

# COUNCIL AGENDA

## Council Meeting

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

***Monday 25 January 2016 at 7.00pm***

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

Peter Tsokas  
**Chief Executive Officer**

## **OUR VISION 2033**

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

### **COUNCIL IS COMMITTED TO**

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

## **ACKNOWLEDGEMENT**

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

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

## **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**

360	<b>MINUTES</b>  Minutes of the Council meeting held on 14 December 2015  <b>Minutes issued separately</b>	1
	<b>DEFERRED / ADJOURNED ITEMS</b>	
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#### **PETITION**

**PRESENTATION****DEPUTATIONS**

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**REPORTS OF COMMITTEES**

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

No reports this month

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

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**GENERAL MANAGER CORPORATE SERVICES – Mr Stephen Faulkner**

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**CHIEF EXECUTIVE OFFICER (Peter Tsokas)**

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

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- Councillor Rabbitt
- Councillor Palmer
- Councillor Hughes

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375 – Unley Central      41

## **SUGGESTED ITEMS FOR NEXT AGENDA**

Goodwood Community Centre Lease	Lease agreement for the Centre
Unley Oval Proposed Grandstand Upgrades	Result of consultation
Budget Review	Represents the second budget review of the 2015/16 financial year for Council's consideration
Motions for LGA Ordinary meeting – if required	
Quarterly Corporate Report	
Encroachment Council Land	

## **NEXT MEETING**

Monday 22 February 2016 – 7.00pm.

## **DECISION REPORT**

**REPORT TITLE:** DEFERRED ITEM 335 - ROYAL ADELAIDE  
SHOW TRAFFIC MANAGEMENT

**ITEM NUMBER:** 361 – DEFERRED ITEM 335

**DATE OF MEETING:** 25 JANUARY 2016

**AUTHOR:** SATYEN GANDHI

**JOB TITLE:** MANAGER TRANSPORT AND TRAFFIC

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### **1. EXECUTIVE SUMMARY**

The purpose of this report is to seek Council guidance regarding future funding of the traffic management activities and costs associated with the Royal Adelaide Show.

Council, historically has funded the traffic management activities associated with the Royal Adelaide Show. In 2015, these costs were approximately \$36 000.

In 2014, DPTI issued new guidelines regarding traffic management for events. These guidelines indicate the event organiser should pay for the traffic management arrangements.

The Royal Agricultural and Horticultural Society of South Australia (RAHS) have indicated they would prefer that Council continue to fund these arrangements.

It is proposed that Council consider this RAHS request as part of the Council's 2016/17 budget deliberations.

### **2. RECOMMENDATION**

That:

1. The report be received.
  2. Council consider the request from the Royal Agricultural and Horticultural Society (RAHS) as part of the 2016/17 budget deliberations.
  3. The RAHS be informed accordingly.
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### **3. RELEVANT CORE STRATEGIES/POLICIES**

#### **3.1 Moving – Community Plan 2033**

- An integrated, accessible and pedestrian-friendly City

#### **3.2 Operational Excellence – Community Plan 2033**

- A financially sustainable approach to business and planning activity

### **4. DISCUSSION**

The Royal Agricultural & Horticultural Society of South Australia (RAHS) has been organising the Royal Adelaide Show since 1840. It is a unique event in South Australia and important to many South Australians. Around half a million patrons attend the show every year. As such, it attracts large numbers of people to Wayville and surrounding areas. In order to manage safe and efficient road operations, both local and state authorities work with the RAHS to provide traffic, parking, and public transport solutions. The purpose of this report is to seek Council's guidance regarding possible changes to the funding of the current traffic management activities during the show period.

The City of Unley has, for decades, been undertaking all the traffic and parking management works associated with the Royal Adelaide Show, and funding the costs. The traffic management component involves speed limit changes, temporary parking prohibitions to facilitate traffic flows, facilitation of public transport and taxis, and advance notification to surrounding residents. Traffic management also needs to be co-ordinated with and approved by state agencies like the SA Police and DPTI. In 2014, for the first time, Council outsourced this responsibility to contractors, at a cost of about \$16 000.

The parking management component involves the planning, installation and enforcement of temporary parking time limits in local streets in Wayville and Goodwood. There is also the task of issuing some 1600 temporary parking permits. Parking management during the show time provides an important service to local residents, helping to minimise the impact of high volumes of traffic and parking in the area.

In 2014, DPTI issued their Guidelines for Events on SA Roads (Attachment 1 to Item 335/15). These guidelines provide the framework for conducting and managing events on and adjacent to roads in South Australia. The guidelines state *'The event organiser shall be responsible for arranging and meeting the costs of preparing and implementing Traffic Management Plans for all events.'* As per these guidelines, the traffic management and associated responsibilities should be carried out by the RAHS. In 2015, there were enhanced traffic management requirements for the Show in accordance with these new guidelines. The 2015 cost was almost \$33 000. A budget variation request in relation to the expenditure over run will be presented as part of the next quarterly budget review to accommodate the additional \$17,000 in costs.

*Attachment 1*



Administration has had discussions with RAHS on the matter, with a view to ceasing future Council funding. The RAHS is of the view that Council should continue to fund the traffic management activities during the show period, as they note that Council does not provide the RAHS with other municipal services like waste collection. However, this is the case for many other properties with non-residential land uses in the Council area.

The RAHS' rates for the 2015/16 financial year are \$435,583.

Other major events that are held at the Showgrounds are required to organise their own traffic management. The Royal Adelaide Show is the only one for which Council funds this activity.

## **5. ANALYSIS OF OPTIONS**

### **Option 1 – That Council consider the request from the RAHS as part of the 2016/17 budget deliberations**

This option will mean Council considers the request from the RAHS that Council continue to fund the traffic management arrangements as part of its 2016/17 budget deliberations.

Council will consider this request along with the other proposals for funding. Council receives over \$400 000 per annum in rates from the RAHS, but in the Society's view does not provide general municipal services to the Showgrounds.

Council does not provide traffic management funding to other event organisers. As outlined earlier, the DPTI events management guidelines clearly specify that these type of traffic management activities are the responsibility of the event organiser.

### **Option 2 – Council continues with the existing funding arrangements for Royal Adelaide Show traffic management with annual reviews at budget times**

This would retain the existing arrangement with RAHS where Council would continue to be responsible for traffic management costs associated with Show time activities. These costs may continue to increase in future years above the current \$33 000 level. The allocation in the 2016/17 operating budget will have to be increased from \$16 000 to \$34 000 to cover the costs of next year's management.

### **Option 3 – Council negotiates a shared funding arrangement for Royal Adelaide Show traffic management**

This option would see Council share the traffic management costs with the RAHS. A 50:50 arrangement would see Council contribute in the

order of \$17 000 next financial year and would be in keeping with past contributions.

**Option 4 – Council ceases funding any part of the traffic management arrangements**

This option would place the RAHS on the same footing as other major event organisers in the City. It would release a significant amount of funding (Circa \$34 000) that can be reallocated in the 2016/17 budget.

Discussions will also occur with the Chief Executive Officer of the Royal Agricultural and Horticultural Society to discuss other options (eg joint sponsorship of events), prior to Council's budget deliberations on this matter.

**6. RECOMMENDED OPTION**

Option 1 is the recommended option.

**7. POLICY IMPLICATIONS**

Current operational budgets make provision for only \$16 000 of this funding. Following this year's event with the new guidelines in place, it is apparent that the allocation will need to increase to about \$34 000 in 2016/17.

If Council determines to consider the request from the RAHS as part of the budget deliberations, it will be an opportunity for Council to consider the priority of this request against other requests in a fully informed manner.

A decision to cease funding the traffic management will put the appropriate risk management and planning responsibility back with the event organiser (RAHS) as recommended under DPTI guidelines.

Regardless of the funding arrangements, Council as the local road authority will continue to have a role in the traffic management planning and approvals as per the Minister's delegation to Council under the Road Traffic Act. Council will also continue to cater for its responsibilities of temporary parking control management within the local area, and as such, other local ratepayers will continue to receive the same Council assistance as in previous years.

**8. REPORT CONSULTATION**

N/A

**9. ATTACHMENTS**

Attachment 1 – Guidelines for Events on SA Roads

**10. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
David Litchfield	General Manager Economic Development and Planning

# Guidelines for Events on SA Roads



**Government of South Australia**

Department of Planning,  
Transport and Infrastructure



Government of South Australia

Department of Planning,  
Transport and Infrastructure

Transport Services Division

# TRAFFIC MANAGEMENT Publication

## Guidelines for Events on SA Roads

### AMENDMENT RECORD

<b>Version</b>	<b>Page(s)</b>	<b>Date</b>	<b>Amendment Description</b>	<b>Init</b>
1	All	13/06/2013	Draft (Prep by K.Chandler)	KC
1	All	12/12/2013	Authorised	Al.B

The SA Standard for Workzone Traffic Management was prepared by the Department of Planning, Transport and Infrastructure (DPTI). It has been approved and authorised for use by Councils, DPTI staff and other authorised bodies or persons by:

Manager, Traffic and Access Standards Section  
12 / 12 / 2013

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For information regarding the interpretation of this document please contact:

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## FOREWORD

The Department of Planning, Transport and Infrastructure (DPTI), has prepared these guidelines that shall be followed when approving events including the processes for closing roads and exempting participants, as outlined in the Ministers Instrument to Councils. This guideline is endorsed by South Australia Police (SAPOL) and the Local Government Association (LGA).

These guidelines promote safe and consistent traffic management practice in accordance with legal obligations and applicable state and national standards. They require general compliance with the *SA Standards for Workzone Traffic Management and the South Australia Road Traffic Act 1961*. The guidelines also refer to the training and accreditation requirements for persons responsible for designing traffic management schemes, and for directly managing and controlling traffic and people at events.

South Australia's vast road network provides the opportunity for organisations and community groups to stage events on roads for the benefit of the public at large. An event may be any organised sporting, recreational, political, artistic, cultural or other activity, including a street party. Such events need to be managed in a way that ensures safety for all involved, and minimises disruptions to the normal daily usage and function of our road network.

Events that do not occur on roads but impact on the safety and efficiency of the surrounding road network also need to be taken into account.

In order to conduct an event on a road or road-related area, the Minister for Planning, Transport and Infrastructure can declare it is an event under section 33 of the *Road Traffic Act 1961*. To increase the availability of these orders, the Minister has delegated the power under section 33 to the Commissioner of Police and to each Council.

All organisations and individuals associated with event management on or near roads are encouraged to become familiar with the requirements of this document and to apply them with due consideration to all social, environmental, operational and legal implications. This will ensure that events can take place in the safest and most efficient manner possible for the enjoyment and/or satisfaction of all involved.

## 1. Scope

These Guidelines apply to all planned events that may have a direct or indirect impact on the safety and efficiency of the surrounding road network in South Australia.

It is recommended that event organisers confirm to the general guidelines in conjunction with compliance requirements of the authority responsible for the road impacted upon by the event.

Definitions of terms such as "event" and "road related area" are provided at the back of this document.

## 2. Event categories

### 2.1 Events on the Road

There are particular legal frameworks within which roads are closed and/or traffic is controlled at events. Table 1 describes the likely features of the six categories of events and lists examples to assist with category identification. Generally, events in categories 3 to 6 may not require a formal road closure but are subject to other legal controls on traffic movement.

### 2.2 Events adjacent to a Road

Events conducted off-road do not always directly impact on traffic and have therefore not been identified as a specific event category in Table 1. However, approval for such events by the relevant authorities should always include an assessment of any likely adverse traffic impacts on adjacent roads, which should be addressed by traffic management arrangements.

Authorities should be particularly mindful that major road activities may be scheduled to occur on the surrounding road network at the same time as the event, e.g. tunnel closures for maintenance purposes, road detours for roadworks etc, and that liaison and coordination with other authorities on traffic management may be required.

**Table 1 – Categories of On Road Events**

Category	Description	Features	Examples
<b>1</b>	An event which involves large public participation	<ul style="list-style-type: none"> <li>• Involves full road closures at the location of the event.</li> <li>• May involve full and partial road closures for traffic management purposes in the vicinity of the event</li> <li>• Likely to impact on roads under the control of both Commissioner of Highways and Local Governments.</li> <li>• Likely to require extensive control of traffic and/or adjustments to regulatory signing and traffic signal controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Australia Day Fireworks</li> <li>• Anzac Day March</li> <li>• Christmas Pageant</li> <li>• City to Bay Fun Run</li> <li>• Tour Down Under</li> <li>• Clipsal 500</li> </ul>
<b>2</b>	An event which involves the racing of motor vehicles and does not involve large public participation	<ul style="list-style-type: none"> <li>• Involves full road closures at the location of the event.</li> <li>• May require temporary suspension of traffic regulations.</li> <li>• Impacts on roads predominantly under the control of Local Governments</li> </ul>	<ul style="list-style-type: none"> <li>• TARGA Car Rally</li> </ul>
<b>3</b>	An event which involves the racing of non-motorized vehicles, an athletic event or any other event, other than a locality or street event, which does not involve large public participation	<ul style="list-style-type: none"> <li>• Involves full road or rolling closures at the location of the event.</li> <li>• May involve full and partial road closures for traffic management purposes in the vicinity of the event.</li> <li>• Likely to impact on roads under the control of both Commissioner of Highways and Local Governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Tour Down Under</li> </ul>



		<ul style="list-style-type: none"> <li>• May require temporary suspension of traffic regulations.</li> <li>• Likely to require control of traffic and/or adjustment to regulatory signing and traffic controls.</li> </ul>	
<b>4</b>	A locality or street event which does not fall within categories 1, 2 or 3	<ul style="list-style-type: none"> <li>• Involves full road closures at the location of the event.</li> <li>• May require temporary suspension of traffic regulations.</li> <li>• Impacts on roads under the control of Local Governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Neighbourhood Street Party</li> </ul>
<b>5</b>	A public meeting that impacts on a road, or a procession comprising three or more persons	<ul style="list-style-type: none"> <li>• Involves traffic control coordinated by Police.</li> <li>• Involves escort by Police or pilot vehicles.</li> <li>• May require temporary suspension of traffic regulations.</li> <li>• Impacts on roads predominantly under the control of Local Governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Political , religious, cultural or commemorative parade or rally</li> </ul>
<b>6</b>	Specifically an on-road race meeting or speed test that does not require road closure	<ul style="list-style-type: none"> <li>• Requires temporary suspension of traffic regulations.</li> <li>• May involve partial road closures for traffic management purposes in the vicinity of the event.</li> <li>• Likely to impact on roads under the control of both Commissioner of Highways and Local Governments.</li> <li>• Likely to require control of traffic and/or adjustments to regulatory signing and traffic signal controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Community fun runs</li> </ul>

## 2.3 Declaring the event

- The Flowcharts in Appendix A and B provide Event Organisers with a general overview of the planning, approval and implementation procedure for events.
- Event organiser must contact the relevant party to ensure it is declared. Responsibility for declaring the event shall be determined in accordance with Table 2.

**Table 2 – Responsibility for declaring events**

<b>Responsibility for Road:</b>	<b>Who will declare the event</b>
If <b>any</b> part of the event will be held on a road under the care, control and management of the Commissioner of Highways	SAPOL
If <b>any</b> part of the event will be held on a road(s) within your Council area and your Council has care, control and management of the road(s)	Council
If the event will <b>only</b> be held on roads under the care, control and management of <b>another</b> Council	To council concerned.

If the event will be held on road(s) across <b>two or more</b> Council areas, but <b>not</b> under the care, control and management of the Commissioner of Highways	To SAPOL for coordination and to minimise costs.
If the event will be held on roads which are within your Council area and some of these roads are under the care, control and management of the Commissioner of Highways	To SAPOL for coordination.
If the event will be held on roads or road-related areas which are <b>not</b> under the care, control and management of a Council or the Commissioner of Highways	SAPOL

Full details of roads under the care, control and management of the Commissioner of Highways are available from:

[http://www.transport.sa.gov.au/transport\\_network/facts\\_figures/maintained\\_roads.asp](http://www.transport.sa.gov.au/transport_network/facts_figures/maintained_roads.asp).

### 3. Legal Framework

When considering an event, council or SAPOL shall determine first which of the following legislative powers to use

#### **Road Traffic Act 1961 (“the RTA”) - Section 33**

- Section 33 of the *RTA* is the **best** method for declaring an Event.
- It allows for a road (or part of a road) to be closed and/or for event participants to be exempted from a variety of traffic law provisions. This is not the case with other road closure provisions.
- Council or SAPOL must decide if the event meets the definition of an event under section 33.
- Under section 33(10) of the *RTA*, an event means an organised sporting, recreational, political, artistic cultural or other activity, and includes a street party.
- If the event fits this definition then section 33 should be used.

#### **Summary Offences Act 1953 (“the SOA”) - Section 59**

- There are limited circumstances in which section 59 of the *SOA* would be more appropriate than using section 33 of the *RTA*. Generally this is where an event is not to be held on a road but rather on an adjoining property which is likely to result in “unusual crowding” on the road(s).
- The powers under section 59 may be exercised *only* by the Commissioner of Police or a Mayor or Chairman of a Council.

## 4. Event Organiser responsibilities

The event organiser shall be responsible for arranging and meeting the costs of preparing and implementing Traffic Management Plans for all events. The plan must be endorsed by the relevant road authority prior to being sent to SAPOL.

The event organiser shall deal with any public liability claims made in respect to the traffic management arrangements for the event.

Event organisers shall keep a copy of the Traffic Management Plan and, in particular, a record of all traffic control device placements and any changes to these during the event. Such record keeping should generally be in accordance with *SA Standard for Workzone Traffic Management*. It may become necessary to produce these records in evidence at legal proceedings at a future time.

### 4.1 Preparation and Implementation

Any party responsible for organising an event that involves a change to the traffic environment to the extent that road users will be:  
required to actively reduce their travel speed and/or direction of travel on the roadway; or

- subject to additional traffic control and/or abnormally long queuing or delays
- should have detailed Traffic Management Plans prepared.

All Traffic Management Plans should ensure the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users.

The Traffic Management Plan should also include the traffic control devices to be used to physically affect the road closure including “Road Closed” signs and associated barricades. Traffic control devices must be installed in accordance with the Ministers Instrument by a person holding current Workzone Traffic Management accreditation (Accredited Officer).

SAPOL also provide a Traffic Control – Marshalling Training Program. The purpose of this program is to train people so they are competent to perform duties as legally trained and authorised traffic marshals at public events where traffic control is required. Further information in relation to this training can be found at:

[http://www.police.sa.gov.au/sapol/community\\_services/educational\\_programs/business\\_and\\_community/road\\_safety\\_education\\_for\\_business\\_community.jsp](http://www.police.sa.gov.au/sapol/community_services/educational_programs/business_and_community/road_safety_education_for_business_community.jsp).

**Note:** The marshalling training does not make you an accredited officer in Workzone Traffic Management.

### 4.2 Risk Assessments

Event organisers are to ensure that an Accredited Officer completes a risk assessment to:

- Identify all hazards likely to arise;

- Result in the development of a traffic guidance scheme or procedural statement that controls or reduces any significant risks;
- Check the proposed traffic guidance scheme or procedural statement in detail to ensure that the means of controlling or reducing any significant risks are adequate; and
- Evaluate the hazards in terms of:
  - Likelihood of occurrence;
  - Adverse consequences; and
  - Using historical data, experience of other means.

Assessments should consider the following for workers and other road users:

- Details of work to be undertaken e.g. duration and location on road;
- Traffic volumes and traffic speeds in the work site;
- Road geometry including road and carriageway widths, sight distances and ;
- History of Work Health and Safety accident/incident records relating to these types of activities, the work location and work units.

The risk assessment should be reviewed on site. The following points should be checked to help ensure that risks are reduced:

- Ensure all workers are briefed on safety requirements;
- Ensure all workers wear high visibility clothing;
- Minimise obstructions to traffic, pedestrian and other road users;
- Allow safe access to neighbouring properties and side streets;
- Erect the correct speed signs to suit the site;
- Ensure all signs and devices are correct and clear to road users;
- Check for glare and other distractions to road users; and
- Regularly review the traffic guidance scheme during installation and operation as the risks may have changed.

**Note: Risk assessment shall only be conducted by an Accredited Officer.**

## 5. Use of Signs and Other Traffic Control Devices

Traffic management at events is generally undertaken utilising the same temporary traffic signs and traffic control devices normally associated with works on roads, as described in *SA Standard for Workzone Traffic Management*. Event signs and the format to be used at events on roads are shown in Table 3.

**Note: Signage is not to be mounted to any of DPTI infrastructure without prior approval. (Approval can be obtained via the DPTI Regional Office. See page 35).**

### 5.1 Multi-message signs

The use of multi-message signs are not mandatory but when used shall comply with the following requirement:

- Shall only be used in temporary or permanent 60km/h or less speed zones;
- These signs are for use on two or less trafficable lanes. However, for 3 trafficable lanes the multi-message signs must be duplicated;

- Individual panels shall comply with the requirements for the related stand-alone sign in AS 1742.3 MUTCD traffic control devices for works on roads (2009) clause 3 Description and Use of Signs and Devices;
- Sign assemblies containing regulatory speed limit signs panels shall be provided on each side of the road, or carriageway of the road to which signs apply;
- When used, regulatory speed limit signs panels shall be placed on the side of the multi-message frame closest to the traffic.

The frame for multi-message signs shall:

- Be capable of holding two 600 x 600 mm and one 1200 x 300 mm message panels;
- Be capable of holding back-to-back mounting of message panels;
- Comply with the requirements of AS 1742.3 MUTCD Part 3: traffic control devices for works on roads (2009) clause 3.3.1 General;
- Substrate material for the message panels shall comply with the manufacturer's requirements for reflective sheeting;
- The sign face shall be constructed of retro reflective material meeting the performance standard for Class 1 or 1W material, as specified in *AS/NZS 1906.1-2007: Retro reflective Materials and Devices for Road Traffic Control Purposes, Part 1: Retro reflective Materials*.

## 5.2 Regulatory traffic control devices

Regulatory signs are signs that must be obeyed by law. They are used to indicate and reinforce traffic regulations, rules and restrictions. Some examples of these include speed limit, give way and stop signs. The following signs (refer to table 3) are often used at event sites to regulate road users or complement regulatory signs.

**Note:** To ensure road closures are enforceable both the No Entry Sign (R2-4) **must** be in use in conjunction with the Road Closed Sign (T2-4).

## 5.3 Event speed limits





















A temporary speed zone established at events on or adjacent to roads shall only apply while the relevant conditions exist. It shall be removed as soon as practicable after the need for its imposition passes.



















Speed zones for traffic safety purposes should not be used where alternative means of traffic control would be adequate, nor should they be used to avoid the necessity for some other more appropriate action, such as the use of a traffic controller.























Approval for the use of lower speed limits for any event on or adjacent to the road **shall** be obtained via:

Speed Limit	Approving Delegation
25	<ul style="list-style-type: none"> <li>• DPTI, Traffic and Access Standards Section Manager</li> <li>• SAPOL</li> </ul>
40	<ul style="list-style-type: none"> <li>• DPTI, Metropolitan Regional Manager</li> </ul>

Table 3 - Format of Signs

Sign Number	Sign Name	Sign Size, mm	Figure	
T1-6-1M T1-6-2M	DETOUR AHEAD DETOUR AHEAD (square)	1200 X 300 600 X 600		
T1-10-1M T1-10-2M	TRAFFIC HAZARD TRAFFIC HAZARD (square)	1200 X 300 600 X 600		
T1-18M	PREPARE TO STOP	1200 X 300		
T1-25-1M T1-25-2M	ON SIDE ROAD ON SIDE ROAD (square)	1200 X 300 600 X 600		
T1-25-3M T1-25-4M	ON SIDE ROAD ON SIDE ROAD (square)	1200 X 300 600 X 600		
T1-28-1M T1-28-2M	NEXT 1, 2, 5, 10km NEXT 1, 2, 5, 10km (square)	1200 X 300 600 X 600		
T1-28-3M T1-28-4M	NEXT 1, 2, 5, 10km NEXT 1, 2, 5, 10km (square)	1200 X 300 600 X 600		
T1-32M	SIDE ROAD CLOSED	600 X 600		
T1-34M	TRAFFIC CONTROLLER (symbolic)	600 X 600		
T1-SA67-1M T1-SA67-2M	EVENT AHEAD EVENT AHEAD (square)	1200 X 300 600 X 600		
T1-SA133M	COMMUNITY EVENT AHEAD	1200 X 600		
T1-SA109B-1M	SPEED LIMIT CHANGED	600 X 600		
T1-SA125M	EVENT ON SIDE ROAD	1200 X 600		

T1-SA126M	EVENT PEDESTRIAN	600 X 600	
T1-SA127M	EVENT BIKE	600 X 600	
T1-SA128M	EVENT RUNNER	600 X 600	
T1-SA131M	BIKE LANE CLOSED	600 X 600	
T1-SA133M	COMMUNITY EVENT AHEAD	1200 X 600	
T2-4-1M T2-4-2M	ROAD CLOSED ROAD CLOSED (double plate)	1200 X 300 1200 X 600	 
T2-6-1M	2 LANE STATUS	600 X 600	
T2-SA6-1M	SINGLE LANE STATUS - Though, Left or Right	600 X 600	
T2-SA6-3M	SINGLE LANE STATUS -Through Median	600 X 600	
T2-23M	END DETOUR	1200 X 600	
T2-SA104-1M T2-SA104-2M	END EVENT END EVENT (square)	1200 X 300 600 X 600	 
T2-SA105-1M T2-SA105-2M	EVENT IN PROGRESS EVENT IN PROGRESS (square)	1200 X 300 600 X 600	 
T2-SA106M	END	1200 X 600	
T5-1-1M T5-1-2M	DETOUR DETOUR (double plate)	1200 X 300 1200 X 600	 

T8-2M(L) T8-2M(R)	PEDESTRIANS (Left or Right)	1200 X 300	 
T8-3M	USE OTHER FOOTPATH	600 X 600	
T8-4M	FOOTPATH CLOSED	600 X 600	
R2-4M	NO ENTRY	600 X 600	
R2-6M(L) R2-6M(R)	NO LEFT TURN NO RIGHT TURN	600 X 600 600 X 600	 
R4-1M	SPEED SIGN	600 X 600	        
G9-9-1M G9-9-2M	REDUCE SPEED REDUCE SPEED (square)	1200 X 300 600 X 600	 
G9-18M	NO THROUGH ROAD	600 X 600	
G9-40-3M	LOCAL TRAFFIC ONLY	600 X 600	
G9-79M	SPEED LIMIT AHEAD	600 X 600	
G9-SA124M	DO NOT OVERTAKE	1200 X 300	

**Note:** When placing orders for signs, please use the unique alpha-numeric identification code as above.



## 5.4 Advance warning notification signs

In addition to the above signs, temporary signs used for promoting an event can be installed two weeks prior to the event and must be removed within one week of the event completion, or as specified by DPTI or the relevant Council at the time of declaration.

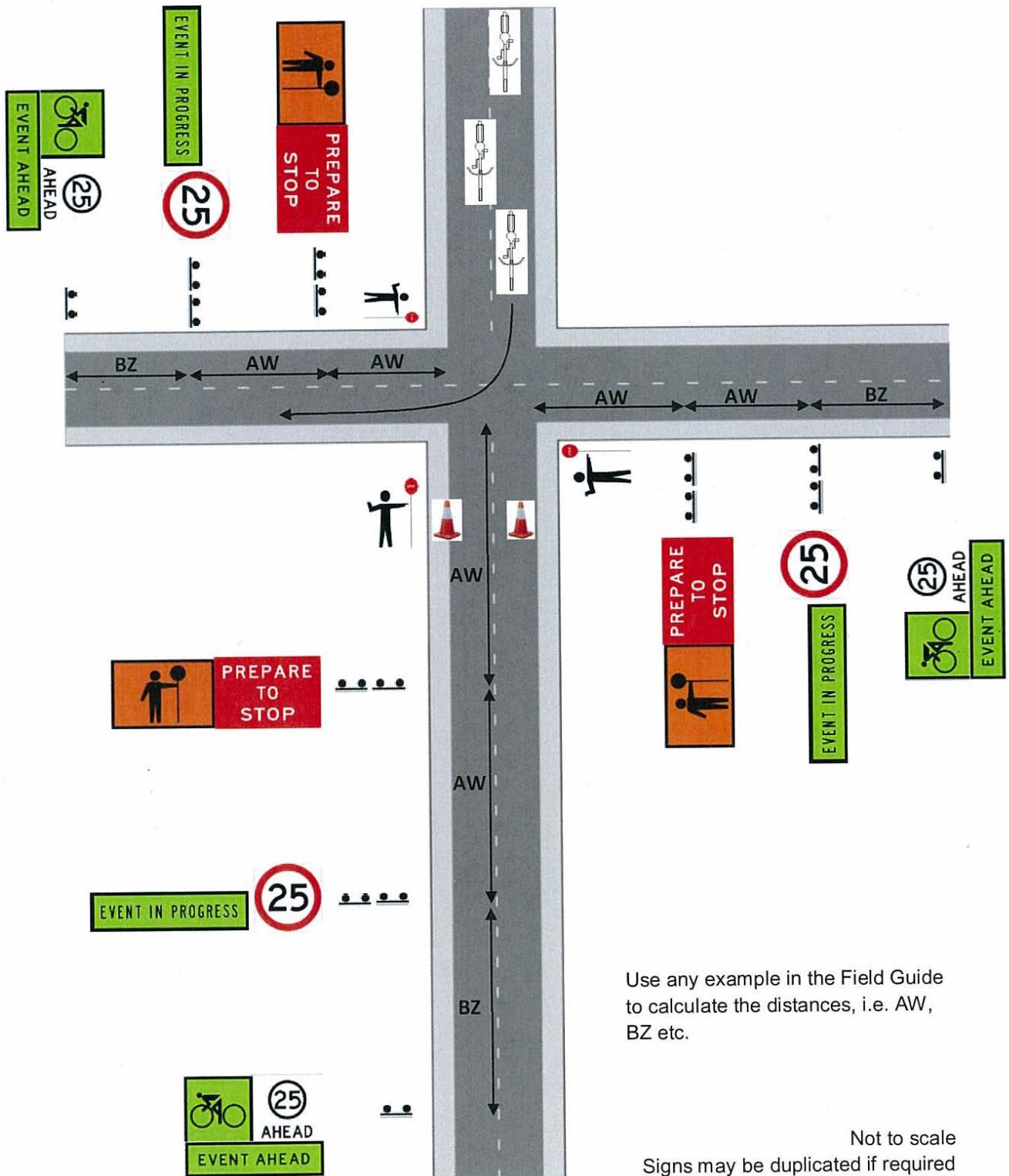
**Note:** Approval must be obtained before erection of these advanced notification signs.

Signs ***shall not:***

- be placed on a carriageway, dividing strip (median), traffic island, roundabout, or within 50 metres of a signalised intersection, roundabout or pedestrian activated crossing, or on the South-Eastern Freeway, the Southern Expressway, the Port River Expressway or the Northern Expressway;
- be placed within 6 metres of an intersection or junction, or in any other location that may pose a hazard to pedestrians or road users;
- Be attached to any street name, traffic direction or parking sign or to the associated pole;
- be placed so as to cover any Council, ETSA Utilities or DPTI numbering, signs or other markings;
- be placed on DPTI structures. Structures which belong to DPTI, include road bridges on arterial roads, “gooseneck” light poles, traffic control boxes, traffic signal poles, signal boxes, traffic signs, directional and information signs, and other traffic control devices, guideposts, traffic barriers and pedestrian fences located within the road reserve;
- be placed so as to restrict the sight distance for road users and pedestrians crossing the road;
- compete with or reduce the effectiveness of other signs and traffic control devices;
- resemble a traffic control device, or reasonably be capable of being mistaken as a traffic control device (must not be affixed on the diagonal).

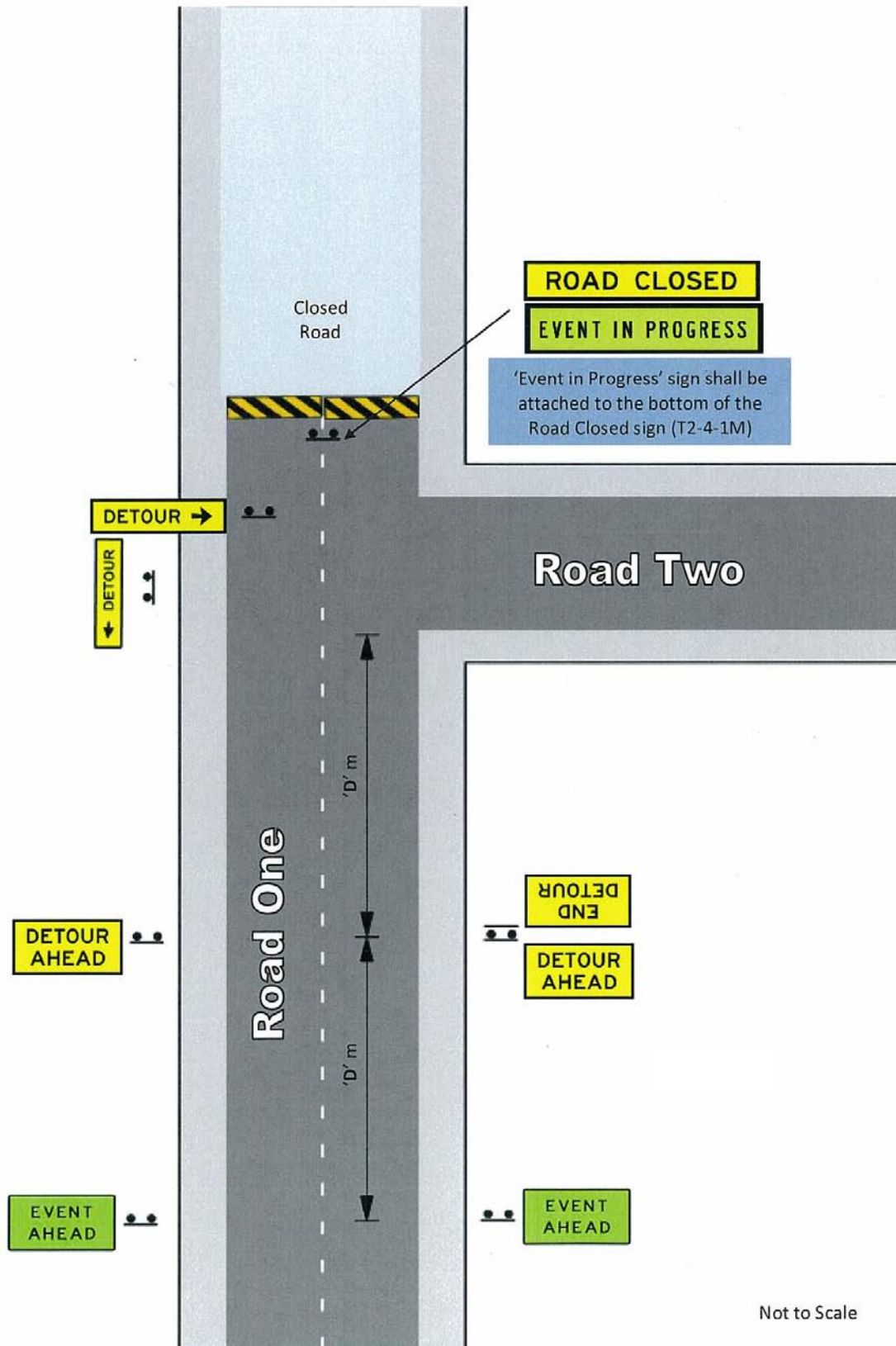
# Example of Traffic Management Plan for an Event

Diagram 1



# Example of Traffic Management Plan for an Event

Diagram 2



## 6. Delegation and Authorisations

Section 11(1)(a) of the *Road Traffic Act 1961* ('the Act') enables any of the powers or functions assigned on or conferred on the Minister for Transport and Infrastructure to be delegated to others via instrument in writing.

### 6.1 Declaring Events, closing roads and granting exemptions

The South Australian Police have the Minister's approval to declare events on roads, which are under the care, control and management of both the Commissioner of Highways and any other road authorities. Therefore, where any part of a proposed event is to be held on roads under the care, control and management of the Commissioner of Highways the proposed event should be referred to appropriate contact person in SAPOL. See page 28.

Where a proposed event is being coordinated by SAPOL and section 33 of the Road Traffic Act is being used to close a road for the purposes of the event, consent must first be obtained from every council within whose areas the road is situated. (Section 33(2)).

Council also has been delegated power from the Minister pursuant to section 33 to close roads (or part of a road) and grant exemptions for an event where that road is under the care and control of Council. The power is contained in Clause G of the Instrument issued to Councils, titled "*Road Traffic Act, 1961 – Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events*", and is dated 22 August 2013.

Section 11(2a) of the Act also provides that a "power or function delegated under this section may, subject to the conditions of the instrument of delegation, be further delegated by instrument in writing". The Minister's Instrument prohibits Councils from sub-delegating these powers without the Minister's express approval.

This means that Council must, by resolution, declare the event and order the closure of the road(s). Although the power cannot be delegated, Councils may authorise any Council officer or sub-committee to exercise these powers 'for and on behalf of' the Council.

The Council therefore continues to be directly responsible for the decisions of any Council officer. This contrasts with the sub-delegation of powers, where the Council officer would act as a delegate of the Council and would be able to make decisions in his/her own name, rather than "for, and on behalf of" Council.

Unless Council has authorised its officers or a sub-committee to declare events on behalf of the Council, the declaration of the proposed event must to be made by Council resolution.

### 6.2 Traffic Control Devices (TCDs)

The Minister has given Councils power to use TCDs (conferred on the Minister by section 17 of the ACT) in the Minister's Instrument. Clause A of the Minister's Instrument provides for the use of TCDs and imposes many conditions which must be adhered to in order for the TCDs to be installed legally.

However, Clause E of the Minister's Instrument prescribes different conditions for the use of TCDs where they are used for the purposes of an event.

At all times that workers are present at a work site, at least one worker must:

- Have gained accreditation in the DPTI Workzone Traffic Management Training Course; and
- Carry a card certifying accreditation of this course when engaged at a work area or work site.

**Note:** It is an offence under the Road Traffic Act if no worker has proper authority i.e. not carrying a card certifying Workzone Traffic Management accreditation.

### Conditions

- **Conformity to Road Traffic Act**  
A speed zone used for the purpose of an event, must conform to the requirements of the *Road Traffic Act 1961*, and any rules and regulations made under the Act.
- **TCDs to be installed in accordance with a plan**  
All traffic control devices *must* be installed in accordance with a Traffic Management Plan that is prepared by a person, who in the opinion of the Council has an appropriate level of knowledge and expertise in the preparation of traffic management plans.  
  
Traffic control devices must be installed in accordance with the Ministers Instrument by a person holding current Workzone Traffic Management accreditation (Accredited Officer).
- **Notification of adjoining Council**  
Council must notify an adjoining Council before installing, altering or removing a traffic control device on a road that runs into or intersects with, or otherwise is likely to affect traffic (including its flow, speed and composition) on a road that is under the care, control and management of another council.
- **No Traffic Impact Statement**  
There is NO requirement that a Traffic Impact Statement be prepared by an experienced traffic engineering practitioner where traffic control devices are used for the purposes of events.

**Note:** *Traffic control devices used for any purpose, other than a road event must comply with the conditions imposed by Clause A of the Minister's Instrument.*

## 7. CLOSING ROADS AND GRANTING EXEMPTIONS

If the proposed event will only be held on roads under the care of the Council and Council has declared the event under section 33, Council may then, in accordance with the Section 2.1, make an order to:

- Close roads **and** Exempt Participants – see Section 7.1
- **Only** Close Roads – see Section 7.2, or
- **Only** Exempt participants – see Section 7.3.

If any part of the proposed event will either be held on a road under the care, control and management of the Commissioner of Highways or under the care, control and management of another Council, SAPOL may then declare the event, close roads and grant exemptions in accordance with the conditions in the Notice.

## 7.1 Close roads and Exempt Participants

- Where an event is of such nature that it requires both the closure of road(s) and participants to be exempted from relevant road traffic laws, then Council or an authorised officer *must* do the following:

### ***Advertise the Order***

- Section 33(3) of the RTA requires that the details of any road closure must be advertised at least *two clear days* before an order to close a road under subsection (1) takes effect.
- Notice of the closure must appear in at least one newspaper circulated within the vicinity. For adjoining councils or a wider area it is proposed that one or more newspapers, one being a newspaper circulating generally within the State. RTA Misc Reg 1999 Part 1A Section 6C.
- Section 33 provides that the order is to be made at the cost to the applicant.

### ***Notify the Commissioner of Highways***

- Notice of any declaration made pursuant to sub-section 33(1) *must* be given to the Commissioner of Highways *at least two weeks* prior to the date of the event.
- Adhering to this condition ensures that DPTI is made aware of any intended road closures, which may affect or conflict with any proposed road works. If advised at least two weeks prior to the road closure order taking effect DPTI will be in a position to coordinate the intended road works and road closure to remove any potential conflict which could disrupt the event.

### ***Notify the Commissioner of Police***

- Notice of any declaration made pursuant to sub-section 33(1) *must* be given to the Commissioner of Police at least *two weeks* prior to the date of the event.
- The requirement for two weeks notice is to ensure that the proposed road closure does not conflict with another road closure order made by SAPOL.

**Note:** *SAPOL has been given the power to close any road for the purposes of an event to be held. This power extends to closing roads under the care, control and management of a council, but agreement must first be sought from Council.*

For examples of council resolutions, and advertisements refer to Appendix C and D.

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### **Exemption from Australian Road Rules**

- Council may only grant exemptions from the following Australian Road Rules and subject to the conditions listed in Clause G.4:
  1. Rule 221: Using hazard warning lights;
  2. Rule 230: Crossing a road — general;
  3. Rule 231: Crossing a road at pedestrian lights;
  4. Rule 232: Crossing a road at traffic lights;
  5. Rule 234: Crossing a road on or near a crossing for pedestrians;
  6. Rule 237: Getting on or into a moving vehicle;
  7. Rule 238: Pedestrians travelling along a road (except in or on a wheeled recreational device or toy);
  8. Rule 250: Riding on a footpath or shared path;
  9. Rule 264: Wearing of seat belts by drivers;
  10. Rule 265: Wearing of seat belts by passengers 16 years old, or older;
  11. Rule 266: Wearing of seat belts by passengers under 16 years old;
  12. Rule 268: How persons must travel in or on a motor vehicle;
  13. Rule 269: Opening doors and getting out of a vehicle etc;
  14. Rule 298: Driving with a person in a trailer.

### **Conditions on Exemptions from Australian Road Rules**

- Council may only grant exemption from the following Australian Road Rules provided any such exemption contains the following minimum conditions:
  1. Rule 237: Getting on or into a moving vehicle – provided the speed of the vehicle does not exceed 5 km/h;
  2. Rule 264: Wearing of seat belts by drivers – provided the speed of the vehicle does not exceed 25 km/h;
  3. Rule 264: Wearing of seat belts by passengers 16 years old, or older – provided the speed of the vehicle does not exceed 25 km/h;
  4. Rule 265: Wearing of seat belts by passengers under 16 years old – provided the speed of the vehicle does not exceed 25 km/h;
  5. Rule 268: How persons must travel in or on a motor vehicle – provided the speed of the vehicle does not exceed 25 km/h;
  6. Rule 269: Opening doors and getting out of a vehicle etc – provided the speed of the vehicle does not exceed 5 km/h;
  7. Rule 298: Driving with a person in a trailer – provided the speed of the vehicle does not exceed 25 km/h.

### **Obtain Agreement from the Commissioner of Police**

- Clause G.10 of the Minister's Notice requires that before making an exemption involving any motor-vehicular traffic, Council *must* first obtain agreement from the Commissioner of Police where the order is an exemption to the following *Australian Road Rules*:
  - Rule 230 (crossing a road – general);
  - Rule 231 (crossing a road at pedestrian lights);
  - Rule 232 (crossing a road at traffic lights);
  - Rule 234 (crossing a road on or near a crossing for pedestrians); and
  - Rule 238 (pedestrians travelling along a road, except in or on a wheeled recreational device or toy).

- The request for agreement from the Commissioner of Police should be sought well in advance of the event, in order to ensure that agreement is given prior to the commencement of the event.

### ***Notify Emergency Services***

- Notice of the road closure *must* be given to the SA Ambulance, the Metropolitan Fire Service, the Country Fire Service, State Emergency Services, and Public Transport Operators *at least two weeks* prior to the date of the event.
- It is important that each of these Services be notified to enable them to plan ahead to use alternative routes, where the road closure may affect their usual route, thus not detract from the promptness of their service.

### ***Notify the Traffic Management Centre, Metropolitan Region, DPTI***

- Where an event requires endorsement by DPTI to ensure the safe and efficient conduct and movement of traffic, the Traffic Management Centre, Metropolitan Region must be advised via the road closure form.  
[http://www.transport.sa.gov.au/transport\\_network/metro\\_roads/app\\_rd\\_closure.asp](http://www.transport.sa.gov.au/transport_network/metro_roads/app_rd_closure.asp) Refer to Appendix E.
- The Traffic Management Centre must also be contacted (ph: 1800 018313) at least 15 minutes prior to the implementation of traffic management and immediately upon its completion.

### ***Use advance-warning signs***

- Where the event will significantly and/or adversely affect a road which is under the care, control and management of the Commissioner of Highways, Council must ensure that the event organisers place advance warning notification signs on the affected roads. The signs must clearly indicate to the public the times and dates of the temporary road closure.

**Note:** Installation of signs on roads under the Care, Control and Management of Council, must be installed in accordance with the Councils guidelines.

### ***Re-instate affected roadside furniture***

- Where an event affects *any* DPTI roadside furniture (signs etc.) or road markings, Council *must* ensure that it or the event organiser reinstates such furniture or markings to its original condition.

## **7.2 Only need to Close Roads**

This would only be used where a council wishes to close a road for an event yet all participants are required to comply with normal road rules including speed limits. These guidelines advise the actions that must be undertaken to make the closure legal in accordance with Section 33.

Pursuant to Section 33 and the conditions of the Minister's Instrument, Council or an authorised officer *must* do the following when closing a road for an event:



### ***Advertise the Order***

- Section 33(3) of the RTA requires that the details of any road closure *must* be advertised *at least two clear days* before an order to close a road under subsection (1) takes effect.
- Notice of the closure must appear in two newspapers, one being a newspaper circulating generally within the State. (Section 33(3)).
- Section 33 provides that the order is to be made at the cost to the applicant.

### ***Notify the Commissioner of Highways***

- Notice of the road closure must be given to the Commissioner of Highways *at least two weeks* prior to the date of the event.
- This condition is placed on councils by Clause G.6 of the Minister's Instrument.
- Adhering to this condition ensures that DPTI is made aware of any intended road closures which may affect or conflict with any proposed road works. If advised at least two weeks prior to the road closure order taking effect DPTI will be in a position to coordinate the intended road works and road closure to remove any potential conflict which could disrupt the event.

### ***Notify the Commissioner of Police***

- Notice of the road closure must be given to the Commissioner of Police *at least two weeks* prior to the date of the event.
- This condition is placed on Council by Clause G.9 of the Minister's Notice.
- The requirement for two weeks notice is to ensure that the proposed road closure does not conflict with another road closure order made by SAPOL.

**Note:** *SAPOL has been given the power to close any road for the purposes of an event to be held. This power extends to closing roads under the care, control and management of a council, but agreement must first be sought from Council.*

- For examples of council resolutions and advertisements refer to Appendix C and D

### ***Notify Emergency Services***

- Notice of the road closure *must* be given to the SA Ambulance, the Metropolitan Fire Service, the Country Fire Service, State Emergency Services, and the Passenger Transport Board *at least two weeks* prior to the date of the event.
- It is important that each of these Services be notified to enable them to plan ahead to use alternative routes, where the road closure may affect their usual route, thus not detract from the promptness of their service.

### ***Notify the Traffic Management Centre, Metropolitan Region, DPTI***

- Where an event requires endorsement by DPTI to ensure the safe and efficient conduct and movement of traffic, the Traffic Management Centre, Metropolitan Region of DPTI (ph: 1800 018 313) must be advised *at least 15 minutes prior to the commencement of the event and immediately upon its completion.*

### ***Use advance-warning signs***

- Where the event will significantly and/or adversely affect a road which is under the care, control and management of the Commissioner of Highways, Council *must* ensure that the event organisers place advance warning notification signs on the affected roads. The signs must clearly indicate to the public the times and dates of the temporary road closure.

**Note:** Installation of signs on roads under the Care, Control and Management of Council, must be installed in accordance with the Councils guidelines.

### ***Re-instate affected roadside furniture***

- Where an event affects *any* DPTI roadside furniture (signs etc.) or road markings, Council *must* ensure that it or the event organiser reinstates such furniture or markings to its original condition.

### ***Use of Traffic Control Devices***

- Anything that is used to close a road is a traffic control device for the purposes of the *Road Traffic Act*. Councils must ensure they have approval to use the intended device. See section on Traffic Control Devices

***If after making orders to close a road using this part, Council finds it necessary to also exempt participants from specific Road Rules – See Section 7.1.***

## **7.3 Only need to Exempt Participants**

- For example, the road remains open to traffic but the participants in the event may not be required to comply with the road rules. When issuing an order declaring an event pursuant to section 33(1) of the *Road Traffic Act*, Council has the power to exempt a person taking part in the event from adhering to any Act, Regulation or by-law, which *must* otherwise be observed by pedestrians or drivers of vehicles using that road.
- The extent to which Council may grant such exemptions is set out in Clause G.4 of the Minister's Notice. In addition to complying with the conditions in Clause G.5 of the Minister's Notice, when granting these exemptions, Council is required to notify the Commissioner of Highways and obtain agreement from the Commissioner of Police.

### ***Exemption from Australian Road Rules***

- Council may only grant exemptions from the following Australian Road Rules and subject to the conditions listed in Clause G.5:
  1. Rule 221: Using hazard warning lights;
  2. Rule 230: Crossing a road — general;
  3. Rule 231: Crossing a road at pedestrian lights;
  4. Rule 232: Crossing a road at traffic lights;
  5. Rule 234: Crossing a road on or near a crossing for pedestrians;
  6. Rule 237: Getting on or into a moving vehicle;
  7. Rule 238: Pedestrians travelling along a road (except in or on a wheeled recreational device or toy);
  8. Rule 250: Riding on a footpath or shared path;

9. Rule 264: Wearing of seat belts by drivers;
10. Rule 265: Wearing of seat belts by passengers 16 years old, or older;
11. Rule 266: Wearing of seat belts by passengers under 16 years old;
12. Rule 268: How persons must travel in or on a motor vehicle;
13. Rule 269: Opening doors and getting out of a vehicle etc;
14. Rule 298: Driving with a person in a trailer.

### **Conditions on Exemptions from Australian Road Rules**

- Council may only grant exemption from the following Australian Road Rules provided any such exemption contains the following minimum conditions:
  1. Rule 237: Getting on or into a moving vehicle – provided the speed of the vehicle does not exceed 5 km/h;
  2. Rule 264: Wearing of seat belts by drivers – provided the speed of the vehicle does not exceed 25 km/h;
  3. Rule 264: Wearing of seat belts by passengers 16 years old, or older – provided the speed of the vehicle does not exceed 25 km/h;
  4. Rule 265: Wearing of seat belts by passengers under 16 years old – provided the speed of the vehicle does not exceed 25 km/h;
  5. Rule 268: How persons must travel in or on a motor vehicle – provided the speed of the vehicle does not exceed 25 km/h;
  6. Rule 269: Opening doors and getting out of a vehicle etc – provided the speed of the vehicle does not exceed 5 km/h;
  7. Rule 298: Driving with a person in a trailer – provided the speed of the vehicle does not exceed 25 km/h.

### **Notify the Commissioner of Highways**

- Clause G.6 of the Minister's Notice requires that Council *must* notify the Commissioner of Highways of any declaration under sub-section 33(1) *at least two weeks* prior to the date of the event.
- Adhering to this condition ensures that DPTI is made aware of any proposed event which may affect or conflict with any proposed road works. If advised at least two weeks prior to the commencement of the event, DPTI will be in a position to coordinate any intended road works around the event so as to avoid potential conflict.

### **Notify the Commissioner of Police**

- Clause G.9 of the Minister's Notice requires that Council *must* notify the Commissioner of Police of any declaration under sub-section 33(1) *at least two weeks* prior to the date of the event.

### **Obtain Agreement from the Commissioner of Police**

- Clause G.10 of the Minister's Notice requires that before making an exemption involving any motor-vehicular traffic, Council *must* first obtain agreement from the Commissioner of Police where the order is an exemption to the following *Australian Road Rules*:
  - Rule 230 (crossing a road – general);
  - Rule 231 (crossing a road at pedestrian lights);
  - Rule 232 (crossing a road at traffic lights);
  - Rule 234 (crossing a road on or near a crossing for pedestrians); and

- Rule 238 (pedestrians travelling along a road (except in or on a wheeled recreational device or toy).
- The request for agreement from the Commissioner of Police should be sought well in advance of the event, in order to ensure that agreement is given prior to the commencement of the event.

## 8. Liability

The event organisers will be responsible for the safety of the event participants at all times. Where the organiser of the event is the Council, then the Council shall be responsible. Neither the Minister, nor DPTI will accept any liability for any personal injury, loss or damage that may occur to participants or other third parties or their property as a result of the staging of the event.

## 9. Check List

- DECIDE WHO DECLARES THE EVENT?
- CONSIDER DELEGATIONS AND AUTHORISATIONS
- TRAFFIC MANAGEMENT PLANS
  - CLOSING ROADS AND EXEMPTING PARTICIPANTS, OR
  - ONLY CLOSING ROADS, OR
  - ONLY EXEMPTING PARTICIPANTS
- LIABILITY

## 10. TERMS USED

For the purpose of this document the following terms are used:

<b>Accredited Officer</b>	<p>A person who has:</p> <ul style="list-style-type: none"> <li>• authority delegated by Commissioner of Highways to place, move <b>and remove traffic control devices on or above roads</b> in South Australia; and</li> <li>• through a combination of training, qualification and experience, acquired knowledge and skills enabling them to correctly perform a specified task.</li> </ul>
<b>Code</b>	Refers to the <i>Code of Technical Requirements for the Legal Use of Traffic Control Devices</i> , as amended to time to time.
<b>Commissioner of Highway Roads</b>	Refers to a road under the care, control and management of the Commissioner of Highways.
<b>Competent Person</b>	A non accredited person who has been delegated specific

	task/s under the direction of an Accredited Officer.
<b>Council Road</b>	Refers to a road which is under the care, control and management of a Council
<b>Event</b>	Refers to any organised activity subject to an approval by the Commissioner of Police, including approval made under delegation, pursuant to the <i>Road Traffic Act 1961</i> , Section 33, and meaning an organised sporting, recreational, political, artistic cultural or other activity, and includes a street party.
<b>Minister</b>	Means the Minister for Transport and Infrastructure.
<b>Minister's Notice</b>	Refers to the Minister's Notice to Councils, titled "Road Traffic Act, 1961 – Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events", dated 22 August 2013.
<b>Road</b>	Reflects the definition in the Road Traffic Act, and means an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving of motor vehicles. Any references to 'road' in these guidelines include 'road-related area' unless otherwise stated.
<b>Road-related Area</b>	Any of the following: <ul style="list-style-type: none"><li>• an area that divides a road;</li><li>• a footpath or nature strip adjacent to a road;</li><li>• an area that is not a road and that is open to the public and designated for use by cyclists or animals;</li><li>• an area that is not a road and that is open to or used by the public for driving or parking vehicles; or</li><li>• any other regulation that is open to or used by the public and that has been declared by regulation to be road-related area.</li></ul>
<b>Shall</b>	Indicates that a statement is mandatory.
<b>TCD or TCD(s)</b>	Means a Traffic Control Device or Traffic Control Devices - Any sign, signal, pavement marking or other installation placed or erected to regulate, warn or guide traffic (note: this includes traffic cones and temporary bollards).
<b>Traffic Impact Statement</b>	Means a report stating the traffic management and road safety effects expected by the installation, alteration or removal of traffic control devices.

## 11. CONTACT FOR FURTHER INFORMATION

Further information or assistance please do not hesitate to contact:

Traffic and Access Standards Section  
Department of Planning, Transport and Infrastructure  
GPO Box 1533  
Adelaide SA 5001

Email: [dpti.tassadmins@sa.gov.au](mailto:dpti.tassadmins@sa.gov.au)

Advice in relation to specific events on State Roads can be obtained from the

Traffic Management Centre,  
Department of Planning, Transport and Infrastructure,  
The Parade  
Norwood SA 5067

Telephone: 1800 018 313

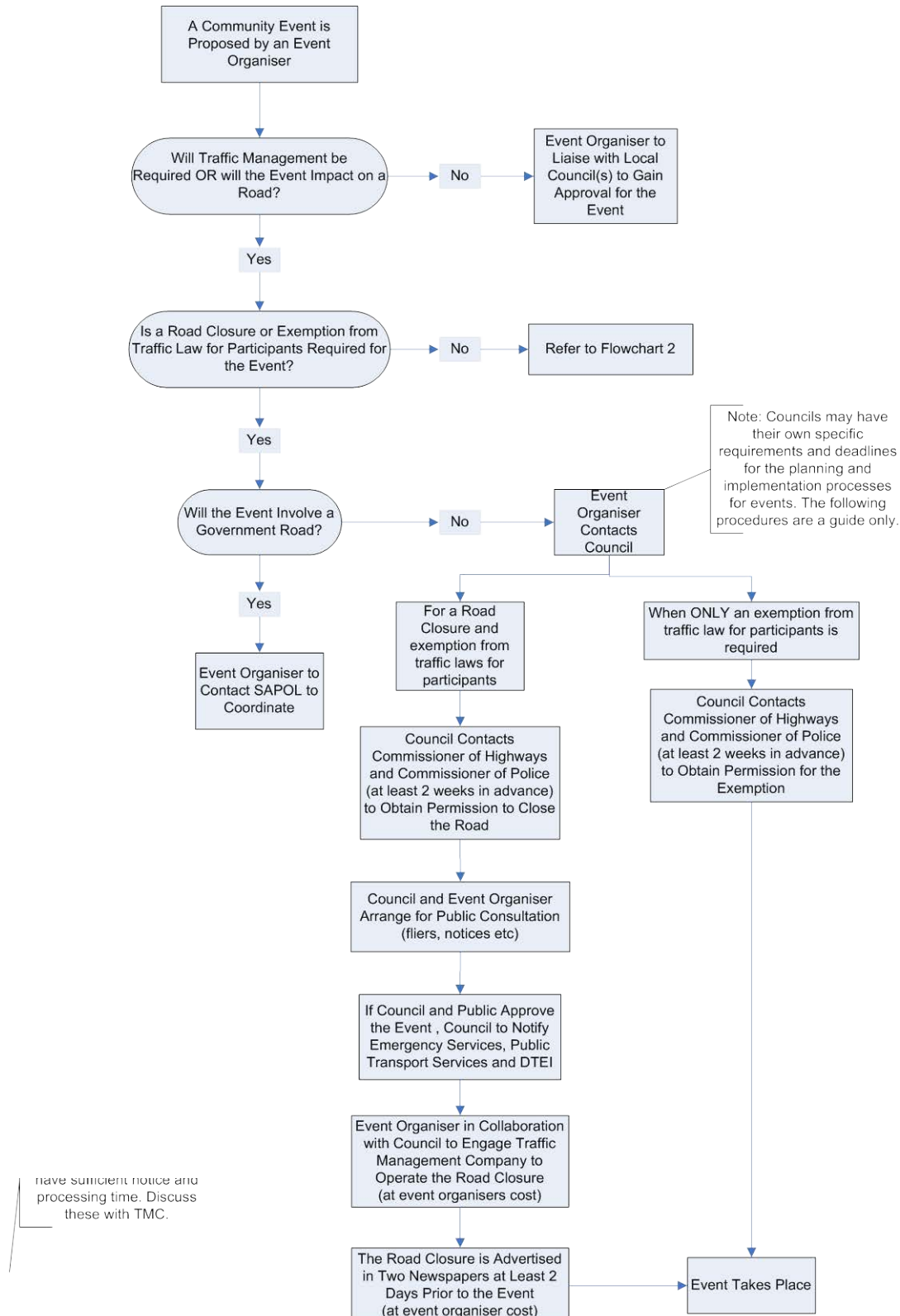
Katie Whitehead	Policy and Research Officer Local Government Association of South Australia 16 Hutt Street ADELAIDE SA 5000 Ph: (08) 8224 2000 Fax: (08) 8232 6336 mailto: <a href="mailto:katie.whitehead@lga.sa.gov.au">katie.whitehead@lga.sa.gov.au</a>
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Chris Holland	Sergeant - Traffic Planning Emergency and Major Events Section Box 1539 GPO ADELAIDE SA 5001 Ph: (08) 7322 4261 Fax: (08) 7322 4287 mailto: <a href="mailto:chris.holland@police.sa.gov.au">chris.holland@police.sa.gov.au</a>
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## Appendix A The Approval and Implementation Process for Community Events on Roads

### The Approval and Implementation Process For Community Events

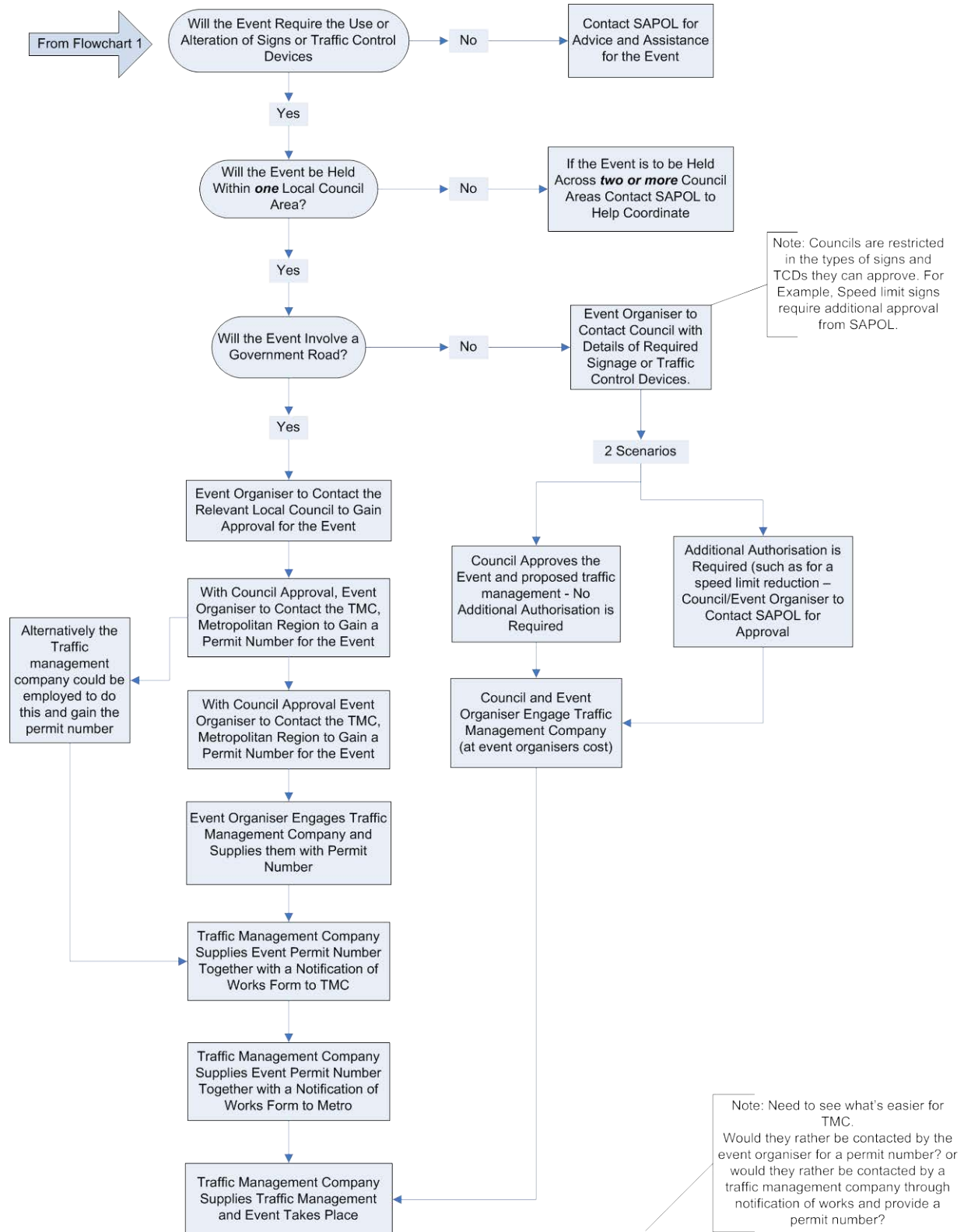
Event Organisers Flowchart No. 1



## Appendix B The Approval and Implementation Process for Community Events

### The Approval and Implementation Process For Community Events

Event Organisers Flowchart No. 2





## **Appendix C Example of Road Closure to be made by resolution of Council**

A resolution to close a road and exempt persons from the duty to observe specified Australian Road Rules and to delegate the power to install a traffic control device to give effect to the road closure may be as follows:

“RESOLVED

1. That the Council exercises the power pursuant to Section 33 of the Road Traffic Act 1961 and Clause F of the Instrument of General Approval of the Minister dated 12 March 2001 to:

- 1.1 Pursuant to Section 33(1) of the Road Traffic Act 1961, declare that the event described below (“the Event”) that is to take place on the road described below (“the Road”) is an event to which Section 33 of the Road Traffic Act 1961 applies; and

- 1.2 Pursuant to Section 33(1)(a) of the Road Traffic Act 1961, make an order directing that the Road on which the event is to be held and any adjacent or adjoining roads specified below, be closed to traffic for the period commencing on.....and expiring on.....

Road: .....

Event: .....

Adjacent/Adjoining Road: .....

- 1.3 Pursuant to Section 33(1)(b) of the Road Traffic Act 1961, make an order directing that persons taking part in the Event be exempted, in relation to the Road, from the duty to observe the Australian Road Rules specified below subject to any conditions described below and attaching to the exemption.

## **Appendix D NOTICE OF ROAD CLOSURE**

### **Section 33 Road traffic Act 1961**

NOTICE is hereby given that the [...insert name of Council...] at its meeting held on [...insert date order made...] passed a resolution making the following order:

That the Council exercises the power pursuant to Section 33 of the Road Traffic Act 1961 and Clause F of the Instrument of General Approval of the Minister dated 12 March 2001 to:

Pursuant to Section 33(1) of the Road Traffic Act 1961, declare that the event described below ("the Event") that is to take place on the road described below ("the Road") is an event to which Section 33 of the Road Traffic Act 1961 applies; and

Pursuant to Section 33(1)(a) of the Road Traffic Act 1961, make an order directing that the Road on which the Event is to be held and any adjacent or adjoining roads specified below, be closed to traffic for the period commencing on.....and expiring on.....

Road: .....

Event: .....

Adjacent/Adjoining Road: .....

Pursuant to Section 33(1)(b) of the Road Traffic Act 1961, make an order directing that persons taking part in the Event be exempted, in relation to the Road, from the duty to observe the Australian Road Rules specified below subject to any conditions described below and attaching to the exemption.

## Appendix E Permit

To be completed by organisations proposing to undertake works on or adjacent to a road under the care and control of DPTI which may impact on traffic flow and management.

Please post or fax this form to:

**Manager, Metropolitan Region**

(for work in Metropolitan Region)

DTEI, PO GPO Box 1533, Adelaide SA 5001

Facsimile: (08) 8226 8329 Telephone: 1800 018 313

**Regional Manager, Eastern<sup>i</sup>**

(for work in Eastern Region)

DTEI, Thomas Street, Murray Bridge, 5253

Facsimile: (08) 8532 8123 Telephone: (08) 8532 8111

**Regional Manager, Northern & Western**

(for work in Northern & Western Region)

DTEI, PO Box 696, Port Augusta, 5700

Facsimile: (08) 8648 5270 Telephone: (08) 8648 5211

**Permit No:**

(To be quoted if previous project / work approval obtained)

**Applicant**

Contact Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Contractor**

Contact Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Sub-contractor**

Contact Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Location / Work Detail**

Main Road: \_\_\_\_\_ Closest Side Street: \_\_\_\_\_

(Include House No's etc)

(UBD) Local Reference: \_\_\_\_\_

Type of Works: \_\_\_\_\_

Commencement Time / Date: \_\_\_\_\_ Completion Time / Date: \_\_\_\_\_

Weekend works? Yes / No Times and Dates: \_\_\_\_\_

Impact on DTEI Assets? Yes / No Details of impact: \_\_\_\_\_

Asphalt supplier/Asphalt mix intended for use \_\_\_\_\_

**Work-site Traffic Management** (Include Site specific Traffic Management Plan)

Details of any expected lane changes or restrictions (between which streets, directions & times of application). Works will not be undertaken where it impacts adversely on Traffic flow during peak hour Traffic conditions (peak hour deemed as before 9am and after 4pm).

Traffic Control at the worksite is to be undertaken in accordance with Australian Standard 1742 Manual of Uniform Traffic Control Devices Part 3: Traffic Control at Works on Roads *Figure No.* \_\_\_\_\_

Speed limit restrictions of \_\_\_\_\_ km/hr will apply.

Traffic restrictions will be in place 24 hours? Yes / No

Temporary Traffic Signals? (portable) Yes / No

The Accredited person responsible for work-site traffic management:

Contact Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date**    /    /

## Appendix F Regional Boundaries



Full details of departmentally maintained roads and regional boundaries are available from:

[http://www.transport.sa.gov.au/transport\\_network/facts\\_figures/maintained\\_roads.asp](http://www.transport.sa.gov.au/transport_network/facts_figures/maintained_roads.asp)

## Appendix G DPTI Regional Contacts

For further information in relation to the local regional areas, please contact the following personnel:

OFFICE	AREA OF RESPONSIBILITY	TELEPHONE NUMBER	FAX NUMBER
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### Metropolitan

Norwood	Traffic Management Centre	1800 018 313	
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### Northern and Western

Port Lincoln	Whole Region	8648 5211	8648 5270
Port Lincoln	Whole Region		
Crystal Brook	Mid North	8104 5600	8638 5551
Crystal Brook	Eyre Flinders		

### Eastern

Naracoorte	South East	8532 8111	8532 8123
Murray Bridge	Fleurieu & Murray Hills		
Murray Bridge	Fleurieu & Murray Hills		

## **DEPUTATION**

**TITLE:** DEPUTATION FROM MARY KOLUSNIEWSKI  
**ITEM NUMBER:** 362  
**DATE OF MEETING:** 25 JANUARY 2016  
**ATTACHMENTS:** NIL.

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Ms Mary Kolusniewski, has requested to make a deputation to Council regarding:

“The removal of hundreds of ugly, unnecessary 9 foot grey parking poles installed in Goodwood footpaths before Royal Show in September 2015.”

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## DRAFT DECISION REPORT

<b>REPORT TITLE:</b>	RADIO FREQUENCY IDENTIFICATION (RFID) INFRASTRUCTURE WORKS
<b>ITEM NUMBER:</b>	363
<b>DATE OF MEETING:</b>	25 JANUARY 2016
<b>AUTHOR:</b>	HANLIE ERASMUS
<b>JOB TITLE:</b>	MANAGER LIBRARIES AND MUSEUM

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### 1. **EXECUTIVE SUMMARY**

The City of Unley Library Service is currently in the process of installing Radio Frequency Identification (RFID) technology in the Unley and Goodwood branches, after Council approved the project in the 2015/16 capital replacement program.

RFID is a communication method that uses radio waves to seamlessly detect library items through devices called RFID tags. RFID tags are small objects that can be attached to a product such as a library book. The net result is the simplification of existing library operations such as issuing and returning materials with and without staff intervention, and improvements to various stock management tasks.

To undertake the necessary RFID infrastructure works, both library branches will be required to close for a short period during May 2016.

The purpose of this report is to seek Council approval for the staggered short-term closure of the Unley and Goodwood library branches to undertake the necessary RFID infrastructure works and install the equipment. It is proposed the building works be overseen by Council's Manager Property Assets and undertaken by contractors.

- Goodwood Library: 2 – 9 May 2016
- Unley Library: 16 – 29 May 2016

It is anticipated that the project will be completed by 31/5/2016.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  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.
-

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

The project aligns to the delivery of Goal 1 in the City of Unley 4 Year Plan:

*Emerging our path to a future city - Implement Radio Frequency Identification in Library Centres to improve service delivery and access.*

## **2. DISCUSSION**

The City of Unley Library Service is currently in the process of installing Radio Frequency Identification (RFID) technology in the Unley and Goodwood branches after Council approval for the project in the 2015/16 capital replacement program.

To undertake the necessary infrastructure works, both library branches will be required to close for a short period as there are extensive power and data works involved that will blackout each entire library building for extended periods at a time. Also, much needed additional customer space will be created as the large circulation desks at both library branches will be removed as they will no longer be required following the installation of RFID service kiosks.

It is anticipated that the project will be completed by 31/5/2016.

To ensure minimal disruption and to expedite infrastructure works, it is proposed that the library branches undertake a short-term closure as follows:

- Goodwood Library: 2 – 9 May 2016
- Unley Library: 16 – 29 May 2016

The project includes two key activities:

1. Replacement of existing security tags with RFID tags to secure and identify the library item. Tagging of the library collection at both library branches (approximately 76,000 items) has already commenced, being undertaken by library staff and volunteers.
2. Infrastructure works including:
  - Removal of the existing circulation desks
  - Installation of additional power and data points
  - Installation of RFID readers and service kiosks.

Building works will be overseen by the Manager Property Assets and undertaken by contractors.

The Library Service as such will not close. Residents and library members will continue to have access to at least one library branch that has full functionality and full staff complement during standard opening times.

Below is a proposed operation for library services during closures:



Library Hours	<ul style="list-style-type: none"> <li>The following library opening hours will be implemented at the 'active/open' branch:</li> </ul> <p>Monday: 10am – 6pm  Tuesday: 10am – 6pm  Wednesday: 10am – 6pm  Thursday: 10am – 8pm  Friday: 10am – 6pm  Saturday: 10am – 4pm  Sunday: 2pm – 5.00pm</p>
Returns and Loans	<ul style="list-style-type: none"> <li>The One Card Consortium now enables library users to visit any library / branch in the SA Library Network to borrow and return materials.</li> <li>Full issuing and returning of library material available at the active/open branch.</li> <li>After hours returns will continue at both branches regardless of closures.</li> </ul>
Browsing, Selection, Holds	<ul style="list-style-type: none"> <li>Physical browsing is available at the active/open branch.</li> <li>Online browsing and selection of items from the library catalogue is available all hours.</li> <li>Pick up of requested materials is available at the active/open branch.</li> <li>A small pop-up library service will be available in the Civic Centre foyer.</li> </ul>
Home Library Service	<ul style="list-style-type: none"> <li>This service will continue without interruption.</li> <li>There is opportunity to temporarily include seniors who will find it too far to travel to the alternative active/open branch, and deliver material at their homes if required.</li> </ul>
Family History Service	<ul style="list-style-type: none"> <li>A limited service will be accommodated at Unley Library when the Goodwood branch is closed.</li> <li>Online requests rather than physical visitation will be encouraged.</li> </ul>
Toy Library Service	<ul style="list-style-type: none"> <li>It is proposed that customers with a valid Toy Library membership card of both the Unley Toy Library (managed by City of Unley) and Goodwood Toy Library (managed by GCS Board) may be able to borrow from each other during closures. Negotiation needs to be undertaken with GCS Board on this arrangement.</li> <li>Alternatively, each of the Toy Libraries will need to close for the duration of the refurbishments occurring at their location.</li> </ul>
Public computer and internet access	<ul style="list-style-type: none"> <li>This service will continue at the active/open branch.</li> </ul>
Library Programs	<ul style="list-style-type: none"> <li>Programs will continue to be on offer at the active/open branch.</li> </ul>

#### **4. ANALYSIS OF OPTIONS**

Option 1 – Endorse the short term closure of Goodwood Library from 2 – 9 May 2016 and Unley Library from 16 – 29 May 2016 to undertake the necessary RFID installation and infrastructure works, and undertake community engagement with affected stakeholders.

This option will endorse the short term closure of both library branches to undertake infrastructure works for the purpose of installing RFID readers and service kiosks.

The Administration will commence a comprehensive community engagement program a minimum of three months prior to the closures to inform the community of the infrastructure works to be undertaken and subsequent short term closures of the library branches.

Option 2 – Council may wish to make an alternative recommendation/s

Consideration should be given to the context of the RFID project plan, the role of local government in the provision of relevant library services and programs, along with potential financial and resource impacts and constraints.

#### **5. RECOMMENDED OPTION**

Option 1 is the recommended option.

#### **6. POLICY IMPLICATIONS**

##### **6.1 *Financial/budget***

The RFID project was also approved in the 2015/16 budget.

The City of Unley needs to embark on a comprehensive community engagement program to inform community and library members of the short term closures for infrastructure works. The cost has been allocated for in the project budget.

## 6.2 Risk Management

Risk	Impact	Likelihood	Consequence	Mitigation
Community sensitivity regarding any changes to library services	High	Likely	The short term closures may lead to misinformation, increased media attention and complaints	Well planned and executed community engagement program  Central point for community to find correct information  Educate community regarding RFID and benefits for customers and staff  Ensure community there will be no job losses as a result of implementing RFID
Extension of closures due to unexpected complications in building refurbishment	Medium	Unlikely	Unexpected additional building works may lead to longer closure times and increase in cost	Thorough planning  Appointment of trusted contractors  Building works overseen by Manager Property Assets
Complaints regarding changes in service levels during library closures	Medium	Likely	Service levels will change to accommodate refurbishment of library buildings	Clear communication with regards to service delivery as outlined under Discussion.

## 6.3 Staffing/Work Plans

Staff will continue to work their current roster hours during closures. Work plans will be adjusted to ensure library services will continue as described in Discussion.

## 6.4 Social

The special needs of users are considered, and a flexible approach to library services during the month of May 2016 will be adopted. This will include, but is not limited to:

- Temporarily provide a Home Library Service to seniors and other residents who may not be able to visit the alternative active/open library branch during the closures.
- Greater promotion of the City of Unley Community Bus routes.
- Pop-up library will be available in the Civic Centre foyer near the front entrance. Library staff will be in attendance. At this pop-up library, customers can browse and borrow from a small sample of the physical collection, or browse the catalogue and place a hold.
- With the One Card Library Consortium, library users can now visit any library in the Network, giving them access to millions of items anywhere, anytime.

## 6.5 Stakeholder Engagement

Using the City of Unley *Community Engagement Toolkit* the project scored a moderate rating, indicating an informative and consultative level of engagement is required. Given this rating the following community engagement activities will be rolled out, commencing at least three months prior to the short term closure of the library branches:

Community Engagement Method	Informing
Elected member newsletters/blogs	√
Posters/ displays in public places (Customer centre, libraries, community centres & parks)	√
Unley Life magazine	√
On-site signage	√
Fact sheets and frequently asked questions	√
Unley Life column in Messenger	√
Public notices in Messenger	√
Media releases	√
City of Unley website	√
Direct email	√
Your Say Unley online community engagement hub	√
City of Unley Social media (Facebook/ Twitter)	√
Library member SMS (text message)	√
Friends of the Unley Libraries Group	√

## 7. REPORT CONSULTATION

Position	Department
Manager Marketing, Communications and Customer Services	Marketing, Communications and Customer Services

<b>Position</b>	<b>Department</b>
Manager Property Assets	Assets
Manager Community Development	Community Development and Community Centres
Team Leader Library Operations	Library Services

8. **REPORT AUTHORISERS**

<b>Name</b>	<b>Title</b>
Hanlie Erasmus	Manager Libraries and Museum

## INFORMATION REPORT

**REPORT TITLE:** FINANCE REPORT FOR THE QUARTER  
ENDED 31 DECEMBER 2015

**ITEM NUMBER:** 364

**DATE OF MEETING:** 27 JANUARY 2016

**AUTHOR:** MIKE CAREY

**JOB TITLE:** MANAGER FINANCE

---

### 1. EXECUTIVE SUMMARY

The report highlights the year to date financial position as at 31 December 2015.

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

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.

### 2. RECOMMENDATION

That:

1. The report be received.
-

### 3. RELEVANT CORE STRATEGIES/POLICIES

- Organisational Strategy/Goal
  - 5.3 Good Governance and Legislative Framework
  - 5.5 A financially sustainable approach to business and planning activity

### 4. DISCUSSION

#### Funding result compared to budget

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Full Year Revised Budget \$'000
Operating income	41,162	40,932	230	44,256
Operating expenditure	19,487	19,750	263	40,852
Funding surplus before Projects	21,675	21,182	493	3,404
Net expenditure - Operating projects	463	461	(2)	2,110
Net expenditure - Capital projects	3,322	3,481	159	11,961

Operating income and expenditure are favourable to budget year to date to the end of December 2015. Operating projects are slightly unfavourable due to some minor timing. Capital projects have a favourable variance.

Further discussion on these items is included in Attachments 1-3 of the report.

#### Cash Flow

	December 2015 \$'000	December 2014 \$'000	Movement \$'000
Net Flows from Operating	6,638	6,129	509
Net Flows from Investing Activities	(3,323)	(2,907)	(416)
New Flows from Financing Activities	(471)	(602)	131
Net Change in Cash Position	2,844	2,620	224

A positive cash flow of \$2.8m has been realised year to date. Further discussion including a comparison to the previous year has been included in Attachment 4.

## Statement of Financial Position

	December 2015 \$'000	June 2015 \$'000	Movement \$'000
Assets	586.7	572.3	14.4
Liabilities - Borrowings	(7.2)	(11.4)	4.2
Other Liabilities	(5.5)	(7.6)	2.1
<b>Net Assets (Liabilities)</b>	<b>574.0</b>	<b>553.3</b>	<b>20.7</b>

The increase in assets represents a higher Accounts Receivable balance than at June 2015. This is due to rates revenue being raised and then being paid in instalments during the year.

The reduction in the Liabilities – Borrowings is due to being able to repay \$3.7m of the Short Term Draw Down Facility. Also \$0.5m has been repaid in regards to the fixed term principal payments on the fixed term borrowings.

*Attachment 1*

### Operating Result

How well are we managing our Operating Income compared to Budget	On track
How well are we managing our Operating Expenditure compared to Budget	On track

*Attachment 2*

### Operating Projects

How well are we managing our Operating Projects?	In Progress
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*Attachment 3*

### Capital Works

Overall, how well are we managing our Capital Works?	In Progress
--	-------------

*Attachment 4*

### Cash Flow and Borrowings

How well are we managing our cash flow and borrowings?	On track
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### Overall Funding Statement

*Attachment 5*

### Cash Flow Statement

*Attachment 6*

### Statement of Financial Position

*Attachment 7*

#### Legend

	On Track
	In Progress/Under review
	Needs Attention



*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*

## **5. ATTACHMENTS**

1. Operating Result (Excluding Projects)
2. Operating Projects
3. Capital Works
4. Cash Flow and Borrowings
5. Overall Funding Statement
6. Cash Flow Statement
7. Statement of Financial Position

## **6. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Stephen Faulkner	General Manager Corporate Services
Peter Tsokas	Chief Executive Officer

# OPERATING RESULT

Attachment 1

## How well are we managing our Operating Income compared to Budget?

On track

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Full Year Revised Budget \$'000
<b>Operating income</b>				
Rates	37,603	37,525	77	37,584
Statutory income	782	770	11	1,370
User charges	841	815	26	1,620
Grants, subsidies and contributions	1,484	1,439	44	2,931
Investment income	12	10	2	12
Reimbursements	94	75	19	141
Other income	348	297	51	598
<b>Total Operating Income</b>	<b>41,162</b>	<b>40,932</b>	<b>230</b>	<b>44,256</b>

### Year to Date Result

Income is favourable by 0.5% compared to budget year to date. The majority of variances are across Council.

#### *Rates \$77k favourable to budget (0.2%)*

- Slightly favourable to budget as a result of timing variances year to date.

#### *User Charges \$26k favourable to budget*

- Community Centres (\$21k) and Property Services (\$8k) have contributed to the favourable variance

#### *Grants, subsidies and contributions \$44k favourable to budget*

- Community Services have currently received more funding compared to the year to date budget, including \$17k received in regards to HACC Transition that has not as yet been included in the budget.

#### *Other Income \$51k favourable to budget*

- Transportation & Traffic \$37k due to hoarding income

### Forecast

Budget Review 2 is currently underway and will be presented to Council for the meeting in February 2016.

# OPERATING RESULT

Attachment 1

## How well are we managing our Operating Expenditure compared to Budget?

On track

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Full Year Revised Budget \$'000
<b>Operating expenditure</b>				
Total Employment costs	8,301	8,146	(155)	17,239
Materials, contracts and other expenses	7,533	7,860	328	16,137
Depreciation and amortisation	3,411	3,402	(8)	6,682
Finance costs	243	342	99	795
<b>Total Operating Expenditure</b>	<b>19,487</b>	<b>19,750</b>	<b>263</b>	<b>40,852</b>

### Year to Date Result

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 (\$98k), Contracts – Building Maintenance (\$58k), Legal – General Advice (\$27k), IT – Software Maintenance (\$25k), Printing, Stationery & Office Supplies (\$22k) and General – Training (\$22k). All variances are timing related.

Finance costs are also favourable.

### Forecast

Budget review two is currently underway and will be presented to Council for the meeting in February 2016.

# OPERATING PROJECTS

Attachment 2

## How well are we managing our Operating Projects?

### In Progress

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Full Year Revised Budget \$'000
<b>Operating projects</b>				
Income	38	24	14	117
Expenditure	501	485	(16)	2,226
<b>Net expenditure - Operating projects</b>	<b>463</b>	<b>461</b>	<b>(2)</b>	<b>2,110</b>

### Income

The variance for income is in relation to additional contributions received for the Main Street Digital Economy Strategy (\$10k) & the Double Shot Coffee Fiesta (\$4k) Projects. These contributions are currently more than was expected in the budget.

### Expenditure

Operating project expenditure is unfavourable. Currently the Main Street Digital Economy Strategy Project (\$15k) is over budget but this will be offset in part with the additional contributions received for the project (\$14k) as well as a contribution to be transferred from the Operating Expenditure budget (\$55k). These changes will be part of Budget Review 2. There are no further budgetary issues at this point in time other than timing.

### Forecast

Budget Review 2 is currently underway and will be presented to Council for the meeting in February 2016.

## How well are we managing our Capital Works?

### In Progress

#### City of Unley Capital Works Summary as at December 201

	Division	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Full Year Current Budget \$'000
<b>Income Total</b>		<b>447</b>	<b>368</b>	<b>79</b>	<b>650</b>
<b>Expenditure</b>					
NEW - New Capital		504	478	(26)	3,437
REPLACE - Replacement Capital		2,468	2,573	106	8,377
PROJDEL - Project Delivery		797	797	-	797
<b>Expenditure Total</b>		<b>3,769</b>	<b>3,849</b>	<b>80</b>	<b>12,611</b>
<b>Net Capital Projects Expenditure</b>		<b>3,322</b>	<b>3,481</b>	<b>159</b>	<b>11,961</b>

### Capital Income

Capital income is slightly favourable to budget. This is due to timing differences with the budget in regards to the light fleet disposals (\$37k), additional income received in regards to disposals of minor plant items (\$11k). Also a capital contribution received of \$30k, was not originally including in the budget.

### New Capital Expenditure

All projects are currently on target to budget with the current minor unfavourable variance relates to a number of small variances across the new capital program which will be addressed as part of the budget review.

### Asset Replacement Expenditure

The favourable variance in Replacement Capital relates to minor timing variances across the replacement capital program.

### Project Delivery Costs

There are no issues in relation to Project Delivery Costs.

### Forecast

There will be some changes to the capital program budget to address timing in the budget review.

# CASH FLOW AND BORROWINGS

Attachment 4

## How well are we managing our cash flow and borrowings?

On track

Cash Flows	December 2015 \$'000	December 2014 \$'000	Movement \$'000
Rate receipts	21,407	20,446	961
Other receipts	4,064	4,679	(615)
Operating payments to suppliers & employees	(18,833)	(18,996)	163
<b>Net Cash Flows from Operating</b>	<b>6,638</b>	<b>6,129</b>	<b>509</b>
Capital related receipts	447	226	221
Capital Expenditure on Assets	(3,783)	(3,149)	(634)
Loans Made to Community Groups	0	0	0
Repayment of Loans from Community Groups	13	16	(29)
<b>Net Flows from Investing Activities</b>	<b>(3,323)</b>	<b>(2,907)</b>	<b>(416)</b>
New Borrowings	0	0	0
Repayment of Loans	(471)	(602)	131
Net Flows from Financing Activities	(471)	(602)	131
<b>Net Change in Cash, Investments &amp; Drawdown</b>	<b>2,844</b>	<b>2,620</b>	<b>224</b>

## Cash Flow

Operational cash flows have contributed to an increase in Council's overall cash position year to date to December. This is a result of the second quarter rates notices being sent out.

## Comparison to Previous Year

Income receipts for rates are up compared to the previous year due to the budget increase and removal of pensioner concessions. Other receipts are currently down. There is also a decrease in operating payments to suppliers and employees. Overall this has led to an increase in net operating cash inflows compared to the previous year.

Capital Expenditure is more than the previous year due mainly to a larger program to be completed for the 2015-16 year.

## Short Term Draw Down

The balance of the short term draw down facility has fallen by \$3.6m to December 2015. The balance at end of June 2015 was \$4.971m and the balance at 30 September 2015 was \$1.316m.

## Other Borrowings (Fixed Term)

Year to date scheduled principal repayments of \$471k have reduced Fixed Term Borrowings to \$5.956m at 30 December 2015.

## Community Loans

Community Loan repayments are up to date.

## The City of Unley

### Overall Funding Statement

for the year to date ended December 2015

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Full Year Revised Budget \$'000
<b>Operating income</b>				
Rates	37,603	37,525	77	37,584
Statutory income	782	770	11	1,370
User charges	841	815	26	1,620
Grants, subsidies and contributions	1,484	1,439	44	2,931
Investment income	12	10	2	12
Reimbursements	94	75	19	141
Other income	348	297	51	598
<b>Total Operating Income</b>	<b>41,162</b>	<b>40,932</b>	<b>230</b>	<b>44,256</b>
<b>Operating expenditure</b>				
Total Employment costs	8,301	8,146	(155)	17,239
Materials, contracts and other expenses	7,533	7,860	328	16,137
Depreciation and amortisation	3,411	3,402	(8)	6,682
Finance costs	243	342	99	795
<b>Total Operating Expenditure</b>	<b>19,487</b>	<b>19,750</b>	<b>263</b>	<b>40,852</b>
<b>Funding surplus/(deficit) before Projects</b>	<b>21,675</b>	<b>21,182</b>	<b>493</b>	<b>3,404</b>
<b>Project Summary</b>				
<b>Operating projects</b>				
Income	38	24	14	117
Expenditure	501	485	(16)	2,226
<b>Net expenditure - Operating projects</b>	<b>463</b>	<b>461</b>	<b>(2)</b>	<b>2,110</b>
<b>Capital projects</b>				
Income	447	368	79	650
Expenditure	3,769	3,849	80	12,611
<b>Net expenditure - Capital projects</b>	<b>3,322</b>	<b>3,481</b>	<b>159</b>	<b>11,961</b>
<b>Total Operating projects and capital works program (net)</b>	<b>3,785</b>	<b>3,942</b>	<b>157</b>	<b>14,070</b>
Depreciation and amortisation	3,411	3,402	(8)	6,682
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>21,301</b>	<b>20,643</b>	<b>658</b>	<b>(3,984)</b>
<b>Operating Surplus after Projects</b>	<b>21,212</b>	<b>20,721</b>	<b>491</b>	<b>1,295</b>

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

## The City of Unley

### Cash Flow Statement

as at December 2015

\$ '000

#### Cash Flows from Operating Activities

##### Receipts

Operating receipts	25 458
Investment Receipts	13

##### Payments

Operating payments to suppliers & employees	18 578
Finance Payments	255

**Net Cash provided by (or used in) Operating Activities 6 638**

#### Cash Flows from Investing Activities

##### Receipts

Amounts Received Specifically for New/Upgraded Assets	330
Sale of Replaced Assets	117
Repayments of Loans by Community Groups	13

##### Payments

Expenditure on Assets	3 783
Loans to Community Groups	0

**Net Cash provided by (or used in) Investing Activities (3 323)**

#### Cash Flows from Financing Activities

##### Receipts

Proceeds from borrowings	0
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##### Payments

Repayments of Borrowings	471
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**Net Cash provided by (or used in) Financing Activities (471)**

**Net Increase (Decrease) in Cash Held 2,844**

**Cash & Cash Equivalents at beginning of period (3 880)**

**Cash & Cash Equivalents at end of period (1,036)**

Cash & Short Term Investments 280

Short Term Borrowings (1 316)

**Cash & Cash Equivalents at end of period (1,036)**



## The City of Unley

## Statement of Financial Position

as at 30 December 2015

\$ '000

**ASSETS****Current Assets**

Cash and Cash Equivalents	280
Trade & Other Receivables	17,594
Other Financial Assets	6
<b>Total Current Assets</b>	<b>17,880</b>

**Non-Current Assets**

Financial Assets	40
Equity Accounted Investments in Council Businesses	10,977
Infrastructure, Property, Plant & Equipment	557,825
<b>Total Non-Current Assets</b>	<b>568,843</b>
<b>TOTAL ASSETS</b>	<b>586,723</b>

**LIABILITIES****Current Liabilities**

Trade & Other Payables	2,982
Borrowings - Short Term Drawdown	1,316
Borrowings - Fixed Term	961
Provisions	1,699
<b>Total Current Liabilities</b>	<b>6,959</b>

**Non-Current Liabilities**

Borrowings - Fixed Term	4,995
Provisions	575
Other Non-Current Liabilities	207
<b>Total Non-Current Liabilities</b>	<b>5,777</b>
<b>TOTAL LIABILITIES</b>	<b>12,736</b>
<b>Net Assets</b>	<b>573,987</b>

**EQUITY**

Accumulated Surplus	139,547
Asset Revaluation Reserves	434,440
<b>Total Council Equity</b>	<b>573,987</b>
<b>Net Financial Liabilities</b>	<b>1,775</b>

## DECISION REPORT

**REPORT TITLE:** NAMING OF ROADS POLICY REVIEW  
**ITEM NUMBER:** 365  
**DATE OF MEETING:** 25 JANUARY 2016  
**AUTHOR:** SUE BAYLY  
**JOB TITLE:** GOVERNANCE OFFICER

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### 1. **EXECUTIVE SUMMARY**

Section 219 of the *Local Government Act 1999* gives Council the power to name public (or private) roads and public places, and specifies that Council must have a relevant policy.

Council has a “Naming” policy which is limited in scope and content.

A revised policy, the “Naming of roads and Council assets” policy, has been developed which;

- Includes technical information on the form / spelling of names, and
- Applies to roads, buildings, parks, and other Council assets and infrastructure.

The revised policy is compliant with the legislation and should assist Council to assess any naming proposals in an objective and informed manner.

### 2. **RECOMMENDATION**

That:

1. The report be received.
  2. Council endorse the revised “Naming of roads and Council assets” policy Attachment 2 to Item 365/16.
-

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

Goal 2.3; Cultural and artistic diversity.

Goal 5.3; Good governance and legislative framework.

## 2. **DISCUSSION**

The *Local Government Act 1999* (the Act) gives Council the power to:

- Section 219(1); “assign a name to a public or private road, or to a public place, or change a name of a public or private road, or of a public place”,  
  
and
- Section 219(5) specifies that; “A council must prepare and adopt a policy relating to the assigning of names under this Section.”

The Council’s “Naming” policy (the policy) requires further detail and clarification to comply with the Act and to provide guidance should a request come to Council to name (or rename) a road, park or other Council asset.

*Attachment .*

The policy has been revised to include technical information about the form / spelling of a name and social and cultural indicators for assessing a naming proposal. The Local Government Association model policy and the guidelines published by the Office of the Surveyor General have been used as the basis for the revised policy. The consultation and gazettal requirements are included in the revised policy.

*Attachment 2*

The name of the policy has been expanded to make more obvious what is being named. It covers “roads, laneways, walkways, Council owned or managed facilities such as buildings, parks, reserves, and other physical structures throughout the City of Unley”<sup>1</sup>. For purposes of this policy, the term “Council assets” is used for any property which is not included in the definition of road in the Act.

## 3. **ANALYSIS OF OPTIONS**

### **Option 1 – Council endorses the “Naming of roads and Council assets” policy**

The revised policy meets the legislative requirements and should assist Council to assess any naming proposals in an objective and informed manner.

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<sup>1</sup> Naming of roads and Council assets policy; Clause 3, Policy objectives.

## Option 2 – Council retains to existing “Naming” policy

The existing policy lacks detail and could create a risk of poorly informed decision making.

### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

### **5. POLICY IMPLICATIONS**

#### **5.1 *Legislative/Risk Management***

##### Local Government Act 1999:

Section 219(5) mandates that;

“A council must prepare and adopt a policy relating to the assigning of names under this Section.”

Section 219(7) specifies that;

“Public notice must be given of the adopting or altering of a policy under this section.” (ie. a notice in the Government Gazette and in a newspaper circulating across the state.)

Other legislation which may be relevant depending on the road or asset to be named includes;

Geographical Names Act 1991,  
Development Act 1993,  
Roads (Opening and Closing) Act 1991.

#### **5.2 *Environmental/Social/Economic***

The street and place names which surround us every day are reflections of the history of the council area and past generations of residents and colourful local identities.

The names help to establish a sense of community identity and embrace many cultural backgrounds.

The revised policy continues this tradition of recognition and inclusiveness.

#### **5.3 *Stakeholder Engagement***

There is no legislative requirement to consult upon the adoption of this policy.

The “Community engagement and public consultation” policy will be applied where appropriate if a naming proposal comes to Council.

## **6. REPORT CONSULTATION**

Reference material:

- Local Government Association “Model policy for the selection of road and public place names”.
- Surveyor General (State); “Geographical names guidelines” and “Guidelines for the selection of names for roads in SA”.
- Policies from several Adelaide metropolitan Councils.

Council staff including Sport and Recreation Planner.

## **7. ATTACHMENTS**

Attachment 1; Naming policy (outdated)

Attachment 2; Naming of roads and Council assets policy (revised)

## **8. REPORT AUTHORISERS**

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

## Naming Policy

Policy Type:	Council Policy
Reference Number:	COU111
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	1.4 Enhancing the well-being of the community through facilitating the provision of appropriate services and facilities.
Previous Policy No:	1.7.07, COU124
Date Adopted:	CSP 18 Oct (367/10) 25 Oct (758/10)
Review Date:	October 2012

### 1. POLICY STATEMENT

This policy provides a clear direction for the naming of Council owned facilities within in the City of Unley.

### 2. PRINCIPLES

This policy aims to inform the Administration regarding the naming of Council owned facilities based upon the following principles:

- The name adds to the cultural value and heritage of the area
- The name recognises the historical, social and cultural development of the City of Unley
- Facilities that may be named include Council owned buildings, roads, walkways, bridges, seats, gates, shelters and furniture.

#### 2.1 Preference

Preference will be given to names:

- of former Elected Members who have given outstanding services to the community;
- of people, including staff and community groups, who have made significant and/or longstanding contributions to the local community;
- which reflect any aspects of the social, cultural or historical significance of the City of Unley, including pre-European Settlement heritage.

The Council Administration will, upon receipt of a request, assess the application against the criteria contained within this Policy and if the request meets the guidelines, further review and consultation will be undertaken.

Any request for re-naming a facility will first be advised to the Council prior to any consultation process.

Appropriate signage or plaques will be erected upon the structure, where relevant, once Council approval is granted

## **2.2 Process**

### **(a) *Naming Requests***

Any request for naming will be referred to the Chief Executive Officer in the first instance.

Upon receipt of the request a report will be presented to Council to determine a decision regarding the name and where relevant and possible any community feedback received regarding the request.

In considering naming, Council will have cognisance of the merit and appropriateness of the request and the degree of stakeholder support for the nomination.

### **(b) *Consultation and Research***

Consultation and background research procedures will vary according to the nature of the nomination.

#### **(i) *Nominee is an individual***

Consultation shall occur in the first instance with the nominee or relevant family members to ascertain their support. If the nominee disapproves the naming process will not be pursued.

If the nominee is deceased then appropriate relatives or friends will be contacted asking if they approve of the request. If the relatives or friends do not approve the naming process will not be pursued.

If the nomination is approved in either case, then background research and community consultation will be conducted.

#### **(ii) *Nominee is a Community Group***

The community group will be asked if they approve of the nomination. If the nominated group disapproves the naming process will not be pursued.

If the nomination is approved, then background research and community consultation will be conducted.

#### **(iii) *Nomination is an Historical, Social or Culturally Specific Name***

Appropriate background research will be conducted in the first instance.

In the case of culturally specific names, consultation shall occur in the first instance with relevant cultural groups – e.g. any requests for the use of Kaurna names would require the approval of the appropriate Kaurna representatives.

(iv) Background Research

Appropriate background research will be conducted regarding the level of community or Council service of the nominee and the significance of any historical, social, or culturally specific names proposed.

The purpose of the research is to provide a rationale for the merit of the nomination. This may require further contact with the nominator.

(v) Community Consultation

Where appropriate, community consultation will be conducted with relevant stakeholders.

The stakeholders, method and level of consultation required will be determined by the Chief Executive Officer in accordance with the City of Unley Community Consultation Policy. It will include, but not be limited to, nearby residences/businesses, emergency services and organisations, and if appropriate, the Geographical Names Board.

The purpose of the consultation is to seek stakeholder feedback on the naming request. Council will not be bound by the feedback.

## **2.3 Memorialisation**

Each facility named shall be entitled to have the detail of the memorialisation recorded upon the facility through the placement/erection of a plaque consistent with its size and location.

Such plaques will record the person's initials and surname (including post-nominals), and subject to preference, use of a single first (or preferred) name and the date of the memorialisation.

Where appropriate the extent or significance of the person's or group's contribution to the community will be notated.

## **2.4 Cost**

Generally the Council will meet the costs associated with the naming of a facility.



However, when people seek to provide facilities to commemorate family members, e.g. seats, the costs, apart from the research and consultation, will be borne by the applicant.

### **3. POLICY OBJECTIVES**

The objective of this Policy is to provide a framework for selecting and adopting new and replacement names for Council owned facilities, including Roads, Laneways, Parks and Reserves, and other physical structures throughout the City of Unley

### **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 Operations Manager.



## NAMING OF ROADS AND COUNCIL ASSETS

Policy Type:	Council
Responsible Department:	Office of the Chief Executive Officer
Responsible Officer:	Chief Executive Officer
Related Policies and Procedures	Community engagement and public consultation policy
Date Adopted:	25 October 2010, C758/10
Last Council review:	...2016
Next review date:	.... / 2019
ECM Doc Set ID:	1327569

### 1. POLICY STATEMENT

A Council has the power under section 219 of the Local Government Act 1999 to assign a name to, or change the name of:

- a public road; and
- a private road; and
- a public place.

Council *must* assign a name to a public road created by land division.

All roads that can be used as part of an address for an address site will be assigned a name.

Council also may assign a name to Council assets, including infrastructure or facilities.

A Council resolution is required to assign or change the name of a public or private road, public place, or Council assets.

### 2. COMMUNITY GOAL

Goal 2.3; Cultural and artistic diversity.

Goal 5.3; Good governance and legislative framework.

### **3. POLICY OBJECTIVES**

The objective of this policy is to provide a framework for selecting names for roads, laneways, walkways, Council owned or managed facilities such as buildings, parks, reserves, and other physical structures throughout the City of Unley.

### **4. PRINCIPLES**

The following principles apply to ensure that a name is selected which:

- Recognises the historical, social and cultural development of the City of Unley.
- Is appropriate to the location and type of facility.
- Will stand the test of time.
- The origin of each name will be clearly stated and recorded as part of the Council's historical records.
- The final decision on a name to be assigned under this policy rests with the elected body of the City of Unley.
- Council has the right to refuse any application to name a road, public place, or other Council asset.
- Only in exceptional instances will more than one memorial or road name be approved in the Council area to commemorate the same person, event, or organisation.

### **5. POLICY**

#### **5.1 Initiating the process for assigning or changing a name**

A naming process may be initiated if:

- a request is received by the Council from an affected land owner or their agent, or a community group, or the family of an individual;
- Council resolves that a name be assigned or a change be investigated;
- Council staff determine it is in the public interest to investigate a change of name;
- Council opens or forms a road; or
- Council receives an application for a land division.

#### **5.2 Names of Roads and Council assets**

In the naming and renaming of public roads, public places or Council assets, the following policy will be observed.

##### Uniqueness

A road will have only one name.

A road name will be unique within an official suburb. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (eg. emergency services response).

Roads that are maintained by the Department for Planning, Transport, and Infrastructure (DPTI) will be named by DPTI. Council will consult with DPTI in relation to naming these roads.

Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Road) within a suburb or locality will be avoided where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

### Name Sources

Sources of names for roads, public places, or assets may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons, such as an individual who was or is a member of the Unley community and who has made a significant contribution to the cultural and/or political life of the community;
- local history;
- thematic names such as flora, fauna, ships etc;
- commemorative names.

### Propriety

Names of living persons and commercial entities will generally be avoided.

Council will not assign the name of a serving Elected Member of Unley Council, or its Administration, to a public road, public place, or Council asset.

Names which are characterised as follows will not be used;

- Offensive or likely to give offence; or
- Incongruous - out of place.

### Ease of use

Names will be reasonably easy to read, spell and pronounce in order to assist residents, ratepayers, service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided.

- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their geographic relationship (e.g. Proof Range Road).
- roads with double destination names will be avoided (eg. Goodwood Pasadena Road).

### Spelling

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Generally road or place names proposed or approved will not contain abbreviations. For example, the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions; "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

### Form

The form of names will avoid the use of the possessive "s" unless the euphony becomes harsh. (For example; use "Smith Road" rather than "Smith's Road". However, use "Devil's Elbow" rather than "Devil Elbow".)

The use of hyphens will be avoided. However, hyphens may be used when naming a road, public place, or Council asset after a person with a hyphenated name.

Acronyms will generally be avoided as their use tends to be transient and commercial in nature.

### Type of Road or Public Place

Road names will include an appropriate road type suffix conforming with the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, for example:
  - Crescent; a crescent or half moon, rejoining the road from which it starts.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- The use of a compass point prefix/suffix or an additional suffix such as "north" or "extension" will be avoided.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard, and under the care and control of DPTI.

Place names will be appropriate to the type of asset (eg. park, playground, sports field).

### Naming of Private Roads

Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.

Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

## **5.3 Consultation**

A naming proposal which is made by a nominee, relatives, or a community group, must be accompanied by relevant documentation and background research which demonstrates the merit of the proposal.

Consultation shall occur in the first instance with the nominee or relatives to ascertain their support for use of the name. The naming process will not be pursued if the nominee or relatives disapprove.

If the nominee is deceased then relatives will be contacted asking if they approve of the request. If the relatives do not give approval, the naming process will not be pursued.

Where the proposed name is of Aboriginal origin, the Kaurna people will be consulted.

Consultation with the wider community may be undertaken if Council proposes to change the name of a road or public place. The process will be guided by Council's Community engagement and public consultation policy and any other legislative requirements.

The purpose of the consultation is to seek stakeholder feedback on the naming request. Council will not be bound by the feedback.

### Consultation with adjoining Councils

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [See section 219(2) of the Local Government Act 1999.]

## **5.4 Public Notice of Name Assignment or Change**

Council will give public notice of the assigning or changing of the name of a public or private road or public place. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under section 219(4) of the Local Government Act 1999. Public notice will include the date that the new name takes effect (see below) and notice will also be published on the Council's website [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

The date of effect of the new or changed name will be determined at the time of making the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The Council's Register of Roads and Register of Community Land will be updated as soon as practicably possible.

## **5.5 Costs**

Generally, Council will meet the costs associated with the naming of a road or facility.

However, when people seek to provide facilities to commemorate family members (eg. a seat in a park) the costs, including the research and consultation, will be borne by the applicant.

The cost of a park seat/bench and any plaque attached will be at the applicant's cost. Council will pay for the installation of the seat/bench.

## **5.6 Names of suburbs or electorates**

Naming of suburbs is governed by the Geographical Names Act 1991 and administered by the Surveyor-General.

The Electoral Commission is responsible for naming electoral districts.

## **6. MEMORIALISATION**

Each facility, infrastructure, or public place named shall be entitled to have the detail of the memorialisation recorded upon the facility, infrastructure, or at the public place through the placement/erection of a plaque consistent with its size and location.

Such plaques will record the person's initials and surname (including post-nominals), and subject to preference, use of a single first (or preferred) name and the date of the memorialisation. The plaque may also include the person's dates of birth and death.

Where appropriate the extent or significance of the person's or group's contribution to the community will be notated.

## **7. DEFINITIONS**

For purposes of this policy, the definitions used for highway, private road, public road, road, and public place, local government land, park, reserve, and relative will be those in section 4 of the Local Government Act 1999.

"Council" means the Corporation of the City of Unley.

"Asset" includes infrastructure, parks, playgrounds, reserves, sports fields, and Council owned or managed land and buildings.

## **8. LEGISLATION / REFERENCES**

- Local Government Act 1999; mandatory policy under Section 219.
- Geographical Names Act 1991.
- Development Act 1993.
- Roads (Opening and Closing) Act 1991.

## 9. POLICY DELEGATIONS

Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

## 10. ROLES/RESPONSIBILITIES

- General Manager Economic Development and Planning
- General Manager Assets and Environment
- Manager Community Development

## 11. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Civic Centre  
181 Unley Road  
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

## 12. DOCUMENT HISTORY

Date	Council/Committee/Internal	Comment
(1.7.07)		Was policy COU124
18 October 2010	CSP Committee CSP367/10	
25 October 2010	Council; C758/10	
...2016	Council	Policy number COU111 deleted.



## **INFORMATION REPORT**

<b>REPORT TITLE:</b>	COUNCIL ACTION RECORDS
<b>ITEM NUMBER:</b>	366
<b>DATE OF MEETING:</b>	25 JANUARY 2016
<b>AUTHOR:</b>	CAROL GOWLAND
<b>JOB TITLE:</b>	EXECUTIVE ASSISTANT TO CEO & MAYOR

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### **EXECUTIVE SUMMARY**

To provide an update to Members on information and actions arising from resolutions of Council.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be noted.
-

**COUNCIL ACTION REPORTS - ACTIONS TO October 2015**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
COUNCIL	82	<b>City of Unley Library Service Review -</b>	General Manager Community	A report will be presented to Council in March 2016, addressing the recommendations for the Library Service Review.
DSP	3	<b>Draft General Development Plan - 2.</b> 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	<b>Motion on Notice re Service Review -</b> 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"> <li>• The efficiency and effectiveness of its operations; the adequacy and deployment of resources in operational activity</li> <li>• The manner in which its resources are directed towards the Council's priorities and provide value for money to the community</li> <li>• Strategic opportunities that will maximise return on Council's major assets</li> <li>• Opportunities to improve the efficiency and/or effectiveness of its services including options to use alternative service delivery mechanisms</li> <li>• Opportunities for cash savings and revenue growth.</li> </ul>	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 - CEI following up.
COUNCIL 13 July	179	<b>Unley Oval Grandstand Upgrade - 2.</b> 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 February 2016.

**COUNCIL ACTION REPORTS - ACTIONS TO October 2015**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	285	<b>Revocation of Community Land Classification and Proposed Disposal of Land - Lot 502 Dover Street Malvern</b> - 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	Letter sent to Minister. Awaiting response.
<b>UBED</b>	14	<b>Review of Differential Separate Rates</b> - 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.
<b>COUNCIL</b>	304	<b>Clarence Park Community Centre Partnering and Management Agreement 2015 - 2018</b> - 2. Te Partnership and Management Agreements between the City of Unley and Clarence Park Community Centre Inc., as contained in Attachment 1 to Item 304/15, be endorsed. 3. The CEO be delegated to execute the Partnership and Management Agreements.	General Manager Community	The Agreement has been signed by both parties and executed. COMPLETED.

**COUNCIL ACTION REPORTS - ACTIONS TO October 2015**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	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	Licence Agreement being drafted. Signage being designed and produced. Mayor to visit Kirinari and explain short term nature of Agreement.
	316	<b>Notice of Motion from Councillor Boisvert re Pedestrian Safety on Shared Pathways</b> - 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.
	305	<b>Shared Street Concept - Anderson Street Fullarton</b> - 2. The Anderson Street residents be advised that the proposal to construct shared street infrastructure will be considered by Council in the 2016/17 budget deliberations, and if included in the budget, further consultation will occur with local residents. 3. Residents of Anderson and Dawson Streets be informed accordingly.	General Manager Economic Development and Planning	Community notification letters have been mailed out on 30 Nov 2015. Completed.

**COUNCIL ACTION REPORTS - ACTIONS TO October 2015**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
UBED	19	<p><b>Review of Separate Rates</b> - 1. The Unley Business &amp; 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.</p> <p>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.</p>	General Manager Economic Development and Planning	In progress.
I & SC	11	<p><b>City of Unley Walking and Cycling Plan 2015-2020 Draft for Consultation</b> - 2. The draft City of Unley 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.</p>	General Manager Assets and Environment	In progress.
COUNCIL-DEC 15	333	<b>Active Ageing Strategy</b> - The Active Ageing Strategy as amended be endorsed.	General Manager Community	<b>COMPLETED.</b> Processes in place to form an Active Ageing Alliance to guide and support the directions of the Strategy.
	358	<p><b>Unley Swimming Centre Free Casual Entry Trial Results and 'Friday for a Cause' Initiative</b> - 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</p>	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.

**COUNCIL ACTION REPORTS - ACTIONS TO October 2015**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	336	<b>Rugby/Porter Street Bike Concept Street Design - 2.</b> 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 thea bove processes be brought back to Council in early 2016.	General Manager Economic Development and Planning	Awaiting outcomes of Motion on Notice for January Council.
	338	<b>Development Act Regulations Delegation - 2.</b> Delegations made under Development Act 1993 2.1 In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993, the powers and functions under the Development Act 1993 and the Development Regulations 2008 contained in the proposed Instrument of Delegation (annexed to the Report dated 14 December 2015 and entitled Development Regulation Delegation and marked Appendix 1) are hereby delegated this 14 of December 2015 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993. 2.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.	CEO	Delegation instruments prepared for Planning and Building staff and signed by CEO. COMPLETED.

## **MAYOR'S REPORT**

**TITLE:** MAYOR'S REPORT FOR MONTH OF JANUARY 2016  
**ITEM NUMBER:** 367  
**DATE OF MEETING:** 25 JANUARY 2016  
**ATTACHMENTS:** 1. MAYOR'S CALENDAR

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## **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
-

DATE	MEETING SUBJECT	LOCATION
11 Dec	<ul style="list-style-type: none"> <li>• Unley Community Centre Christmas Lunch</li> <li>• Unley Park Sports Club Christmas Drinks</li> <li>• Fullarton Road Traders Association Christmas Drinks</li> </ul>	
12 December	<ul style="list-style-type: none"> <li>• Name Day Celebration</li> <li>• Hyde Park Rotary Dinner</li> </ul>	St Spyridon church
16 December	<ul style="list-style-type: none"> <li>• Lord Mayor's 2015 Christmas Reception</li> </ul>	Town Hall Adelaide
18 December	<ul style="list-style-type: none"> <li>• Staff Christmas Party</li> </ul>	Unley Park Sports Club
21 December	<ul style="list-style-type: none"> <li>• MLGG Group Executive Committee Meeting and Lunch</li> </ul>	House of Chow
22 December	<ul style="list-style-type: none"> <li>• Stormwater Management Authority Strategic Plan</li> </ul>	Ridge Park
23 December	<ul style="list-style-type: none"> <li>• CEO Performance Review Panel Discussion</li> </ul>	
8 January	<ul style="list-style-type: none"> <li>• Interview 5AA</li> </ul>	
11 January	<ul style="list-style-type: none"> <li>• Talking Tennis Function</li> </ul>	Memorial Drive
12 January	<ul style="list-style-type: none"> <li>• Tennis SA</li> </ul>	Memorial Drive
18 January	<ul style="list-style-type: none"> <li>• Opening Ceremony of the Consulate General of the People's Republic of China</li> <li>• Tourific Prospect</li> </ul>	Adelaide Town Hall  City of Prospect
19 January	<ul style="list-style-type: none"> <li>• Unley Gourmet Gala</li> </ul>	King William Road
20 January	<ul style="list-style-type: none"> <li>• Tour Down Under Start</li> <li>• MLGG Meeting</li> <li>• Australia Day Awards</li> </ul>	King William Road LGA House Government House
22 January	<ul style="list-style-type: none"> <li>• Australia Day Luncheon</li> </ul>	Entertainment Centre
<p>During the month I also met with Elected Members, residents, staff and various outside organisations.</p>		



## MAYOR'S REPORT

2016 is the second year of this Council's four year term and it is the most crucial. The Unley Oval Redevelopment, King William Road Streetscape, Goodwood and Millswood Oval sporting Complex: all are worthy big ticket items but if we are to actually do anything then we must decide this year.

Work has commenced on Goodwood Road! The removal of the powerlines and streetscape work will greatly benefit the Goodwood shopping and business hub however; the major disruption will be a strain on those businesses and we must be mindful to do what we can to enable this change to occur as quickly and seamlessly as possible.

The end of this month brings to a conclusion Cr. Bob Schnell's two consecutive terms lasting three years as Deputy Mayor. I would like to thank Bob personally and on behalf of all the Elected Members, staff and the community for his service to us in this role.

In a like manner, I would like to congratulate and welcome Cr Michael Rabbitt on his election to the position of Deputy Mayor for the ensuing 12 months. This is Cr. Rabbitt's first term and his conduct, availability and advice is clearly respected by his peers and those in the organisation just as he is by those in the community who know him.

As 2015 came to a conclusion many of the organisations around Unley held their end of year celebrations, most notably, Walford's speech day key note speaker Emma Watson OAM was a stand out. Graduating kids from the two senior schools in Unley have by now received their final grades and these young adults now come one year closer to taking on responsibility for our community.

We were greatly honoured as a City to host the presentation to the State of the bayonet from Pozieres in our Soldiers Memorial Gardens. Pozieres still remains one of the least known battles in WW1 despite this battle claiming more Australian lives than were claimed in any other battle. As many people were killed from Unley in less than a week during that battle than were killed during the Paris attacks.

This report is being written before the Tour Down Unley... I mean, Tour Down Under however it will be presented afterwards. The start of January is always a little slower with many families busy enjoying time together whilst schools are on break and most businesses not swinging into full gear for a couple of weeks. This makes it a perfect time to plan for the year ahead.

## **DEPUTY MAYOR'S REPORT**

**TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF  
JANUARY 2015

**ITEM NUMBER:** 368

**DATE OF MEETING:** 25 JANUARY 2016

**ATTACHMENTS:** 1. DEPUTY MAYOR'S REPORT

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### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
-

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.

During November/December I spent time talking with Christine Pierson (of C.A.T.S. - Cats Assistance To Sterilise Inc.). This was a follow-up from Councillor Mike Hudson reporting to Council about the large number of stray cats in Blythe Street, Parkside. C.A.T.S. initiated a program to capture the stray cats and have them desexed. The Parkside residents participated and the cost per resident was about \$20 (per cat). In excess of 20 cats were desexed. A great achievement!

C.A.T.S. has priority Councils which include Unley, Norwood Payneham and St Peters, Campbelltown and Port Adelaide/Enfield. These Councils get the first priority in dealing with stray cats; desexing rather than killing.

Unley Council contributes \$1,500 pa which is very well spent; demonstrated by the recent activity in Parkside.

I would like to see this increased. There is merit in increasing this in the 2016/2017 budget eg. \$2,000.

Attended numerous end of year festive functions.

Tuesday 15 December

Attended the Unley Lions Christmas Dinner.

A fabulous evening; good company and scrumptious food; an absolute feast.

A very hot evening, but after 3 hours a cool sea breeze rolled in.

Kris Kringle gifts were delivered by Father Christmas.

Wednesday 16 December

Attended a luncheon with members of the Indian community.

It was a hot day and the 'curries' were superb.

Thursday 24 December

Lunch with Councillor Mike Hudson; kangaroo fillets; superb.

Discussed cats, cycling and local gossip.

Friday 07 January

Lunch with Councillor Mike Hudson; calamari with an Asian salad.

Discussed street trees and agreed on the need to increase the replacement of the older trees with appropriate natives. Also reviewed the need to ensure that future tree locations do not restrict passage on footpaths.

Friday 15 January

Participated in the event 'Unpacking Unley's Lost Worlds'.

A fantastic fun day for young and old. A tour around central Unley with activities at ten locations; passports were stamped for achievement.

At location #9, the Mayor was in waiting for a game of table tennis. On arrival I gave him a warm-up.

My role was based on the Village Green; at the end of the circuit. I checked passports and awarded trophies for team achievement. Feedback from the kids was that they had soundly beaten the Mayor at table tennis.

The afternoon progressed with games and lazing around in deck chairs on the Village Green.

Overall, a quiet period during December to January.

I have enjoyed my role as Deputy Mayor over the past 3 years. It has been a privilege to serve Council in that role during 2 terms.

I congratulate Councillor Michael Rabbitt on his appointment as Deputy Mayor for the next 12 months. I am confident that he will be an excellent mentor and sounding-board for the Mayor.

## **REPORTS OF MEMBERS**

**TITLE:** REPORTS OF MEMBERS  
**ITEM NUMBER:** 369  
**DATE OF MEETING:** 25 JANUARY 2016  
**ATTACHMENTS:** 1. MEMBER'S REPORTS

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Council to note the attached reports from Members

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

## REPORTS OF MEMBERS

**TITLE:** REPORT FROM COUNCILLOR RABBITT

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(a) **Items of particular interest, concern or urgency**

Assistance from Council Administration

I had two instances of requests for assistance from residents this month. One related to a Disabled Parking Permit, the other was for Home Assistance.

Both matters were addressed quickly by our Community Services Team and I thank them on behalf of the residents concerned.

(b) **Functions Attended/Forthcoming**

12 Jan	Accompanied the Mayor to the Opening Night of the World Tennis Challenge
13 Jan	Tennis SA Legends' Lunch [representing the Mayor]
19 Jan	Unley Gourmet Gala
20 Jan	Bubbles & Brunch and TDU Stage 2 Start
25 Jan	Luncheon meeting with Mayor, Deputy Mayor and CEO
26 Jan	Citizenship Ceremony, Australia Day Awards and Australia Day Celebrations

## REPORTS OF MEMBERS

**TITLE:** REPORT FROM COUNCILLOR PALMER

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**(a) Items of particular interest, concern or urgency**

Goodwood Oval Morton Bay Fig Tree

This tree has dropped two substantial limbs which has distressed a number of local residents. It appears that the tree is healthy and will survive but we are awaiting a report from an independent arborist for confirmation.

Cromer Parade Police Prosecution

Staff have been working on a solution to make access/egress through the complex Canterbury Terrace, East Avenue, Cromer Parade intersection adjacent the East Avenue rail crossing. This may be a waste of time if we can't address a police interpretation of the road rules.

The best opportunity for cyclists to complete this manoeuvre (practically that is) is when the boom gates to the rail crossing on East Avenue are down.

Not so it would appear. A cyclist was recently booked by the police for entering this intersection we understand to move from Cromer Parade to Canterbury Terrace. With an additional train crossing flashing stop sign in Cromer Parade this was viewed as whether vehicle or bike you can't enter East Avenue.

I am hoping we can address this and find a solution that prevents such an interpretation working against a common sense approach to traffic management.

**(b) Functions Attended**

16 December	Goodwood Library Working Group meeting
17 December	Clarence Park Ward Briefing (cancelled)
18 December	Staff Christmas Party
31 December	Met chair UBUG re Canterbury/East/Cromer intersection
5 January	Met Peter Tsokas & John Devine at Lyons Parade
12 January	UBUG meeting
13 January	staff farewell for Debbie Washington
19 January	Gourmet Gala
20 January	Bubbles & Brunch (inc TDU Race Start)
26 January	Australia Day Citizenship Ceremony

## **REPORTS OF MEMBERS**

**TITLE: JANUARY 2016**

**REPORT FROM COUNCILLOR**

**PETER HUGHES**

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**(a) Items of particular interest, concern or urgency**

**(b) Functions Attended**

16<sup>th</sup> Dec – Attended a meeting of the Goodwood Library Working Party at which creative suggestions were discussed for new opportunities.

17<sup>th</sup> Dec – Attended Foodbank on Cross Road and collected Xmas Hampers for the Lions Club of Unley and delivered them to Reno Elms at the Salvation Army Unley Citadel. Foodbank is a wholesale supplier of quality foods to registered charitable organisations.

18<sup>th</sup> Dec – Attended a constructive meeting at Concordia College with many of the stakeholders either involved with, or affected by, the significant escalation of traffic issues associated with the 2 year building program. Several proactive suggestions have been passed to Council for consideration.

18<sup>th</sup> Dec – Attended the Council Staff Xmas breakup function at Unley Park Sports Club. This is always a very well organised event and well supported. Staff enjoyed themselves despite the crippling heat outside.

23<sup>rd</sup> Dec – Attended a meeting of the CEO Performance Review group to progress this topic in a timely manner.



**ITEM 370**  
**MOTION OF WHICH NOTICE HAS BEEN GIVEN**

NOTICE OF MOTION FROM COUNCILLOR BOISVERT RE RATE CAPPING

At the December meeting of the Council, Councillor Boisvert moved a Motion Without Notice, which was not accepted by the Presiding Member, which now becomes a Motion on Notice for the January meeting of Council.

MOVED Councillor Boisvert

That:

Council write to Stephen Griffith MP, asking him to meet with Council staff and Elected Members to discuss the potential detrimental effects of rate capping.

**ITEM 371**  
**MOTION OF WHICH NOTICE HAS BEEN GIVEN**

**NOTICE OF MOTION FROM COUNCILLOR SCHNELL RE COLLECTION OF GUM TREE LEAVES**

At the December meeting of the Council, Councillor Boisvert moved a Motion Without Notice, which was not accepted by the Presiding Member, which now becomes a Motion on Notice for the January meeting of Council.

MOVED Councillor Schnell

That:

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.

**OFFICER'S COMMENTS**

The Sustainable Landscape Specialist has made contact with the Adelaide Koala and Wildlife Hospital to determine their requirements for 'gum leaves' and determine how Unley Council could support the wildlife rehabilitation hospital.

Depot operations will pursue an ad hoc arrangement whereby gum leaf material will be made available to the hospital when Council has appropriate eucalypt pruning material available.

**ITEM 372**  
**MOTION OF WHICH NOTICE HAS BEEN GIVEN**

NOTICE OF MOTION FROM COUNCILLOR HEWITSON RE RESCISION  
MOTION FOR ITEM 366/15.

Councillor Hewitson has given notice of intention to move the following  
motion at the Council meeting to be held on Monday 25 January 2016:

MOVED Councillor Hewitson

That Pursuant to Regulation 14(1) of the *Local Government (Procedures at Meetings) Regulations 2013*, the decision 336/2015 made at the Ordinary Council meeting on the 14 December 2015 as outlined below, be revoked.

That:

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.

Once comments are received back from DPTI and a report brought back to Council, that is when we can address the above points again including the revisions and also differentiate between what is subject to funding and what actions may be instigated straight away.

### **ITEM 373**

#### **MOTION OF WHICH NOTICE HAS BEEN GIVEN**

##### **NOTICE OF MOTION FROM COUNCILLOR HEWITSON RE RUGBY/ PORTER CYCLEWAY**

Councillor Hewitson has given notice of intention to move the following motion at the Council meeting to be held on 25 January 2016:

MOVED Councillor Hewitson

That the Cycle way Corridor concept for Rugby and Porter Streets be amended to include the following features:

1. The right of way at the Porter Street/Young Street Intersection be changed to give priority to Porter Street traffic.
2. The Marlborough Street/Rugby Street intersection be changed to give right of way to Rugby Street traffic.
3. The Maud Street/Rugby Street intersection be changed to give priority to Rugby Street traffic.
4. The Oxford Terrace/Rugby Street intersection be changed to give priority to Rugby Street.
5. The Edmund Avenue/Rugby Street roundabout be reviewed to improve safety for cyclists.
6. The intersections of Wattle Street/Rugby Street and Fisher Street/Rugby Street be reviewed to improve the road grade and visibility for cyclists riding north and south on Rugby Street.
7. Comments on the Porter Street/Rugby Street concept be sought from DPTI and feedback be provided to Council prior to community advice and feedback.

#### **Explanation:**

Council has adopted for consultation a city wide City of Unley Walking and Cycling Plan 2015 – 2020 for consultation. We seek to increase the numbers cycling to work in Unley from 3.9% to 10% and if we match the outcomes in Yarra Council in Melbourne, up to 15%.

The Rugby/Porter Bikeway is a key part of our strategy to increase cycling to work threefold and reduce the cars on our roads. The new cyclists will be less experienced and confident and need a safe and effective cycling experience to continue to cycle to work. The motion seeks to make the corridor safer.

Stop start cycling routes are necessarily slow and 10 such crossovers within 1.4 km this reduces the usability of this corridor to current users of Unley Road and George Street. The motion seeks to improve the safety of the Rugby/Porter street corridor and enable a continuity of travel. This motion seeks to make the Rugby/Porter Bikeway safer than Unley Rd and George St and to have a competitive travelling time.

By consulting with DPTI before we seek Community Engagement the motion enables this corridor to become an effective piece of our Unley Walking and Cycling Plan including the advice from the Department of Transport and Infrastructure.

### OFFICER'S COMMENTS

The motion has been discussed with Councillors Hewitson and Hughes and the following comments are made:

- The suggested changes at the abovementioned intersections will give priority to all traffic travelling on the Rugby/Porter Street cycleway corridor, thereby supporting Council's concept of a community corridor.
- The Young Street/Porter Street intersection is currently unsafe with anecdotal evidence suggesting that many cyclists do not obey the current traffic requirements.
- The roundabout at Edmund Avenue/Rugby Street controls traffic speeds at this location effectively, whilst still allowing free flowing traffic.
- Some of the intersections will require further parking restrictions and removal of vegetation to improve sight lines and therefore safety.
- Feedback is required from DPTI as some of the intersections (eg Young/Porter, Rugby/Wattle) are technically T-Junctions, thereby requiring the street 'ending' to give way to the 'continuous' street under the current road rules.

Once DPTI feedback has been received, a further report will be provided to Council at which time Council can make a decision on the nature of community consultation (eg is it engagement, consultation or informing).

## **DECISION REPORT**

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 375 –  
UNLEY CENTRAL

**ITEM NUMBER:** 374

**DATE OF MEETING:** 25 JANUARY 2016

**AUTHOR:** KELLEY JAENSCH

**JOB TITLE:** EXECUTIVE ASSISTANT ECONOMIC  
DEVELOPMENT AND PLANNING

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### **PURPOSE**

To recommend that Item 375 be considered in confidence at the 25 January 2016 Council meeting and that the Minutes, Report and attachments 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  
Mr S Faulkner, General Manager Corporate Services  
Ms M Berghuis, General Manager Community  
Ms R Wilson, Manager Governance and Risk  
Ms C Gowland, Executive Assistant to CEO and Mayor

on the basis that it will receive and consider the report on Unley Central, 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 375 – UNLEY CENTRAL

**ITEM NUMBER:** 376

**DATE OF MEETING:** 25 JANUARY 2016

**AUTHOR:** KELLEY JAENSCH

**JOB TITLE:** EXECUTIVE ASSISTANT ECONOMIC  
DEVELOPMENT AND PLANNING

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### **PURPOSE**

To recommend that Item 375 remain in confidence at the 25 January 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.