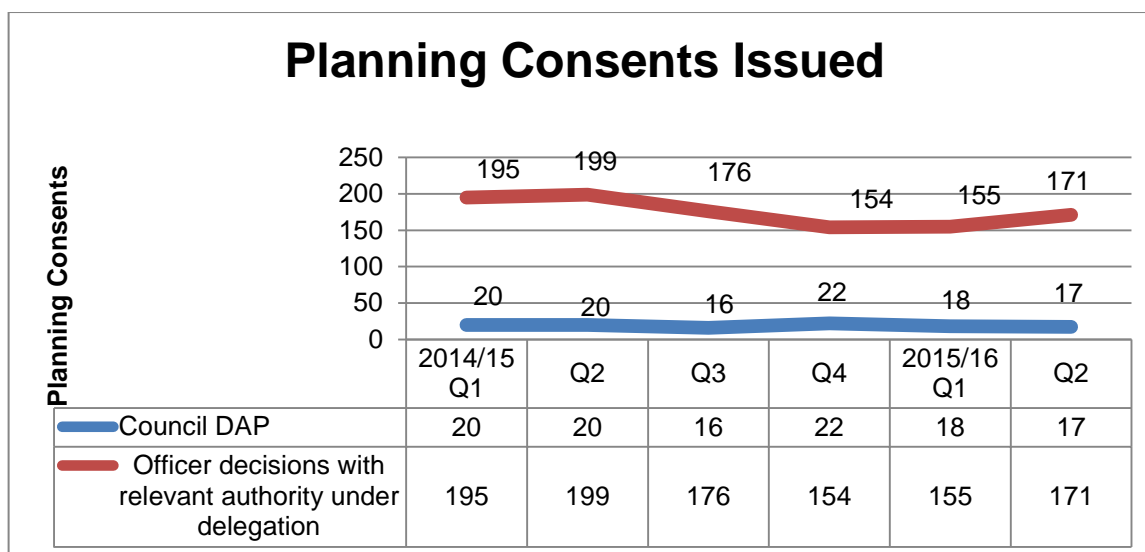
The environment Health team had a staffing restructure and are able to consistently achieve more food premise inspections. This has allowed the team to become up to date with routine inspections. Q1 has increased inspections due to the Royal Show.

Applications Lodged by Category

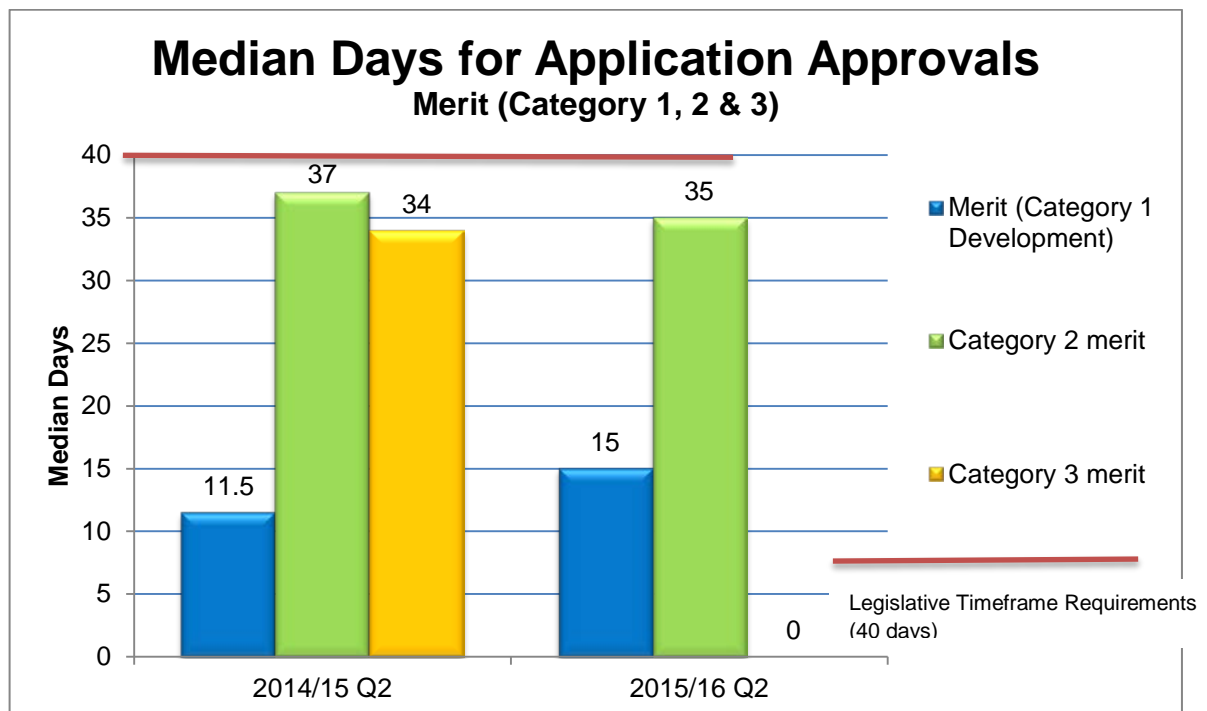
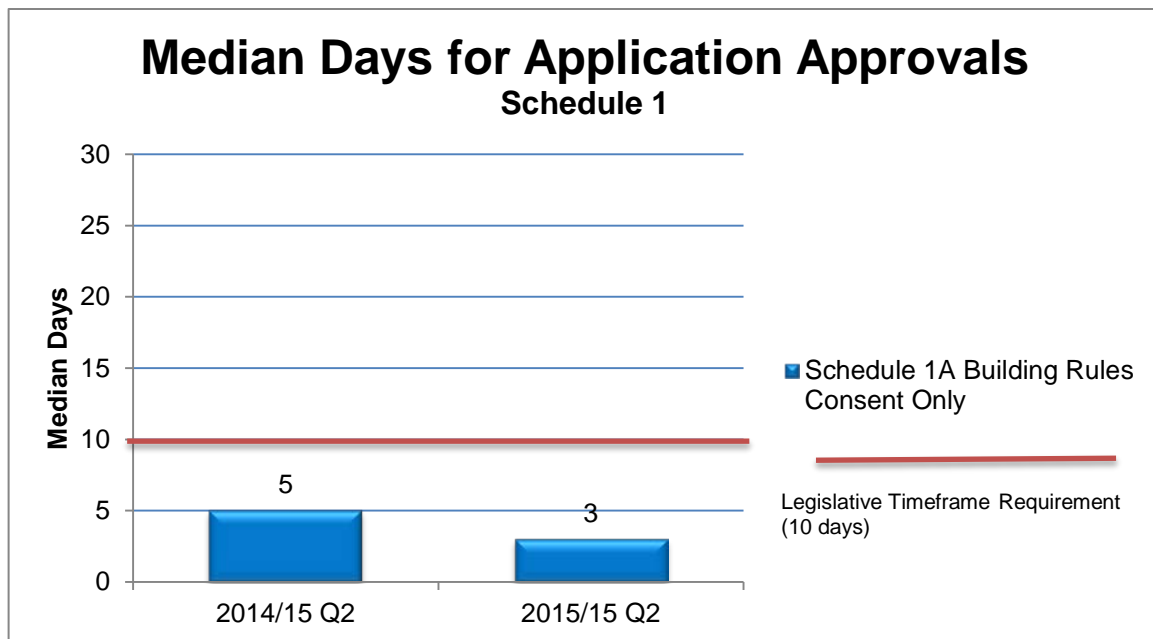


- **Category 1:** No public notice is given, no public consultation occurs and there is no right of appeal by “third parties” against the decision.
- **Category 2:** A notice, describing the development, identifying the land and stating such things as whether it is complying or non-complying development must be given; the relevant authority to the owner and occupiers of adjacent land. (i.e. the neighbours)
- **Category 3:** The same notice must be given to adjacent owners and occupiers. Notice must be given to those considered by the relevant authority to be “significantly affected” by the development and the general public must be notified by publication of a notice in a newspaper.

Planning consents issued by relevant authority



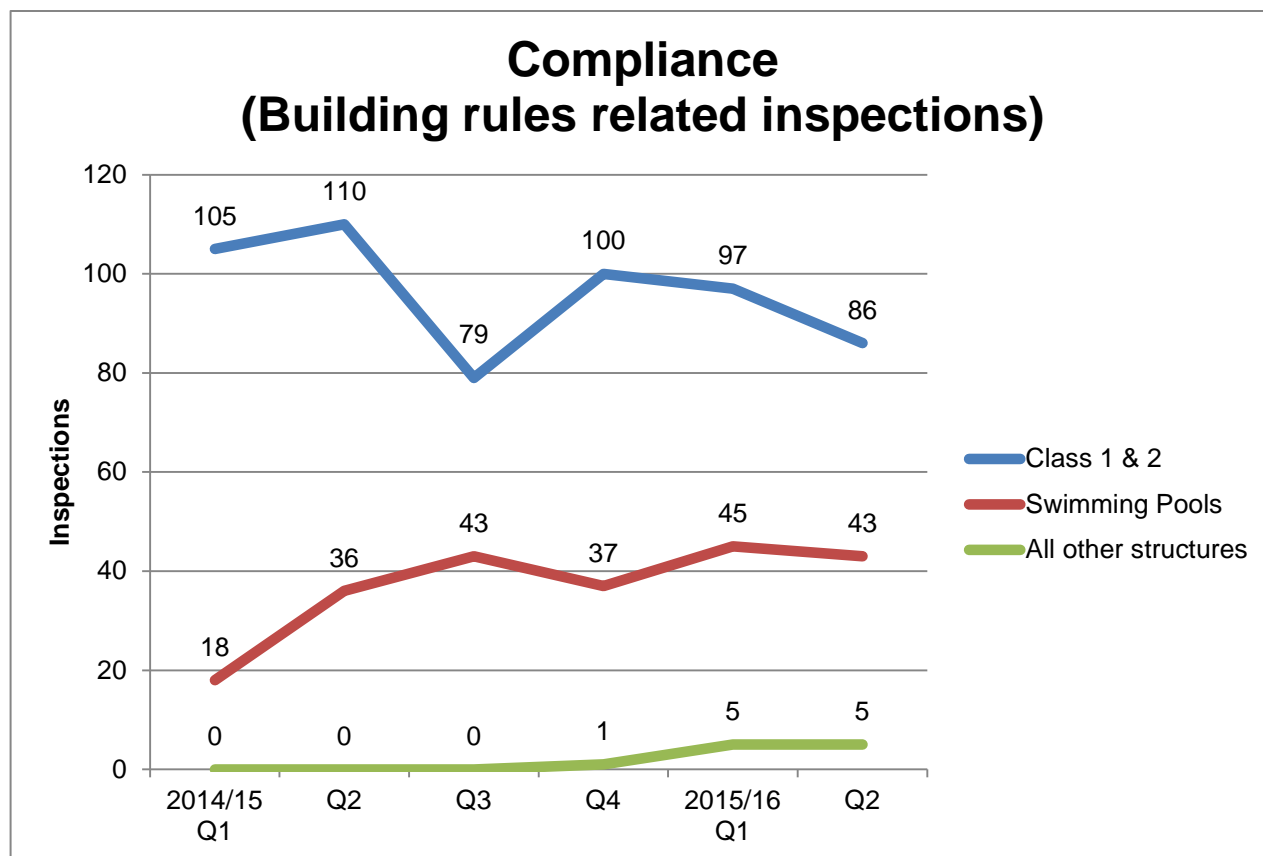
Median Days for Application Approvals



Comments

The Category 3 application in quarter 2, 2015/16 represents zero applications.

Compliance



Notes

Numbers refer to the number of sites inspected, not the number of inspections.

Class 1:

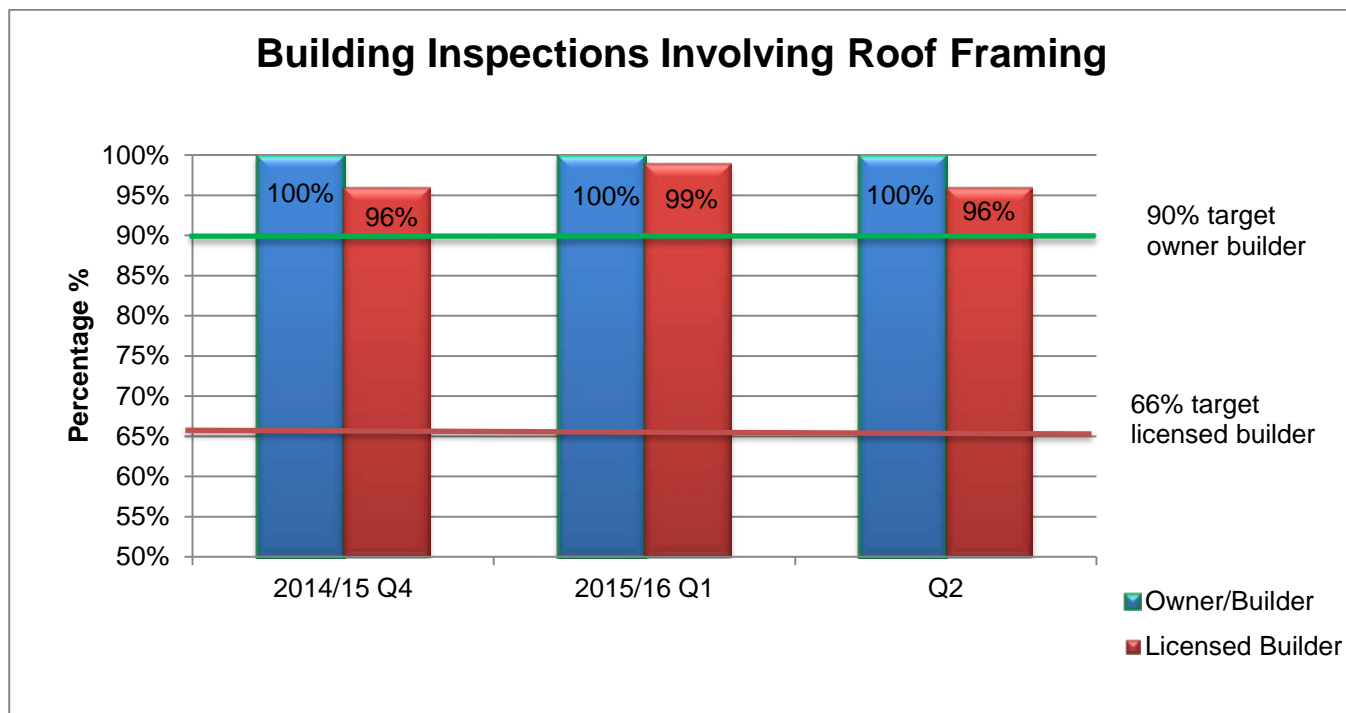
One or more buildings which in association constitute:

Class 1a — a single dwelling being a detached house; or one of a group of two or more attached dwellings, each being a building

Class 1b — a boarding house or like in which not more than 12 persons would ordinarily be resident; or four or more single dwellings located on one allotment and used for short-term holiday accommodation, etc.

Class 2:

A building containing 2 or more sole-occupancy units each being a separate dwelling.



Notes

Prescribed Minimum Levels

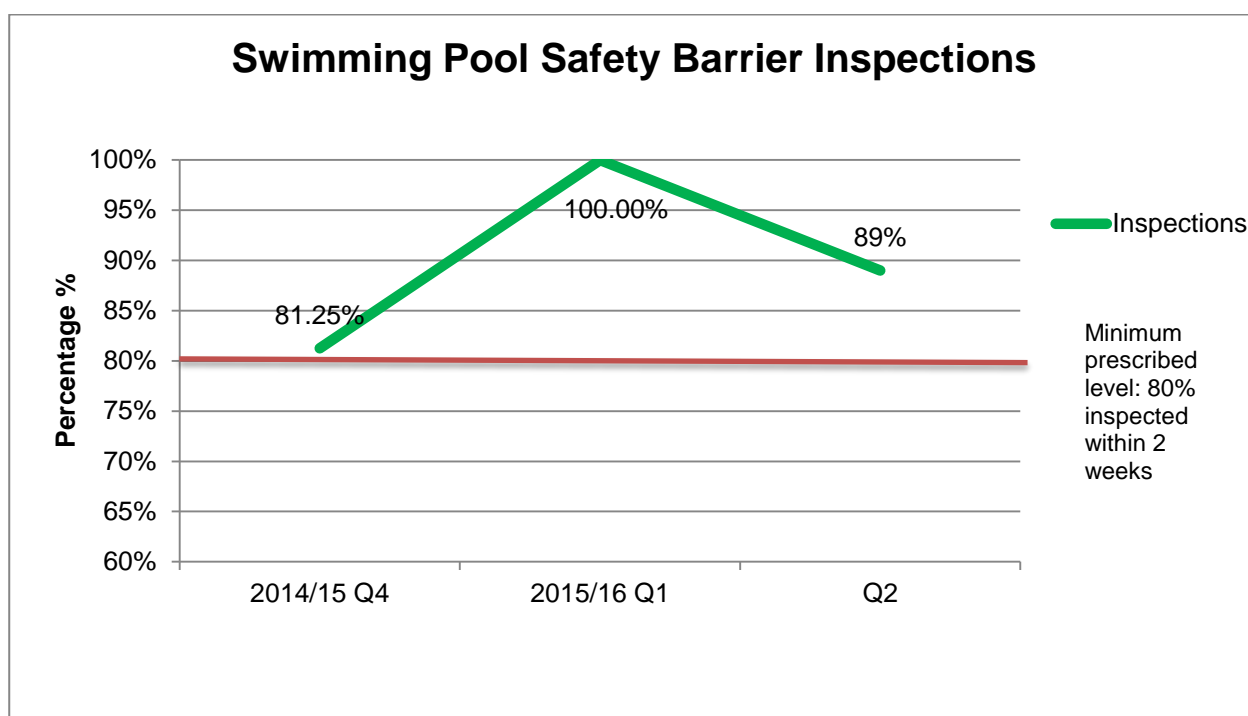
In accordance with Section 71A(4a) and Regulation 80AB(2) Council's Building Inspection Policy specifies the following minimum building inspection levels for all classes of buildings, other than Class 10 buildings which are not attached to any part of the roof framing of a building of another class:

Where the building work involves the construction of any roof framing within the area of the Council:

- (a) A number of inspections **equal to 66%** of the building rules consents 3 issued over the course of the year for building work involving the construction of any roof framing where a licensed building work contractor is responsible for the relevant building work⁵; and
- (b) A number of inspections **equal to 90%** of the building rules consents issued over the course of the year for building work involving the construction of any roof framing where a licensed building work contractor is not responsible for the relevant building work.

The inspection figures shown confirm compliance with the above percentages and associated legislation.

Swimming Pool Safety Barrier Inspections



Notes

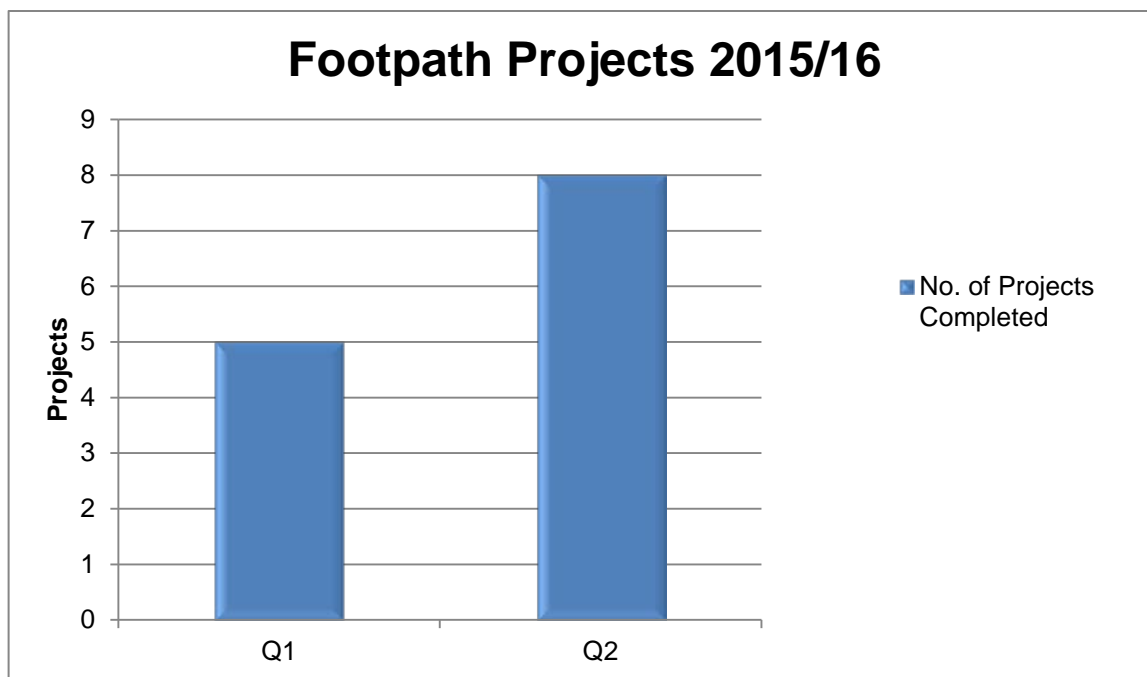
Prescribed Levels

In accordance with Section 71AA(7) and Regulation 76D (4b) Council's Building Inspection Policy specifies the following safety barrier inspection levels.

Where the building work involves the construction of a swimming pool (including safety fences and barriers associated with such swimming pools) within the area of the Council:

- (a) A number of inspections equal to 100% of the building rules consents issued over the course of the year for building work involving the construction of swimming pools. Of these:
- at least 80% of swimming pools will be inspected within 2 weeks of Council being notified of completion of the permanent swimming pool child-safety barriers
 - no more than 20% of swimming pools will be inspected within 2 months of Council being notified of the completion of the permanent swimming pool child safety.

Capital Replacement Projects



Comments

Footpaths

The total number of planned footpaths projects for 2015/16 is 23.

Footpaths completed this quarter are:

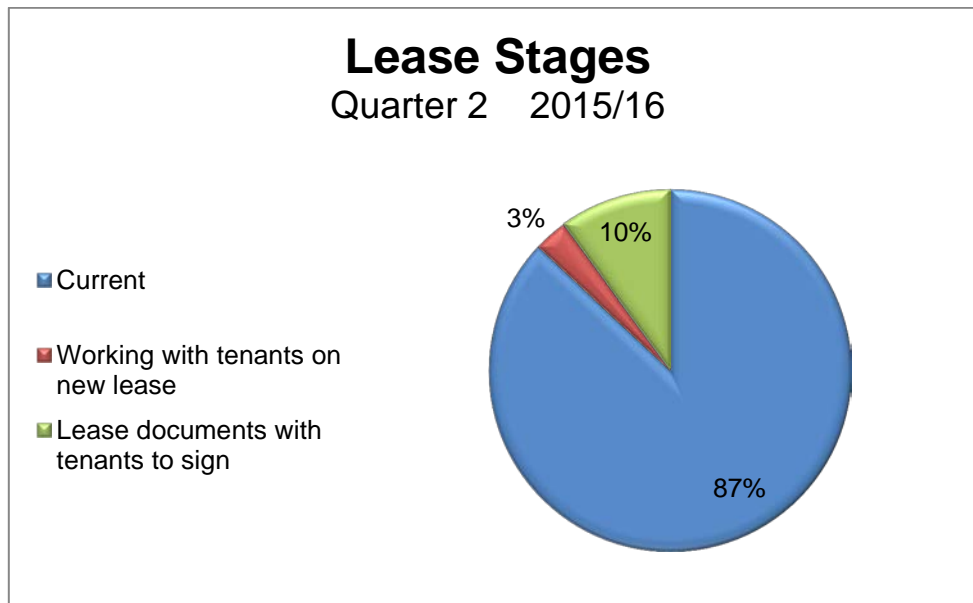
- Hackett Avenue, Millswood
- Kelvin Avenue, Clarence Park
- Cowper Road, Black Forest
- Birk Street, Parkside
- Castle Street, Parkside
- Regent Street, Parkside
- Angus Street, Goodwood
- Bridge Street, Myrtle Bank.

Road Projects

The total number of planned road reseal projects for 2015/16 is nine, the following six have now been completed:

- Young Street, Unley
- Wycliff Avenue, Fullarton
- Moore Street, Fullarton
- Auburn Avenue, Myrtle Bank
- Oakley Avenue, Millswood
- Margaret Street, Clarence Park

Lease Stages



Comments

Working with tenants on leases

- B&M Glass – right of way Charles Lane, Unley
 - new licence – current licence expired 26 August 2015

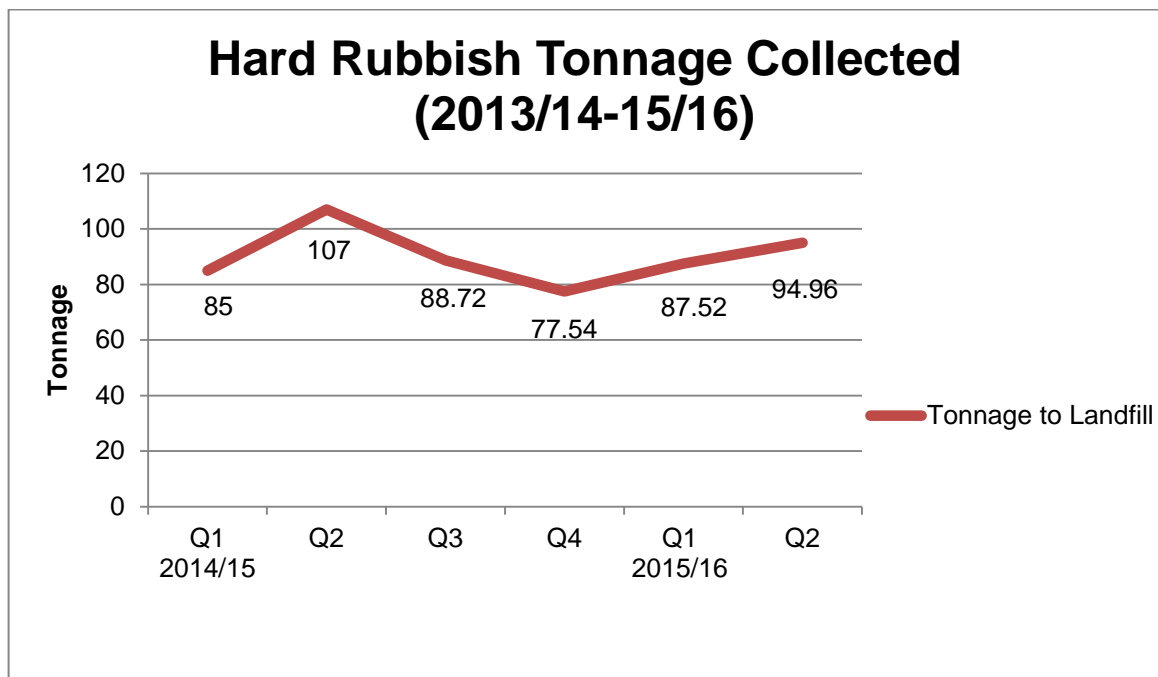
Leases with tenants to be signed

- Forestville Hockey Club
 - extension of Current Lease for a further 3 years from 1 July 2015
- Unley Kindergarten, 45-47 Oxford Terrace, Unley
 - extension of current lease for a further 3 years from 1 December 2015
- Kiriniari Community School, 41 Oxford Terrace, Unley
 - new licence for the 2016 school year
- Cancer Care, 76 Edmund Avenue, Unley
 - extension of Current lease for a further 3 years from 1 February 2016.

Leases coming up for renewal

- Beyond Stone, 3/73 King William Road, Unley
 - extension of current lease for a further 3 years from 1 February 2016.

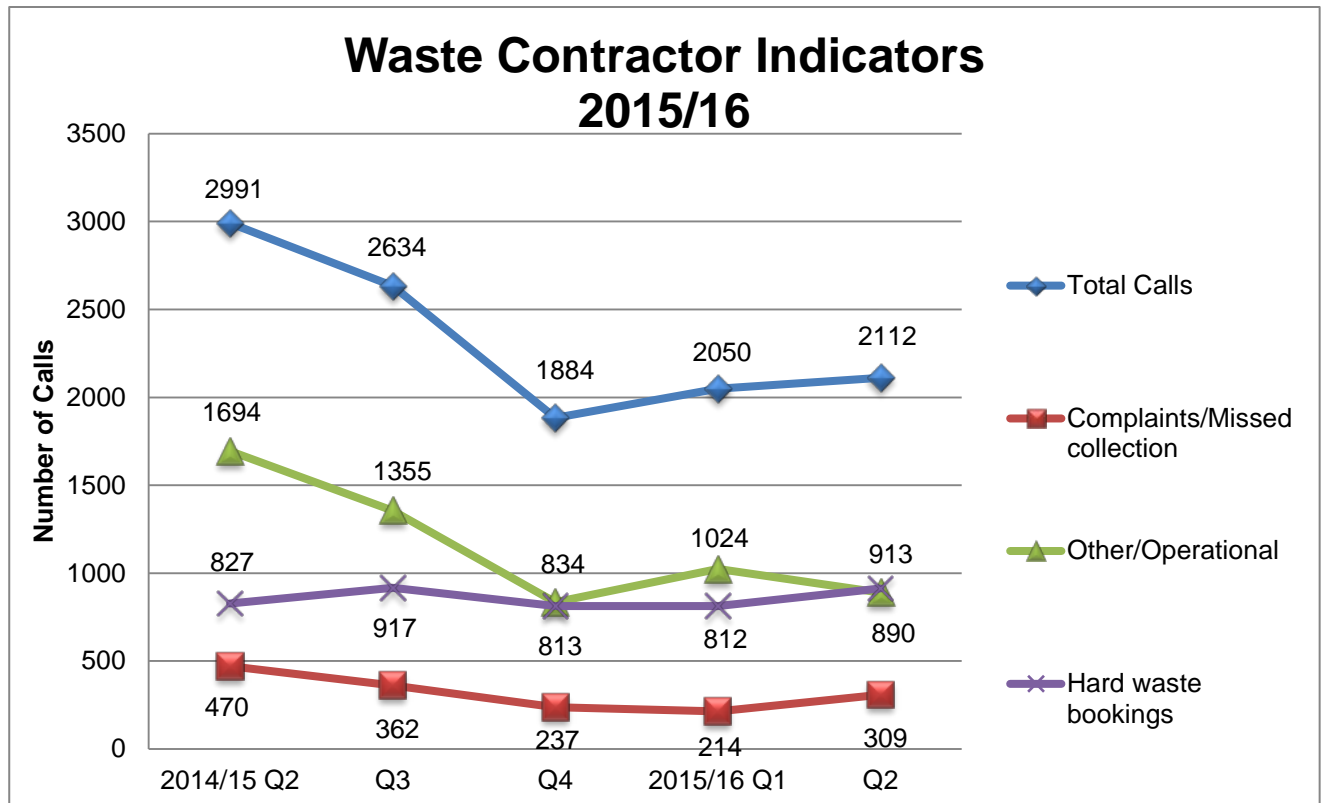
Hard Rubbish to Landfill



Comments

Council has continued with its education and awareness programs and currently participating or promoting:

- Battery and mobile phone drop off at civic centre, libraries and community centres
- School and kindergarten waste audits and advice
- KESAB - Door Stepping - promote Organics in GREEN bin
- Promotion of FREE E-Waste drop off at Adelaide Waste and Recycling Centre and Glen Osmond Recycling Centre
- Continual promotion of Kitchen Caddy and Compostable Liners – available from Council
- Hire of Community Event bins for Council and private events on Council's reserves
- Kerbside Waste Audit – recommendations to be implemented
 - 2016 Collection Calendar – including promotion of Peat's Compost Vouchers for FREE bag of compost
 - KESAB – 'Take the Pledge' Campaign – encourage correct recycling by residents who pledge to do the right thing
 - Main Road Business – bin audit and provide educational material on correct waste separation.



City of Unley Media Report

For the Quarter, October – December 2015

PROACTIVE MEDIA

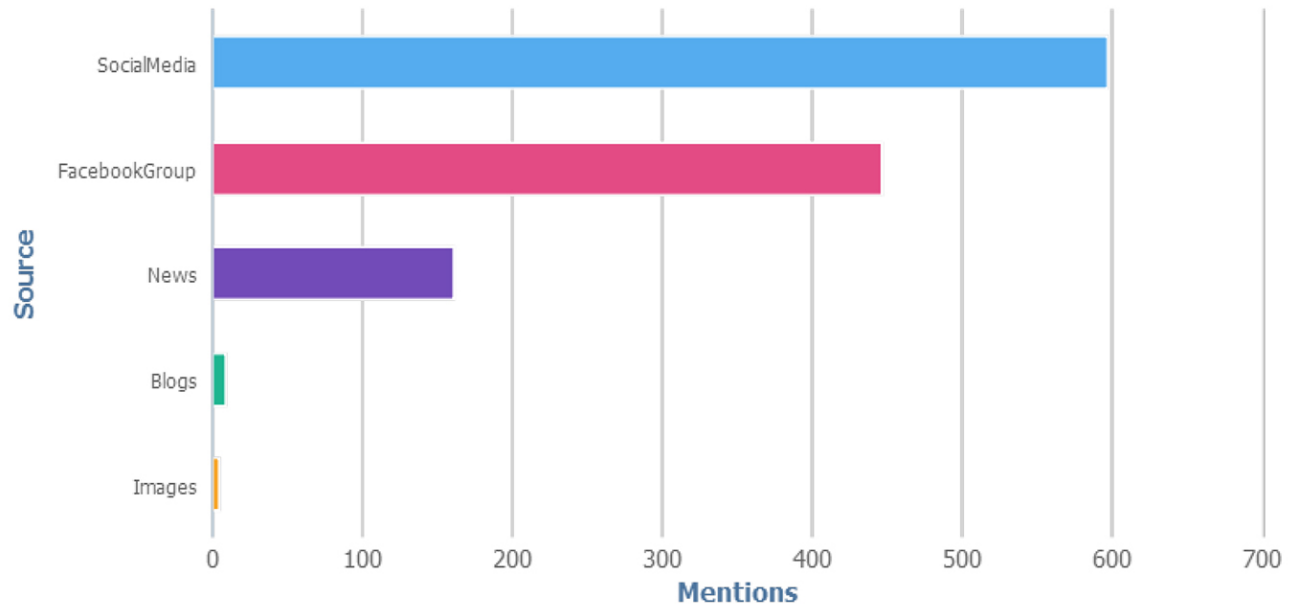
OCTOBER	
Subject	Media
BHKC dam decision	ECM, Advertiser
Reboot program	ECM
Council's new website	Local Government Focus
Planning changes	5AA
Active Unley	ECM
No THEFTPOS	Hit 107
Recharge points	Senior News
Halloween KWR	Advertiser
NOVEMBER	
Subject	Media
Vigil for France	Channel 9, Advertiser, ECM, ABC 891, 5AA, NOVA, CRUISE 1323, MIX 102.3, Adelaide Now, Channel 10
Active Unley	ECM
Ignite Unley	ECM
Missing Scare Crow	ECM
Unley Libraries Festival	ABC 891, SA Kids magazine
Remembrance Day	ECM
TDU / UGG	Aspire and SA Life committed for December
Tree carvings	ECM
DECEMBER	
Subject	Media
Unley Central	Advertiser, Messenger, ECM
Blank Walls Project	ECM confirmed for January
Unley Art Prize	ECM confirmed for January
TDU / UGG	Adelaide Matters, Aspire, SA Life
Free public Wi-Fi	ECM
Ignite events	ECM

REACTIVE MEDIA

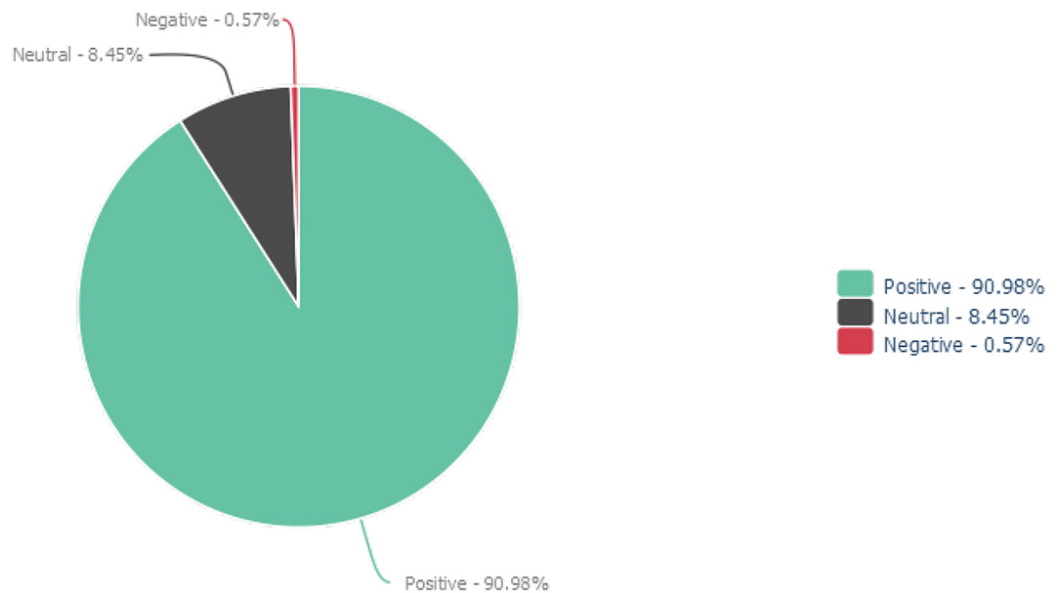
OCTOBER	
Subject	Media
CEO salaries	Advertiser
Planning changes	ECM
Mayor's trip to France	ECM
Cycling Law changes	ABC, 5AA
Leader Street upgrade	ECM
Glen Osmond Rd separate rate	Advertiser
NOVEMBER	
Subject	Media
Waste removal contract	ECM
Mothers Milk works	ECM
Cycling policy	Messenger, ABC 891, 5AA, Adelaide Now
Vacancy rates	ECM
Shared pathways	ECM
Significant tree removal - Malvern	ECM
DECEMBER	
Subject	Media
Clarence Park Community Centre contracts	ECM
Anderson Street traffic	ECM
Wattle Street church assessment	ECM
Unpaid council rates	ECM
Free parking trials	ECM
Other Expenses	Messenger
Crypto in pools story – Proactively ensured the USC was protected	Channel nine

Social Media Coverage

SOURCES VOLUME



SENTIMENT REPORT



The nature of all social media content related to the City of Unley

INFORMATION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 387
DATE OF MEETING: 22 FEBRUARY 2016
AUTHOR: CAROL GOWLAND
JOB TITLE: EXECUTIVE ASSISTANT TO CEO & MAYOR

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.
-

COUNCIL ACTION REPORTS - ACTIONS TO January 2016

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
COUNCIL	82	City of Unley Library Service Review -	General Manager Community	A report will be presented to Council in March 2016, addressing the recommendations for the Library Service Review.
DSP	3	Draft General Development Plan - 2. Do not endorse the draft General DPA in its current form. 3. An opportunity be provided for the scope, nature and timetable of the DPA to be revised to address the issues of concern of the Committee. 4. A further report be provided to the Committee in June 2015.	General Manager Economic Development & Planning	Draft reviewed in May 2015. Revision required. Progress delayed primarily due to priority with processing Residential Growth DPA; responding to critical issues with proposed Activity Centres Ministerial DPA, Corridors Ministerial DPA and The 30-Year Greater Adelaide Plan (update 2015) and awaiting their outcomes to understand inherent impacts on scope and nature of policy in General DPA. Still awaiting DPTI advice.
AUDIT & GOV	13	Motion on Notice re Service Review - The Audit and Governance Committee requests the Chief Executive Officer to develop a brief to appoint an experienced sector consultancy to undertake a service and organisational review which will include but not be limited to assessment and recommendations on the following: <ul style="list-style-type: none"> • The efficiency and effectiveness of its operations; the adequacy and deployment of resources in operational activity • The manner in which its resources are directed towards the Council's priorities and provide value for money to the community • Strategic opportunities that will maximise return on Council's major assets • Opportunities to improve the efficiency and/or effectiveness of its services including options to use alternative service delivery mechanisms • Opportunities for cash savings and revenue growth. 	General Manager Corporate Services	Gone to market for quotes for work. Quotes received from 5 suppliers. A&G Comm held w/shop 19 Nov to discuss quotes for Part A work, which may be able to be achieved for significantly less investment than originally thought. Part A info (expected Dec 15). Three Suppliers have been selected for Part B work once Part A activity is ascertained. 12 Jan 2016 - Information from Consultant not yet to hand - CEO following up.
COUNCIL 13 July	179	Unley Oval Grandstand Upgrade - 2. Engagement with the community be undertaken regarding the nominated grandstand upgrade option1, and Council be advised of the feedback.	General Manager Economic Development & Planning / Community	Report will be provided to Council in March 2016.

COUNCIL ACTION REPORTS - ACTIONS TO January 2016

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	285	Revocation of Community Land Classification and Proposed Disposal of Land - Lot 502 Dover Street Malvern - 2. Council formally request the Minister for Planning, to support the revocation of Community Land Status on land identified as Allotment 502 within Filed Plan 34815, Certificate of Title Volume 5381 Folio 56 in the area named Malvern, as a pre-cursor to the negotiation for sale of the portion of land to the owner of 1 Dover Street Malvern.	General Manager Assets and Environment	Confidential report to Council in February 2016. COMPLETED.
UBED	14	Review of Differential Separate Rates - 2. A review be undertaken of the role and operation of the Trader Associations, in conjunction with the associations, to ensure they are still the most appropriate method for promotion of the precincts and are supported by the businesses in those precincts. 3. The Unley Business & Economic Development Committee engage and consult with main street traders and businesses to discuss and investigate the existing arrangements for the application of Differential Separate Rates, and provide recommendations to Council as to any changes that may be prudent. 4. A report be submitted to the next UBED Committee meeting on the feasibility of introducing a cap to the differential separate rate and the proposed methodology to be undertaken for reviewing the Trader Association model.	General Manager Economic Development & Planning	Report went to UBED on 2 December. Report to be submitted at the next UBED meeting in 2016.
	308	Licence to Kirinari 41 Oxford Terrace Unley - 2. A short-term Licence Agreement be negotiated with Kirinari School for shared access to 41 Oxford Terrace during the 2016 school year under the same Terms and Conditions as are currently in place and for an annual fee of \$2,450 plus GST. 3. Signage be erected providing details of public access times. 4. Council reaffirm its position to Kirinari that any licence agreement is only for a short term, pending outcomes of options associated with the Unley Central Precinct Project and that any further improvements to the site be undertaken only after approval from Council.	General Manager Assets and Environment	Agreement drafted and with school board for formal using. City of Unley sign is at front of property COMPLETED

COUNCIL ACTION REPORTS - ACTIONS TO January 2016

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	316	Notice of Motion from Councillor Boisvert re Pedestrian Safety on Shared Pathways - 1. Investigate the risks associated with cyclists and pedestrians travelling along shared pathways in the same direction on the same side of the path; 2. Consider whether there is a need to change the laws to make it common practice to have contra flow lanes operating on shared pathways, with cyclists travelling on the left hand side and pedestrians the right hand side.	General Manager Economic Development and Planning	Letter has been sent to DPTI. Awaiting response.
UBED	19	Review of Separate Rates - 1. The Unley Business & Economic Development Committee engage and consult with Main Street Trader Associations to discuss and investigate the possible capping for the application of separate rates, and provide recommendations to Council as to any changes that may be prudent so they can be assessed at the proposed March 2016 UBED meeting. 2. An independent consultant be engaged to undertake a review of the role and operation of the Trader Associations, in conjunction with the Associations, to ensure they are still the most appropriate method for promotion of the precincts, and are supported by the businesses of those precincts. The review is to include face to face interviews with a broad cross section of those who pay the separate rate.	General Manager Economic Development and Planning	In progress.
I & SC	11	City of Unley Walking and Cycling Plan 2015-2020 Draft for Consultation - 2. The draft City of Unely Walking and Cycling Plan 2015-2020 as amended be supported for community engagement. 3. A report outlining the outcomes of the community engagement be provided to Council in early 2016.	General Manager Assets and Environment	In progress.

COUNCIL ACTION REPORTS - ACTIONS TO January 2016

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	358	Unley Swimming Centre Free Casual Entry Trial Results and 'Friday for a Cause' Initiative - 2. Casual entry of the Unley Swimming Centre be by a gold coin contribution on Friday evenings from 4.30pm commencing 4 February and concluding 29 April 2016. 3. Alzheimer's Australia be nominated as the charity for the 2016 season. 4. Results of the trial will be presented to Council in July 2016 to determine the future viability of this service to the community	General Manager Community	A report will be presented to Council in July 2016 on the results of the trial and on the future viability of the initiative.
	336	Rugby/Porter Street Bike Concept Street Design - 2. Concept designs for Rugby Street - Porter Street Bikeway as show in Attachment 1 to Item 336/15 be endorsed for grant application and community engagement purposes. 3. An application be made to DPTI for a funding contribution to the Rugby-Porter Streets Bikeway upgrade. 4. Community engagement on the proposed concept designs be undertaken with the relevant stakeholders if the funding application is successful. 5. A report of outcomes of the above processes be brought back to Council in early 2016.	General Manager Economic Development and Planning	Rescission motion put to Council in January 2016. Refer to Item 373. COMPLETED
Council	361	Deferred Item 335 - Royal Adelaide Show Traffic Management - 2. Council consider the request from the Royal Agricultural and Horticultural Society (RAHS) and the CEO be delegated responsibility to negotiate a funding arrangement for Council's consideration as part of the 2016/17 budget deliberations. 3. The RAHS be informed accordingly.	General Manager Economic Development & Planning	CEO to meet with CEO RAHS and provide proposal as part of budget deliberations. Meeting organised for 17 February. COMPLETED.
	363	Radio Frequency Identification (RFID) Infrastructure Works - 2. The short term closure of Goodwood Library from 2 – 9 May 2016 and Unley Library from 16 – 29 May 2016, be endorsed to undertake the necessary RFID installation and infrastructure works. 3. Community engagement be undertaken with affected stakeholders.	General Manager Community	Community and Library customers notified as per Communication Plan. Press release / social media in place. COMPLETED.

COUNCIL ACTION REPORTS - ACTIONS TO January 2016

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	370	QON - Councillor Boisvert re Rate Capping - Council write to Steven Griffiths MP asking him to meet with Council staff and Elected Members to discuss the potential detrimental effects of rate capping.	Chief Executive Officer	Letter sent to Minister's office requesting meeting on 4 February. Minister's office contacted Council and advised that the Minister could meet with Staff and Elected Members on Monday 29 February at 3.00pm. COMPLETED.
	371	Motion on Notice - Councillor Schnell re collection of Gum Leaves - 1. Council give consideration to (when pruning gum trees in the City's streets and parks) collecting and donating gum tree leaves to the Adelaide Koala and Wildlife Hospital, located at 282 Anzac Highway Plympton. 2. If considered to have merit, the collection and delivery of gum tree leaves be performed on an ad hoc basis to minimise impact to Council's budget and the tree pruning program. 3. A link to the Adelaide Koala and Wildlife Hospital website be placed on Council's website.	General Manager Assets and Environment	Will be meeting with the Adelaide Koala and Wildlife hospital in the next 4-6 weeks to discuss the arrangement. Totally Wild have expressed an interest in doing a story on this. COMPLETED
	372	Notice of Motion - Cr Hewitson re Rescission Motion for Item 366/15 - 1. Concept designs for Rugby Street - Porter Street Bikeway as shown in Attachment 1 to Item 336/15 be endorsed for grant application and community engagement purposes. 2. An application be made to DPTI for a funding contribution to the Rugby- Porter Streets Bikeway upgrade. 3. Community engagement on the proposed concept designs be undertaken with the relevant stakeholders if the funding application is successful. 4. A report of outcomes of the above processes be brought back to Council in early 2016.	General Manager Economic Development and Planning	No further action required. COMPLETED.
	373	Notice of Motion from Councillor Hewitson re Rugby/Porter Cycleway -	General Manager Economic Development and Planning	Meeting to be organised with DPTI.

ITEM 388

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

QUESTIONS ON NOTICE FROM COUNCILLOR RABBITT RE EASTERN COURIER MESSENGER ARTICLE ON ANNUAL BUSINESS PLAN

The following Questions on Notice were received from Councillor Rabbitt as Questions Without Notice at the January meeting of Council. The answers are now provided:

Questions

In regard to the recent article in the Eastern Courier Messenger relating to our Business Plan and in particular, the issue of “Other Expenditure”, can Administration:

1. *Comment on our practice as far as categorising items under this heading.*

Answer

The current format of Council's financial accounts are in accordance with accounting standards and the model set of accounts prescribed by the Regulations. The category of ‘Other’ is used to record expenditure which does not specifically fit anywhere else.

This is a common practice used by organisations.

2. *Provide a ‘breakdown’ of the major items included in “Other Expenditure”.*

Answer

The breakdown of major items are as follows:

- \$372k –is our annual membership payment to the Local Government Association.
- \$135k – program expenses are for the delivery of services at our Community Centres and through Community Services (most have corresponding income).
- Bank fees and debt collection fees of \$130k.
- Payment to the Valuer General for the rates valuation data of \$162k.
- Fringe Benefits Tax \$157k.
- Committee sitting fees of \$50k.
- \$720k – marketing expenses includes:
 - o \$322k separate marketing levy raised on behalf of the 5 Main Street Associations (fully distributed to the associations),
 - o \$83k for printing and distribution of Unley Life quarterly magazine,
 - o \$11.5k for media monitoring,

- \$20k for Museum displays and bi –annual exhibition,
- \$15k for the promotion of Library events (the annual festival and harmony day),
- \$24.7k promotion of the Tour Down Under and Gala Events
- \$74k continued delivery of the Main Street Digital Strategy
- \$12k for the promotion and printing of brochures of the Unley Swimming Centre
- \$4,500 for Waste Management promotion and brochures
- \$22k for brochures/program of activities at 4 Community Centres.

3. *Confirm or refute the claim that it includes the cost of BBQs with slabs of beer at the depot.*

Answer

There are no BBQs held at the depot nor are there slabs of beer at the depot.

ITEM 389**QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN****QUESTIONS ON NOTICE FROM COUNCILLOR HUDSON RE CYCLISTS ON FOOTPATHS**

The following Questions on Notice have been received from Councillor Hudson and the answers are provided:

Questions

The recent decision by State Government to permit cyclists to use footpaths raises some interesting questions, which I enumerate below:

1. *Did the decision come into force immediately and without consultation with any parties outside Government, ie Councils?*

Answer

The proposal came from the Premier's Citizens Jury and was subject to a consultation process in March 2015. The Local Government Association coordinated the responses from the Local Government sector. These responses raised a significant level of concern about the proposals but the Government proceeded to introduce them. The policy came into law with about two months' notice to the public.

2. *How will this new legislation be monitored, and by whom?*

Answer

With regards to enforcing cyclists' behaviour on footpaths, Council does not have powers to do so. However, Council can ban cyclists from using certain footpaths under the current delegated powers. Enforcement of laws such as cyclists giving way to pedestrians and cyclists using audible warning devices when approaching pedestrians is the responsibility of the SA Police force.

3. *Councils, I understand, have discretionary powers which will allow certain footpaths to be exempted from the use by cyclists? Is this the case?*

Answer

Yes

4. *If so, what criteria will be involved?*

Answer

Council will have to develop criteria based on a number of factors including (but not limited to) safety, asset condition, types of users, location etc. This is a very significant amount of work. Before cyclists could be banned from any footpath a detailed assessment would have to be made using the criteria determined by Council.

As an example, a footpath that is well used by residents of an aged living facility could be made cyclist free and an identical footpath elsewhere in the Council area would remain available to cyclists. Each footpath has to be considered on its merits.

5. *How will cyclists (and pedestrians) know which footpaths are NOT available for two-wheeled modes of transport?*

Answer

Should Council restrict cyclists using footpaths at certain location/locations, appropriate signs such as that shown below will need to be installed as per the Australian Standard requirements.



6. *Will there be a need for signs to delineate which footpaths are cycle-free?*

Answer

Yes

7. *Will such expense be the responsibility of Local Government?*

Answer

Yes

8. *Road rules demand that motorists have to maintain a certain distance from cyclists. Will there be a similar distance required from cyclists passing or overtaking pedestrians, etc.?*

Answer

No.

Australian Road Rule 250(2) states the following:

*“The rider of a bicycle riding on a footpath or shared path must—
(a) keep to the left of the footpath or shared path unless it is impracticable to do so; and
(b) give way to any pedestrian on the footpath or shared path.”*

As per the road rules, cyclists must give way to pedestrians using a footpath. However, there is no specific requirement on passing/overtaking distances required.

9. *Given the narrowness of most of Unley’s footpaths, how would a similar safety zone be possible?*

Answer

There are no specific passing/overtaking distance requirements for cyclists using the footpath.

10. *In the event of incidents involving cyclists versus pedestrians, pram-pushers, gopher users, etc, will the handling of subsequent legal action be the responsibility of councils or the police?*

Answer

Similarly to vehicle accidents on Council roads, Council has no involvement in prosecutions. If an incident causes damage to Council owned infrastructure and Council considers it warranted, Council could launch legal action.

ITEM 390

QUESTION ON NOTICE FROM COUNCILLOR PALMER RE COST OF COMMUNITY CONSULTATION

At the 14 December 2015 meeting of Council, Councillor Palmer asked questions on notice (Item 346/15) regarding the cost of community consultation.

The Administration advised that to provide answers to the questions would take some time and the answers would be supplied in the new year.

The answers are now provided.

Questions

1. *Can we be advised what is our total annual cost of community consultation across all departments, including consultations authorised by council, consultations prompted by admin on changes to roads etc, representations on Category 2 and 3 development applications.*

Answer

As Council does not have a centralised consultation process or budget line, it is difficult to ascertain the total annual cost of consultation. However, it is estimated that the annual cost to undertake community engagement is conservatively estimated at \$238,000, noting this figure excludes staff time.

This calculation is based on:

- Approximately \$17,000 spent on consultations on Category 2& 3 development applications per annum
- Approximately \$25,000 on traffic management consultations per annum
- \$28,000 annual fee for Council's online consultation software.
- A total cost of approximately \$168,000 for the 28 other consultations in 2015 with an average amount* for each consultation being estimated at \$6,000.
-

This average amount* for consultations is calculated based on the following tools being utilised:

- | | |
|--|---------|
| • Mail out to 3000 residents (estimate) | \$3,400 |
| • Corflute design and print | \$ 600 |
| • Fliers and posters (based on 5,000 sheets) | \$1,000 |
| • Messenger advertisement | \$ 800 |
| • Community meeting catering | \$ 200 |

Please note, this does not include the costs associated with:

- Community engagement conducted by external consultants as part of specific projects, such as King William Road Master Plan and Brownhill Keswick Creek,
- Engagement notifications in our regular Unley Life column or What's On in Unley, or
- Communication and consultation related to more routine work, rather than projects.

The 28 other consultations are as follows:

1. 2015 Double Shot Coffee First Feedback Survey
2. Active Ageing Strategy
3. Animal Management Plan 2016 - 2020
4. Community Centres Customer Satisfaction Survey
5. Customer Satisfaction Survey
6. Draft - Living Active Sport and Rec Plan 2015 -- 2020
7. Draft Annual Business Plan 2015-16
8. Forestville Reserve
9. Forestville/ Everard Park LATM
10. Found out - unearthing our place
11. Fullarton Area Parking Review
12. Future Grandstand Upgrades at Unley Oval
13. Goodwood Main Street Concept Design
14. Goodwood Precinct Urban Design Framework Review
15. Haslop Reserve Upgrade
16. Highgate Community Development Project
17. Katherine Street – A Local Park for the Fullarton community
18. Leader Street Stage 1 Streetscape Upgrade
19. Maud St Kerbing Build Out
20. Proposed Mobile Phone Tower Goodwood Oval
21. Randolph Ave Street Renewal
22. Review of Council By-laws
23. Revocation of Community Land Classification and Possible Sale of Lot 502 Dover Street, Malvern (2nd consultation)
24. Temporary Parking Controls Review (Royal Adelaide Show)
25. Unley Central Precinct
26. Wayville / Unley / Goodwood Local Area Traffic Management Plan
27. Website Feedback Survey
28. What does Goodwood Main Street mean to you?

2. *Can we be advised of the method of consultation and the total cost of each consultation on a group of given projects including but not restricted to Unley Central, the Picket Fences and other such projects of admin's choice by way of example of what we spend on a per project budget.*

Answer

Please refer to the table below in response to questions 2, 3 and 4, noting the cost estimates provided exclude staff time.

Project	Method	Approx. budget spend on consultation	Approx. number of rate payers consulted	Approx. number responses
Unley Central (ongoing)	<i>Web page Your Say Mail out Poster – public display Messenger Drop-in sessions</i>	<i>Material advertisement postage and Consultant support - \$13,090</i>	<i>900 (\$14.50/ head)</i>	<i>110 (at 21/12/15) (\$119/ head)</i>
Katherine Street	<i>Web page Your Say Mail out Posters – public display Community meetings Email updates</i>	<i>Material and postage \$4,380</i>	<i>700 (\$6/ head)</i>	<i>160 (\$27/ head)</i>
Picket fences	<ul style="list-style-type: none"> <i>A press release sent to all media partners.</i> <i>Plans, notices and feedback forms placed at Unley Oval, Civic Centre, Libraries and Community Centres.</i> <i>Your Say Unley campaign.</i> <i>Two separate advertisements in the messenger.</i> <i>Multiple notices placed in the Eastern Courier (Unley Life Column).</i> <i>Social media promotion.</i> 	<i>\$4000</i>	<i>1847</i> <i>The Your Say Unley website page attracted 1,115 page views</i> <i>(\$2.20/ head)</i>	<i>420</i> <i>(\$9/ head)</i>
Unley Oval Grandstands	<ul style="list-style-type: none"> <i>A press release sent to all media partners.</i> <i>Plans, notices and feedback forms placed at Unley Oval, Civic Centre, Libraries and Community Centres.</i> <i>Your Say Unley campaign.</i> <i>Multiple notices placed in the Eastern Courier (Unley Life Column).</i> <i>Social media promotion.</i> 	<i>\$2000</i>	<i>905</i> <i>The Your Say Unley website page attracted 905 page views</i> <i>(\$2.20/ head)</i>	<i>106 (\$19/ head)</i>
Living Young Strategy	<ul style="list-style-type: none"> <i>Instagram photography competition.</i> <i>Mayor's Round Table</i> <i>Community and Culture Committee with young</i> 	<i>\$4500</i>	<i>200 (\$22.50/ head)</i>	<i>130 (\$35/ head)</i>

	<p>guests.</p> <ul style="list-style-type: none"> • <i>Consultant's engagement with young adults and production of report.</i> • <i>Meetings with young people.</i> • <i>Your Say Unley campaign</i> • <i>Emails, letters and posters to schools, sporting clubs, arts groups, youth groups etc.</i> 			
--	--	--	--	--

3. *Can we then please advise then the number of rate payers consulted cost per head of each of these campaigns.*

Answer

Please refer to the table in question 2.

4. *Likewise, can we be advised of the number of responses to each campaign and the cost per head of responses received.*

Answer

Please refer to the table in question 2.

CORRESPONDENCE

TITLE:	CORRESPONDENCE
ITEM NUMBER:	391
DATE OF MEETING:	22 FEBRUARY 2016
ATTACHMENTS:	1. CORRESPONDENCE

The correspondence from

- Dog and Cat Management Board

be noted.



Government of South Australia
Dog and Cat Management Board

DCMB #98/0064

29 January 2016

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

Level 1
1 Richmond Road
Keswick SA 5035
GPO Box 1047
Adelaide SA 5001
Ph: 08 8124 4962
Fax: 08 8124 4648
ABN 36 702 093234
www.dogandcatboard.com.au

Dear Mr Tsokas

RE: PLAN OF MANAGEMENT RELATING TO DOGS AND CATS

Thank you for providing the City of Unley's Plan of Management relating to Dogs and Cats for the approval of the Dog and Cat Management Board.

The Board approved the Plan of Management Relating to Dogs and Cats in accordance with Section 26A of the *Dog and Cat Management Act 1995* for a period of five years from the date of this letter.

The Board wish to commend the City of Unley on the exceptional standard of the plan of management relating to dogs and cats. The Board acknowledge the content contributions and direction provided by the regulatory staff to develop the comprehensive yet user-friendly publication.

If you have any questions or require any support with dog and cat management matters, I encourage you to contact the Project Officer – Compliance, Ann Gee, on (08) 8124 4747 or ann.gee@sa.gov.au.

Yours sincerely

Andrew Lamb
Board Secretary
Dog and Cat Management Board

⑦

Subject - <u>UNLEY DOG & CAT</u>		
Priority/Street		
Application No.		
Dec. No.	03 FEB 2016	Class.
		<u>ALLDOC</u>
For Information		
<u>C. Gouldard</u>		

MAYOR'S REPORT

TITLE: MAYOR'S REPORT FOR MONTH OF
FEBRUARY 2016

ITEM NUMBER: 392

DATE OF MEETING: 22 FEBRUARY 2016

ATTACHMENTS: 1. CALENDAR OF EVENTS

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.
-

DATE	MEETING SUBJECT	LOCATION
25 January	<ul style="list-style-type: none"> • Council Meeting 	
26 January	<ul style="list-style-type: none"> • Citizenship Ceremony • Australia Day Ceremony followed by Community Event 	Unley
29 January	<ul style="list-style-type: none"> • Spirit of Anzac Centenary Experience • Meeting at Town Hall re Climate Sustainability for MLGG 	
	From 30 January until 19 February I was absent on leave. The Deputy Mayor and various Elected Members represented the Mayor at functions during this period.	
I also met with Elected Members, residents, staff and various outside organisations during the week 25 January – 30 January.		

DEPUTY MAYOR'S REPORT

TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF
ITEM NUMBER: 393
DATE OF MEETING: 22 FEBRUARY 2016
ATTACHMENTS: 1. DEPUTY MAYOR'S REPORT

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.
-

DEPUTY MAYOR'S REPORT

I thank the Mayor, outgoing Deputy Mayor and CEO for their counsel as I begin my 12 month term as Deputy Mayor.

In addition to regular Council based meetings and discussions with staff and EMs, I attended the following:

29 January

Met with Mayor to discuss functions to be attended during his absence on leave.

30 January

At the request of a resident creek owner, visited his home to inspect damage to creek bank and scouring caused by the storm on 22 January.

2 February

Launch of NAB Cup match at Unley Oval – (attended with CEO and Manager, Property Assets). AFL, SANFL and the media were hosted by the Sturt Football Club.

Australian Red Cross – Launch of The Right to Know: 100 Years of the International Tracing Service.

An exhibition at the State Library of the work done by the Red Cross in tracing and re-uniting families during and after conflicts and natural disasters

4 February

Volunteer for a Volunteer Campaign Launch

Launch of a co-operative programme between St John and Bendigo Bank to raise funds to be used by St John in the local area.

6 February

An Evening Under the Stars

Concert presented by the Unley Road Traders' Association – a perfect evening weatherwise, with several hundred residents availing themselves of this special musical event.

8 February

Interviewed by Channels 9 & 10 on the subject of our 'Paid Parking Trial' along Railway Terrace North and Bartley Crescent.

Fringe at Lourdes

Launch of the Adelaide Fringe at the Lourdes Valley precinct at Myrtle Bank and its surrounding Southern Cross Care (SA&NT) communities. A program of international and local shows and activities will be presented in what is considered a 'first of its kind' on this scale for South Australia, within an aged care facility. GM Megan Berghuis and Events Coordinator Carly Smith also attended this event.

11 February

Meeting with CEO, GM Litchfield & Cr Palmer re forthcoming DSP Meeting.

12 February

With Cr Peter Hughes, visited Unley Swimming Centre during Friday for a Cause. Programme is going well with swimmers happy to make a gold coin donation to charity.

13 February

Started the 11th Annual 24 hours MS Mighty Swim at Unley Swimming Centre.
By Sunday morning (14th), over \$60,000 had been raised this year.

14 February

Ignite Unley – “The Intouchables” at Heywood Park.

Another successful Ignite Unley event with over 1,000 people attending, including the Hon Kelly Vincent MLC & her partner, Cr Peter Hughes & his wife and GM Megan Berghuis & family. Thank you to Events Coordinator, Carly Smith for her excellent work in organising this event.

17 February

Opened double exhibition at Unley Museum

- Unley : 200 years of Change
- Rendering of Conception (part of 2016 Adelaide Fringe Festival)

Resilient East Workshop

Presentation of the draft Resilient East Climate Change Adaptation Plan and workshop.

20 February

Unley Greek Festival

21 February

NAB Cup at Unley Oval – Adelaide Crows Vs West Coast Eagles

REPORTS OF MEMBERS

TITLE: REPORTS OF MEMBERS
ITEM NUMBER: 394
DATE OF MEETING: 22 FEBRUARY 2016
ATTACHMENTS: 1. MEMBERS' REPORTS

Council to note the attached reports from Members

1. Councillor Palmer
 2. Councillor Hughes
 3. Councillor Schnell
-

REPORTS OF MEMBERS

TITLE: REPORT FROM COUNCILLOR PALMER

(a) Items of particular interest, concern or urgency

Schools Ministry Group 25-year celebration

The 25th year Schools Ministry Anniversary Celebration was a privilege to attend. Attending functions such as these highlight the good that is being done in the community, in this instance to help our youth. The reciprocal is to see how the youth have responded.

The proceeds of the Unley Prayer Breakfast go to this ministry.

Value of the independent members of our Section 41 Committees.

I have oft remarked of my appreciation for the contribution of the independent members of both the DSP and UBED committees.

Having attended the CC and the IS committees this month I take this opportunity to thank the independents on those 2 committees also.

Our decisions are certainly enhanced and are definitely more informed thanks to their contribution.

(b) Functions Attended

26 January	Australia Day Citizenship Ceremony
5 February	Tea at Millswood Bowling Club
6 February	An Evening Under the Stars
8 February	Schools Ministry Group 25-year celebration on behalf of the Mayor.
9 February	as visitor to Infrastructure Committee meeting
10 February	as visitor to Community & Culture meeting.
16 February	Business Breakfast
17 February	expect to attend Resilient East Workshop

REPORTS OF MEMBERS

TITLE: FEBRUARY 2016

REPORT FROM COUNCILLOR

PETER HUGHES

(a) Items of particular interest, concern or urgency

(b) Functions Attended

Jan 19th – Gourmet Gala. Another very well conducted event.

Jan 20th – Brunch start of the Tour Down Under on King William Road. Council's guests included representatives of most of our Trader Associations.

Jan 22nd – Lunch hosted by the Australia Day Council of South Australia. Council's guests included Managers of 4 Retirement Villages in Unley. There were many politicians present but none spoke. Speakers were 'every day' Australians who had achieved something unique. Perhaps our Citizenship Ceremony speakers could include 'significant locals' instead of / as well as, politicians.

Jan 22nd – Attended the Mayor's Parlor for a valuable background briefing and discussion of Unley Central possibilities.

Jan 26th – Attended Unley's Citizenship Ceremony, Australia Day Award announcements and the celebrations in Oxford Tce. My observations about the first two have been provided already.

Jan 27th – Attended a Goodwood Library Working Party meeting to progress the imminent expansion of Library / Digital / Technical services. All very promising.

Jan 28th – Attended General Manager Stephen Faulkner's farewell morning tea. In the absence of the Mayor I made a short impromptu speech thanking him for his contributions.

Jan 29th – Attended the South Australian Media Launch of the 'Spirit of Anzac Centenary Experience'. It is being presented by the Australian Government and the War Memorial. There were approximately 30 representatives of the 3 Services, National Sponsors and media present. The project is a 2 year one visiting 23 sites around Australia. Unley Council has accepted the invitation to host this stage at the Showgrounds from March 8 – 20. Apparently a quite outstanding exhibition. Free entry but bookings required through www.spiritofanzac.gov.au

Feb 12th – Visited the Unley pool to observe responses to Fridays for a Cause. There was a steady stream of patrons leading to an attendance of 144 for the

night. (This is a dramatic increase on the average Friday night attendances prior to Free Friday / Friday for a Cause). Few seemed aware of the concessional entry and, when informed, some were making a more generous donation. The project has attracted live coverage from Television and Radio stations (4 in total, I believe).

Feb 14th – Together with more than 1000 people I attended Ignite Unley in Heywood Park. The film 'The Intouchables' was very much appreciated and received acclamation at the end. An extremely well organised event.

REPORTS OF MEMBERS

TITLE: FEBRUARY 2016 **REPORT FROM COUNCILLOR**
BOB SCHNELL

Meetings with the Mayor, CEO, GMs and staff.
Discussions with EMs.
Various discussions.

The list below mostly excludes events and activities that I would normally attend as an Elected Member eg. Council meetings, briefing sessions, Ward discussions with staff and community events.

At all events attended, any expense incurred was funded by myself.

Friday 22 January

Attended the Australia Day Luncheon; hosted by the Australia Day Council of SA. The City of Unley is one of two Councils that sponsor the event and at my table were Mayor Clyne, Councillor Peter Hughes, staff and invited guests (local to Unley).

An excellent luncheon and the cumin crusted lamb chops were superb. Enjoyable entertainment and music. Afterwards I complimented the woman who sang Advance Australia Fair.

One of the outstanding guest speakers was Sri Lankan refugee Shanaka Fernando. With a touch of comedy he described his early days as a refugee in Melbourne and his interpretation of street signs in Melbourne where he lives. The bulk of his commentary was on his founding the 'Lentil as Anything' (aka. 'Lentil') restaurant in 2000. The restaurant serves only vegetarian so as to cater for all ethnic groups including Jews and Muslims; Shanaka is Buddhist. The restaurant rose to fame by having no prices and no bills; customers simply paid what they thought the meal was worth. Lentil simply asks its customers to "reflect on their feeling and decide how much they want and can contribute." The business is doing well and other restaurants have opened in Melbourne and Sydney. There are now four Lentils in Melbourne serving over one million meals between them each year. In 2007, Shanaka's work was recognised with the "Local Hero of the Year" award. Given his background and achievements he certainly was a worthy recipient.

The four SA nominee finalists for Australia Day Awards were interviewed and they talked about their work, passion and achievements.

It was an excellent luncheon.

Unbeknown to us (inside), mid-afternoon a wild storm dumped 35mm of rain on Adelaide during a 30 minutes period. A wide extent of Unley suffered flooding. The Goodwood Road Underpass had water to a depth of 75cm; and some 4xWheel drive vehicles were foolishly driven through.

Monday 25 January

Parkinson's SA Brushlines Art Group and Photography Group have been exhibiting in the Unley Inner Art Gallery and Civic Centre for the past 3 months as part of a rolling program of exhibitions. All members of these groups have a diagnosis of Parkinson's and find pleasure in the pursuit of their art. Ros Cassidy was diagnosed in 2006. She retired from a career in nursing following this diagnosis. Ros is a member of the Brushlines Art Group and is self-taught. Painting gives Ros great joy. It gives her opportunity to share the issues of Parkinson's with other people from different backgrounds; connecting through their disease and passion for painting.

I purchased an artwork by Ros titled 'Dad and the kids'; an emu father taking his chicks walk-about.

Tuesday 26 January

Attended the Australia Day Awards and Citizenship Ceremony @ Unley Town Hall.

Thursday 28 January

Visited the Adelaide Koala & Wildlife Hospital @ Plympton.

The hospital is delighted by Unley's involvement in donating fresh gum leaves for the koalas.

February 2016

A family holiday in Tasmania.

Of interest is the fact that some towns have themes that activate the community, bring life to the town and provide enjoyment for tourists. There is obviously healthy competition for best exhibits.

For example:

- a) the town of Railton has topiaries; all shapes and sizes; on the verges, in front gardens, in parks, in paddocks, ...
- b) the town of Sheffield has murals; the town is covered and there is an annual competition amongst invited artists
- c) the town of Wilmot has letterboxes made from or decorated with recycled material.

It was slow driving through these towns taking in the sights.

It got me thinking, that maybe we should initiate similar themes in the villages across Unley or promote/encourage one theme across Unley to encourage people to visit and spend more time in Unley. It would help to make Unley a destination and provide an injection for local retail trade.

ITEM 395

MOTION OF WHICH NOTICE HAS BEEN GIVEN

NOTICE OF MOTION FROM THE CHIEF EXECUTIVE OFFICER RE
RESCISSION MOTION FOR RECOMMENDATION 5 ITEM 82/15 – CITY OF
UNLEY LIBRARY SERVICE REVIEW

Pursuant to Regulation 21(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, the decision in Recommendation 5 of Item 82/15 – City of Unley Library Service Review, made at the Ordinary Council meeting on the 23 March 2015, as outlined below, be revoked:

- “5. Administration investigate a number of alternative service delivery models to the current Library Service. This could include (but not be limited) to the provision of a new purpose built library at an appropriate location within the city, modifications to the existing library in the town hall, the provision of small library outlets in partnership with other organisations and the provision of additional pick up/ drop off facilities at locations across the city. As part of the investigation process, consultation occur with the community regarding the options investigated. A report of findings be presented to Council for consideration in January 2016.”

OFFICER'S COMMENTS

As a result of a deputation to Council on 27 April 2015, Council endorsed a Motion on Notice on 29 June 2015:

‘Council commits to maintaining the library building at Goodwood as a community hub, including a library service. No further action be taken to separate and lease out any portion of the building to a third party for commercial purposes, that does not integrate or enhance the provision of community services’.

By retaining Goodwood Library as a community hub and library service, the recommendation is now considered to be obsolete and Council endorsement is sought to rescind as such.

ITEM 396

MOTION OF WHICH NOTICE HAS BEEN GIVEN

NOTICE OF MOTION FROM COUNCILLOR HEWITSON RE TRAFFIC KING WILLIAM ROAD

Councillor Hewitson has given notice of intention to move the following motion at the Council meeting to be held on Monday 22 February 2016:

That Council draws the attention of staff, to the unsafe view from the driver's seat of a small car when looking right from Arthur Street to King William Road as shown in the below photo. Council asks that a report be provided to the next Council meeting as to actions taken and actions that can be taken to make this intersection safer.

PRE-AMBLE

Both Councillor Salaman and I have raised our concerns over the last two years, at the blocking of sight lines by boxes and signs, on the corner of Arthur Street and King William Road. We have generated a lot of paper work but no change. It is dangerous. Hence the notice of motion as inaction would be morally inexcusable as residents in the ward have raised their concerns with us and it is still dangerous.



OFFICER'S COMMENTS

A report can be presented to Council in March that discusses sight lines, A-Frame signs and trading tables on footpaths for Council to consider not only for this location but across the city.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 398 –
REVOCATION OF COMMUNITY LAND
CLASSIFICATION AND PROPOSED DISPOSAL
OF LAND - MALVERN

ITEM NUMBER: 397

DATE OF MEETING: 22 FEBRUARY 2016

AUTHOR: KELLEY JAENSCH

JOB TITLE: EXECUTIVE ASSISTANT ASSETS AND
ENVIRONMENT

PURPOSE

To recommend that Item 398 be considered in confidence at the 22 February 2016 Council meeting and that the Minutes, Report and Attachments referred to in 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)(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 D Litchfield, General Manager Economic Development & Planning
Mr J Devine, General Manager Assets and Environment
Ms M Berghuis, General Manager Community
Ms R Wilson, Manager Governance and Risk
Ms C Gowland, Executive Assistant to CEO and Mayor
Mr A Johns, Manager Property Assets
Ms E Thompson, Communications Officer

on the basis that it will receive and consider the report on classification and proposed disposal of Council land, and that the Council is satisfied that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:

- (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 Council to consider this matter in confidence.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE ITEM 398 – REVOCATION OF
COMMUNITY LAND CLASSIFICATION AND
PROPOSED DISPOSAL OF LAND - MALVERN

ITEM NUMBER: 399

DATE OF MEETING: 22 FEBRUARY 2016

AUTHOR: KELLEY JAENSCH

JOB TITLE: EXECUTIVE ASSISTANT ASSETS AND
ENVIRONMENT

PURPOSE

To recommend that Item 398 remain in confidence at the 22 February 2016 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)(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.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 401 –
REVOCATION OF COMMUNITY LAND STATUS
MYRTLE BANK

ITEM NUMBER: 400

DATE OF MEETING: 22 FEBRUARY 2016

AUTHOR: KELLEY JAENSCH

JOB TITLE: EXECUTIVE ASSISTANT ASSETS AND
ENVIRONMENT

PURPOSE

To recommend that Item 401 be considered in confidence at the 22 February 2016 Council meeting and that the Minutes, Report and Attachments 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)(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 D Litchfield, General Manager Economic Development & Planning
Mr J Devine, General Manager Assets and Environment
Ms M Berghuis, General Manager Community
Ms R Wilson, Manager Governance and Risk
Ms C Gowland, Executive Assistant to CEO and Mayor
Mr A Johns, Manager Property Assets
Ms E Thompson, Communications Officer

on the basis that it will receive and consider the report on the status of Council land, and that the Council is satisfied that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:

- (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 Council to consider this matter in confidence.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE ITEM 401 – REVOCATION OF
COMMUNITY LAND STATUS – MYRTLE BANK

ITEM NUMBER: 402

DATE OF MEETING: 22 FEBRUARY 2016

AUTHOR: KELLEY JAENSCH

JOB TITLE: EXECUTIVE ASSISTANT ASSETS AND
ENVIRONMENT

PURPOSE

To recommend that Item 401 remain in confidence at the 22 February 2016 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)(b) of the Local Government Act:

2.1 The

- ☒ Minutes
- ☒ Report
- ☒ Attachments

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, report and attachments will be kept confidential until the item is revoked by the Chief Executive Officer.