

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 28 October 2019 7.00pm

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

Chief Executive Officer

OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

ACKNOWLEDGEMENT

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

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

PRAYER AND SERVICE ACKNOWLEDGEMENT

We pray for wisdom to provide good governance for the City of Unley in the service of our community.

Members will stand in silence in memory of those who have made the Supreme Sacrifice in the service of their country, at sea, on land and in the air.

Lest We Forget.

WELCOME

ORDER OF BUSINESS

ITEM	PAGE NO
1. ADMINISTRATIVE MATTERS	
1.1 APOLOGIES	
Nil	
1.2 LEAVE OF ABSENCE	
Nil	
1.3 CONFLICT OF INTEREST	
<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
1.4 MINUTES	
1.4.1 Minutes of the Ordinary Council Meeting held Monday, 23 September 2019	
1.5 DEFERRED / ADJOURNED ITEMS	
Nil	
2. PETITIONS/DEPUTATIONS	
2.1 Nuisance Tree(s) Removal - adjacent 1 Culley Street, Clarence Park; and 9A Langdon Avenue, Clarence Park	7
3. REPORTS OF COMMITTEES	
Nil	

4. REPORTS OF OFFICERS

4.1	Proposed Parking Controls: Greer Street, Hyde Park / Unley Park	13
4.2	Memorandum of Understanding: City of Unley and Rotary Club of Unley	27
4.3	Review of Policies	36
4.4	Nominations for the SA Power Networks Customer Consultative Panel	79
4.5	Nominations for the Public Library Services Standing Committee	101
4.6	Variation to Operating Hours for Festive Season 2019-20	127
4.7	Appointment of Deputy Mayor	130
4.8	Determination of Time and Place of Ordinary Meetings of Council for 2020	134
4.9	Annual Review of Delegations	138
4.10	Council Action Records	149

5. MOTIONS AND QUESTIONS

5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

5.1.1	Notice of Motion from Councillor J. Boisvert Re: Removal of Palm Trees on Council Land, Clarence Park	155
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5.2 MOTIONS WITHOUT NOTICE

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

5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

5.4 QUESTIONS WITHOUT NOTICE

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

6. MEMBER'S COMMUNICATION

6.1 MAYOR'S REPORT

Nil

6.2 DEPUTY MAYOR’S REPORT

6.2.1 Deputy Mayor's Report for Month of October 158

6.3 ELECTED MEMBERS’ REPORTS

6.3.1 Reports of Members 159

6.4 CORRESPONDENCE

6.4.1 Correspondence 170

7. CONFIDENTIAL ITEMS

Nil

SUGGESTED ITEMS FOR NEXT AGENDA

Review of Policies	
Adoption of Annual Report	

NEXT MEETING

Monday 25 November 2019 - 7.00pm

Council Chambers, 181 Unley Road Unley

DEPUTATION

REPORT TITLE: NUISANCE TREE(S) REMOVAL – ADJACENT
1 CULLEY STREET, CLARENCE PARK; AND
9A LANGDON AVENUE, CLARENCE PARK

ITEM NUMBER: 2.1

DATE OF MEETING: 28 OCTOBER 2019

ATTACHMENTS:

1. NUISANCE TREE(S) REMOVAL
CLARENCE PARK
2. NUISANCE TREE(S) REMOVAL
CLARENCE PARK

1. Jayne Stinson, Member for Badcoe, 407 Marion Road, Plympton
Re. 5.1.1 Notice of Motion from Cr J. Boisvert Re: Removal of Palm Trees
on Council Land, Clarence Park
2. Patricia Leigh, 1 Ripon Road, Clarence Park
Re. 5.1.1 Notice of Motion from Cr J. Boisvert Re: Removal of Palm Trees
on Council Land, Clarence Park



DEPUTATION REQUEST FORM

Please complete this request and return to the City of Unley **at least 5 clear days** prior to the Council or Committee meeting at which you wish to be heard.

To: **The Chief Executive Officer**

We hereby request to be heard at the next meeting of (tick the preferred/appropriate box):

- Council on 23/10/2019
- OR
- Council Committee on / /

Specify name of committee:

Given Name: JAYNE

Surname: STINSON MP, MEMBER FOR BADCOE

Address: 407 MARION ROAD, PLYMPTON 5038

Contact phone number: 83715600

Email: jayne.stinson@parliament.sa.gov.au AND badcoe@parliament.sa.gov.au

I will be speaking:

On my own behalf: Yes No

OR

As the spokesperson of a ^{ONE PERSON} group of persons? Yes No (limit of 3 people)

Given name of 2nd speaker:

Surname:

Address:

Contact phone number:

Email:

Given name of 3rd speaker:

Surname:

Address:

Contact phone number:

Email:

If you are speaking as a spokesperson, who or what group are you representing?

MS PATRICIA LEAH
1 RIPOON ROAD, CLARENCE PARK 5034

If the group has a set of Rules by which the group is governed, please provide a copy of these.

The topic or issue I wish to speak about is: (Please give sufficient details of the matter to enable consideration of your request for a deputation)

Ms Leah has had ongoing problems with a Canary Island Palm at the rear of her property. A flock of pigeons were living in the tree, leaving droppings all over her back yard, including outdoor furniture, which is arduous to clean up. Fronds also drop in her back yard and are also difficult to clean up. Trimming has improved the situation but the problems return when the tree grows back and she would like the tree to be removed.

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the procedures and guidelines:

Signed:  CAROL PUTLAND ON BEHALF OF
Dated: 21/10/19 SAYING STINSON MP

Once completed, please return to the City of Unley, either in person, or by post, facsimile or email pobox1@unley.sa.gov.au

Office Use Only

Received (date and time): / / at _____ am/pm

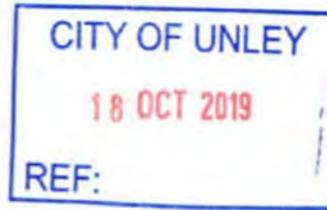
Acknowledged by Presiding member (Council or Committee) initial and date: _____ / /

Acknowledged by Manager Governance & Risk (initial and date): _____ / /

Approved: Yes No

Meeting date: / / Deputation time: _____

Deputee notified: Yes No In writing Verbally Date notified: / /



DEPUTATION REQUEST FORM

Please complete this request and return to the City of Unley **at least 5 clear days** prior to the Council or Committee meeting at which you wish to be heard.

To: **The Chief Executive Officer**

I/We hereby request to be heard at the next meeting of (tick the preferred/appropriate box):

- Council on 28/10/19
- OR
- Council Committee on 1/1

Specify name of committee:

Given Name: PATRICIA (TRISH)

Surname: LEIGH

Address: 1 RIPPON RD CLARENCE PARK

Contact phone number: 0421 991 478

Email: trishleigh@esc.net.au

I will be speaking:

On my own behalf: Yes No

OR

As the spokesperson of a group of persons? Yes No (limit of 3 people)

Given name of 2nd speaker:

Surname:

Address:

Contact phone number:

Email:

Given name of 3rd speaker:

Surname:

Address:

Contact phone number:

Email:

If you are speaking as a spokesperson, who or what group are you representing?

.....
.....

If the group has a set of Rules by which the group is governed, please provide a copy of these.

The topic or issue I wish to speak about is: (Please give sufficient details of the matter to enable consideration of your request for a deputation)

Removal of a pigeon infested Casuarina Island Palm on council land adjoining my property.

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the procedures and guidelines:

Signed: *Pam O'Neil*

Dated: *18 Oct 2019*

Once completed, please return to the City of Unley, either in person, or by post, facsimile or email 0000@unley.sa.gov.au

Office Use Only

Received (date and time): / / at _____ am/pm

Acknowledged by Presiding member (Council or Committee) initial and date: _____ / /

Acknowledged by Manager Governance & Risk (initial and date): _____ / /

Approved: Yes No

Meeting date: / / Deputation time: _____

Deputee notified: Yes No In writing Verbally Date notified: / /

REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE
ITEM NUMBER:	3.1
DATE OF MEETING:	28 OCTOBER 2019
ATTACHMENTS:	1. CITY STRATEGY AND DEVELOPMENT POLICY COMMITTEE MINUTES 21 OCTOBER 2019

1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the City Strategy & Development Policy Committee meeting held on Monday 21 October 2019 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the City Strategy & Development Policy Committee meeting held on Monday 21 October 2019, be received and the following recommendations contained therein be adopted by Council:

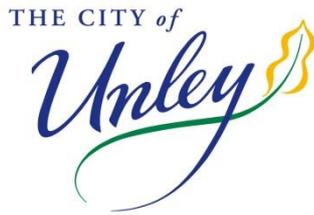
a. Item 2.1 – Arthur Mary Streets and King William Road Urban Design Study

1. The report be received.
2. The Arthur and Mary Streets Urban Design Study, key principles, level of green space and balanced development concepts be supported in principle.
3. Council not pursue further investigations or a Planning and Design Code Amendment at this stage.

b. Item 2.2 – Norman Terrace Everard Park Regeneration Development Plan Amendment (Privately Funded)

1. The report be received.
2. Council endorse the draft Norman Terrace Everard Park Regeneration Development Plan Amendment for the re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue, Everard Park, to the Residential Regeneration Zone (Norman Terrace Policy Area) for an appropriate higher density, scale and diversity of residential accommodation.

3. Council endorse the public release of the draft Norman Terrace Everard Park Regeneration Development Plan Amendment in accordance with the associated Engagement Plan to support appropriate public consultation, engagement and review process.
-



**Minutes of the City of Unley
City Strategy & Development Policy Committee
Meeting**

Monday, 21 October 2019, 6:30pm

Council Chambers

181 Unley Road Unley

PRESENT

Councillor J. Dodd – Presiding Member
Mayor M. Hewitson – Ex-officio
Councillor D. Palmer
Councillor J. Boisvert
Deputy Mayor P. Hughes
Councillor M. Rabbitt
Councillor E. Wright
Councillor N. Sheehan
Councillor M. Broniecki
Councillor J. Russo

OFFICERS PRESENT

Acting Chief Executive Officer, Mr C. Malak
Executive Manager Office of the CEO, Ms T. Norman
Principal Policy Planner, Mr D. Brown

GUEST

Nil

WELCOME

The Presiding Member welcomed Members to the meeting.

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Councillor K. Anastassiadis
Councillor S. Dewing
Councillor M. Hudson

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 MINUTES

ITEM 1.4.1

MINUTES OF THE ORDINARY CITY STRATEGY & DEVELOPMENT POLICY COMMITTEE MEETING HELD TUESDAY, 11 JUNE 2019

MOVED Councillor D. Palmer
SECONDED Mayor M. Hewitson

That:

1. The minutes of the Ordinary City Strategy & Development Policy Committee held on Tuesday, 11 June 2019 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. CSDP0001/19

1.5 DEFERRED / ADJORNED ITEMS

Nil

2. REPORTS

ITEM 2.1

ARTHUR MARY STREETS AND KING WILLIAM ROAD URBAN DESIGN STUDY

MOVED Deputy Mayor P. Hughes
SECONDED Councillor J. Russo

That:

1. The report be received.
2. The Arthur and Mary Streets Urban Design Study, key principles, level of green space and balanced development concepts be

supported in principle.

3. Council not pursue further investigations or a Planning and Design Code Amendment at this stage.

CARRIED UNANIMOUSLY

Resolution No. CSDP0002/19

ITEM 2.2

NORMAN TERRACE EVERARD PARK REGENERATION DEVELOPMENT PLAN AMENDMENT (PRIVATELY FUNDED)

MOVED Mayor M. Hewitson

SECONDED Councillor N. Sheehan

That:

1. The report be received.
2. Council endorse the draft Norman Terrace Everard Park Regeneration Development Plan Amendment for the re-zoning of the Parkrose Village site at 28-36 Norman Terrace, 1-5 Ross Street and 24 Fourth Avenue, Everard Park, to the Residential Regeneration Zone (Norman Terrace Policy Area) for an appropriate higher density, scale and diversity of residential accommodation.
3. Council endorse the public release of the draft Norman Terrace Everard Park Regeneration Development Plan Amendment in accordance with the associated Engagement Plan to support appropriate public consultation, engagement and review process.

CARRIED UNANIMOUSLY

Resolution No. CSDP0003/19

3. OTHER BUSINESS

NEXT MEETING

Monday 10 February 2020 - 6:30pm

CLOSURE

The Presiding Member closed the meeting at 6:52pm.

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PRESIDING MEMBER

DECISION REPORT

REPORT TITLE:	PROPOSED PARKING CONTROLS: GREER STREET, HYDE PARK / UNLEY PARK
ITEM NUMBER:	4.1
DATE OF MEETING:	28 OCTOBER 2019
AUTHOR:	BEN WILLSMORE
JOB TITLE:	MANAGER CITY DESIGN
ATTACHMENTS:	1. GREER STREET LINE MARKING PLAN

1. EXECUTIVE SUMMARY

At its meeting held on 23 July 2018, Council considered a Motion on Notice (Item Number 1224) regarding Greer Street, Hyde Park/Unley Park. The Motion on Notice outlined possible options and associated costs to facilitate improved pedestrian and vehicle access and provide safety improvements for residents and visitors to Greer Street which arose from ongoing concerns raised by an individual resident of Greer Street.

Greer Street is a local road that provides access to a small residential catchment from Commercial Road. Its use is primarily by local residents entering or exiting their property, and to accommodate on-street parking, predominantly to service the local residents and their visitors. Any changes to these conditions would impact on residents and their visitors.

Following a review and assessment of the existing conditions within Greer Street, the Administration undertook the following measures to improve the local conditions:

- Lighting assessment and upgrade as part of the City-wide LED lighting upgrade;
- Tree pruning;
- Footpath trip hazard rectification;
- Inclusions in Living Streets consultation; and
- Localised parking / line marking proposal.

Previous consultation with Greer Street residents indicate that amongst the local residents, perceptions of street access and suitability are split, between satisfactory and not warranting change, to unsatisfactory and requiring change.

The reviews and subsequent minor improvements which were undertaken have achieved some improvements to the functioning and condition of the street which is appropriate to the local street classification within the road network of the City of Unley.

The concerns which have been raised by the resident regarding access (ie reversing out of the driveway given the narrow carriageway of the street and parking opposite the driveway) are valid. However, a consensus cannot be reached by the residents of the street given that some residents want no changes to be made whilst others are supportive of changes. As such, the purpose of this report is to seek a resolution from the Council to the issues which have been identified.

This report recommends that new on-street parking be restricted at locations as proposed and existing parking controls be removed. If this is not supported, then it is recommended that no further changes be made to Greer Street.

2. RECOMMENDATION

That:

1. The report be received.
2. New 'No Stopping' yellow line marking be installed as required at bends on Greer Street to address issues of safety and maintain accessibility along the road.
3. The existing section of 'No Parking 7-10am WED' be removed along the eastern (wider) section of Greer Street to provide parking at all times.
4. On the basis of endorsed changes to parking controls and other works undertaken by the Administration to date to resolve the range of local issues, Council has determined that no further changes to Greer Street, Hyde Park/Unley Park will be considered.
5. The Owners and Residents along Greer Street be notified of the Council's decision regarding parking control changes and that no further changes to Greer Street will be considered.

3. RELEVANT CORE STRATEGIES/POLICIES

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

4. BACKGROUND

Greer Street is a local residential street with low traffic volumes and speeds. The table below is a summary of the existing road conditions:

Extent	Greer Street is a two-way street that operates in a u-shape with access from Commercial Road.
Function	Greer Street is a local access road for the purposes of accessing the properties on Greer Street from Commercial Road.
Width / length	<p>Approximately 340m in length.</p> <p>Greer Street, Unley Park: The western and central section has a carriageway of approximately 5.5m - 6.0m, which <u>does not</u> meet the minimum requirements for parallel parking on both sides of the street, as per Australian Standards 2890.5 – 1993.</p> <p>Greer Street, Hyde Park: The eastern section has a carriageway width of approximately 8.3m, which <u>does</u> meet minimum requirements.</p>
Traffic Volumes	74 vehicles per day total (2018).
Speed	Within a 40km/h speed limit area. Average speed is 22.3km/h and 85 th percentile speed is 28.9km/h (2018).
Crash Data	There have been no reported crashes that have occurred on Greer Street since 2012.
Parking	<p>The narrower sections of Greer Street, Unley Park do not meet the minimum requirements for parallel parking on both sides, compared with the Hyde Park section of the street, which does meet the requirement.</p> <p>Drivers often park partly on the footpath along the southern section of Greer Street and obstruct accessibility along the footpath.</p> <p>Australia Road Rules Regulation 208 - Parallel parking on a road states:</p> <p>(7) If the road does not have a continuous dividing line or a dividing strip, the driver must position the vehicle so there is at least 3.0m of the road alongside the vehicle that is clear for other vehicles to pass.</p> <p>(8) The driver must position the vehicle so the vehicle does not unreasonably obstruct the path of other vehicles or pedestrians.</p> <p>The onus is on the driver to not park in a manner which contravenes ARR208 and must leave 3.0m clearance along the road and not obstruct the footpath.</p>

Other Comments	There are 'No Parking 7-10am WED' restrictions in place along one side of the road on bin collection days. There have been no reports from Council's waste management contractor regarding issues with picking up bins.
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Previous Engagement with Residents and Property Owners

In 2015, Council sent letters to the local residents and property owners seeking their feedback on proposed line-marking changes involving the removal of parking on the northern and eastern sides of the narrower sections of Greer Street. Of the 50 letters sent out, 23 responses were received, with 15 in favour and 8 against.

The responses reflected either strongly supporting or strongly opposing the restrictions. Feedback generally indicated:

- some residents believed parking and access was not an issue and was mainly due to tradespeople during construction;
- several strong opinions wanted parking restricted to one side only to improve access along the street; and
- several strong opinions wanted parking restricted across from driveways.

At the time, the Administration, in consultation with local members, determined not to proceed with any changes.

Subsequently, in 2017, the Administration sent letters to the local residents and property owners seeking their feedback on proposed line marking changes at the internal bends and the southern verge of the narrow central section of Greer Street, that would result in the loss of some onstreet parking. Of the 48 letters sent out, 22 responses were received, with 14 in favour and 7 against.

The responses reflected either strong support or strong opposition for the restrictions. Feedback generally indicated that respondents:

- felt the proposal would create inequity (benefit some residents and not others);
- wanted to park in front of their own house;
- felt that this was an issue caused by one party;
- did not support a one-way street type set up;
- did not want restrictions as residents should park off-street, did not want a police state, the onus should be on the drivers, common sense should be used, and it is not really an issue for most of the time.

Following review of the feedback, it was decided not to proceed with any changes as consensus could not be reached in terms of a solution.

5. DISCUSSION

The following is a summary of works undertaken by staff in the last 6-12 months to address issues raised regarding Greer Street:

Issue	Existing Tree Species
Current condition	The existing tree species along Greer Street (Queensland Box) have created a number of local issues, including raised pavement and nut drop causing trip hazards, restricted footpath width (<1.2m wide) and dense shade cover reducing the effectiveness of street lighting.
Works Undertaken	Existing street trees have been assessed to be in good health, and canopy pruning has been undertaken to address any issues with the form of individual trees as well as to improve lighting coverage. The Administration cannot justify further pruning or the removal of any existing trees as there is no arboricultural basis to do so. The resident who has raised the ongoing concerns is not satisfied with this position and in this respect has advised that a petition will be presented to Council regarding the matter.
Value of Works	<\$5,000
Outcome	Existing trees are to remain and the petition will be presented to Council if and when it is received.

Issue	Footpath Conditions
Current condition	Restricted ability to use footpaths due to street trees. Condition of footpaths due to tree roots. The east-west section of the road and footpaths are particularly narrow, and sections of the footpath are almost impassable because of the trees in the middle of the footpaths. This necessitates use of the roadway by pedestrians and a resident who uses a mobility scooter.
Works Undertaken	Contractors have undertaken localised works adjacent to the existing trees, to address any lifted pavers or potential for trip hazards.
Value of Works	<\$10,000
Outcome	Given the low number of vehicles a day accessing Greer Street, and the predominantly local users, it is acceptable that pedestrians access the roadway to move along Greer Street, where existing trees have reduced the width of the footpath.

Issue	Street Lighting.
Current condition	The level of street lighting has been a concern for some residents because of the street tree canopy cover affecting the level of lighting. Council's investigation has confirmed that lighting levels are appropriate following the recent LED upgrade undertaken as part of the City-wide upgrade completed.

Works Undertaken	<p>Prior to the LED upgrade, five local residents were contact by Council regarding the proposes to install an additional streetlight on the stobie pole adjacent 8 Greer St, Hyde Park, in response to a resident request in Junly 2018. Resident response was greatly concerned with the proposal as the light would shine directly into their bedroom window and requested that the light not be installed.</p> <p>The resident who raised the concerns was advised of the anticipated LED upgrade and it was agreed the light would not be installed but would be subject to a further review following the LED upgrade.</p> <p>Light fitting upgrade, as part of the LED conversion, has provided greater coverage and colour.</p> <p>Some tree pruning has been undertaken to alleviate concerns of shadowing.</p>
Value of Works	n/a
Outcome	<p>The lighting layout along Greer Street is considered to be adequate and does not present an unacceptable risk or diminish the level of safety for pedestrians traversing the street and is similar to many streets across Unley.</p>

Living Streets Program

In addition to appropriately responding to individual issues along the street, the Administration approached all residents and property owners of Greer Street as part of the Living Streets engagement process.

From the consultation process the following was recorded:

- 12 respondents (from the 54 contacted) wanted to be part of the Living Streets program.
- Overall, the majority of feedback requested better parking solutions which allowed for better access to their driveways and better traffic flow. Some suggestions were requesting yellow lines and no street parking opposite driveways.
- There were requests to improve the footpath and tree removals to help with footpath movements and requests for undergrounding electrical lines or new street lighting for poorly lit areas.

These comments reflected the known previous resident concerns regarding Greer Street. However, in comparison with the other eight streets nominated, Greer Street did not score highest in the evaluation criteria, as it did not provide greater strategic connections in comparison to other streets, given its local catchment only.

It was also considered that to undertake the scale of change reflected in the feedback received, it would require a higher cost than could be afforded through the Living Streets budget (\$50,000), due to the long length of the street and infrastructure changes requested.

Additional Changes

The following issues have also been considered and a recommendation is now made for Council's adoption:

Issue	On-road congestion, including limited service and emergency vehicle access, with vehicles parked along both sides of the street.
Current condition	The current roadway is 5.5 – 6.0m wide, which is insufficient width to accommodate parking along both sides of the street as well as manage two way movement (not concurrent).
Works Undertaken	Parking on the northern side has been restricted on Wednesdays 7-10am to accommodate waste collection. This ensures a clear width for larger vehicles to move along the street, as part of a weekly program.

Issue	Driveway Entry / Exit
Current condition	Resident concern that when vehicles are legally parked directly opposite their driveway, they are unable to conveniently enter or exit their driveway.
Works Undertaken	Staff have undertaken surveys of residents in 2015 and 2017 with options for additional 'No Stopping Anytime' sections to be added along the street. Consultation feedback has been unable to provide a conclusive outcome for actions as what benefits one resident disadvantages another.

In mid-2019, the Administration approached residents of 16 and 16a Greer Street regarding the removal of on-street parking in front of their property to facilitate easier vehicle exit at 4/17 Greer Street.

In response, both residents supported a more consistent whole of street treatment along the narrow sections, preventing parking opposite all driveways.

Overall, the street is subject to a historic difference of opinions amongst residents towards the accessibility and condition of Greer Street. From the technical assessment, it is confirmed that there are certain physical limitations of the existing street that impacts certain activities or behaviours.

The street is a local side road with very low traffic volumes, and therefore would not warrant a holistic redesign and reconstruction to rectify the historic issues. However, to resolve the dominant issue of resident driveway access, the Administration has undertaken a technical review of each driveway to assess the compliance of safe and convenient turning movements.

The review considers the following conditions:

- existing roadway; including carriageway width and proximity to on-street parking adjacent the driveway;
- existing driveway; including width of driveway, height of boundary fencing and driveway setback; and
- existing verge; including proximity to adjacent verge obstacles (street trees, stobie poles) that may restrict turning movement.

The assessment considered how these conditions combined at individual locations to affect driveway access, in particular where the driver could safely commence the turn, as well as the turning radius. The assessment considered the ability to undertake a successful entry or exit within two turning movements at each driveway.

Based on the review, eight properties were assessed to have restricted turning movement, and require 'No Stopping Anytime' parking restrictions placed immediately opposite the driveway. This will result in the loss of six on-street parks adjacent to the driveway.

In addition, access for service and emergency vehicles along the street was reviewed and, given the tight bends at the eastern and western corners, mandatory 'No Stopping Anytime' line marking will be placed adjacent the northern and southern kerb, implemented to provide safe access at all times. This will result in the additional loss of two on-street parks (one park at the eastern corner and one park at the western corner).

Finally, the road width of the western section of the street does not meet the minimum requirements for parallel parking on both sides (Australian Standards). Assessment has been made to establish a compliant design and ensure a clear path of travel for larger vehicles is provided along the length of the street. Where the loss of on-street parking is required, consideration was given to driveway accessibility and existing off-street parking capacity of adjacent residents. This will result in the loss of five on-street parks, noting that these parks were unlikely to be available for use, as parking on both sides of the street was not permitted.

As a result of the access assessment, a total of 13 on-street car parks are to be removed from Greer Street, to achieve a safe and accessible streetscape, in accordance with relevant Australian Standards.

A summary of changes is reflected on Attachment 1.

Attachment 1

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. New 'No Stopping' yellow line marking be installed as required at bends on Greer Street to address issues of safety and maintain accessibility along the road.
3. The existing section of 'No Parking 7-10am WED' be removed along the eastern (wider) section of Greer Street to provide parking at all times.
4. On the basis of endorsed changes to parking controls and other works undertaken by the Administration to date to resolve the range of local issues, Council has determined that no further changes to Greer Street, Hyde Park/Unley Park will be considered.
5. The Owners and Residents along Greer Street be notified of the Council's decision regarding parking control changes and that no further changes to Greer Street will be considered.

The installation of 'No Stopping Anytime' yellow line marking along the required sections of Greer Street will address the long-standing resident concern regarding driveway entry / access. The assessment of driveways has ensured the line marking layout is in response to technical needs and ensures equity of access along the street for all residents.

The existing 'No Parking' signage is to be removed along the eastern section where there is sufficient road width, to maximise availability of parking in appropriate areas at all times.

It is noted that the installation of line marking to improve accessibility will result in a loss of 13 potential on-street car parks. Due to the narrow width of the Western and Central sections of Greer Street, vehicles cannot generally be parked opposite one another (Australian Standards). Line marking prevents parking in locations that would otherwise be unavailable if a vehicle were parked opposite. Therefore, the loss of parking in practice is less than the 13 spaces indicated.

This has been a long-standing issue with the local residents, and the aspiration to balance on-street parking versus vehicle access has remained unresolved. Reorganisation of the street has been based on a technical assessment to improve service and emergency vehicle access along the street, better define legitimate on-street parking and provide improved access to and from properties. Further consultation is not proposed with local residents, as the assessment has confirmed that technical requirements to undertake changes are recommended. It should deter the need for cars to park onto the existing footpaths, and as a result improve the ability for pedestrians to move along the footpaths.

Correspondence to residents will include the recommendation that residents and visitors should park on-street, not on the footpath and, when parking on-street, consideration be given to not parking too close to driveways, which may impede residential access.

Option 2 –

1. The report be received.
2. New ‘No Stopping’ yellow line marking to be installed as required at the eastern and western bends of Greer Street only to address issues of safety and maintain accessibility along the road.
3. The existing section of ‘No Parking 7-10am WED’ be removed from the eastern (wider) section of Greer Street to permit parking at all times.
4. On the basis of endorsed changes to parking controls and other works undertaken by the Administration to date to resolve the range of local issues, Council has determined that no further changes to Greer Street, Hyde Park/Unley Park will be considered.
5. The Owners and Residents along Greer Street be notified of the Council’s decision regarding parking control changes and that no further changes to Greer Street will be considered.

Council may choose to install additional ‘No Stopping Anytime’ sections of yellow line at the eastern and western bends of Greer Street only. This will require the loss of two on-street parking spaces.

Current concerns associated with driveway access, roadway congestion and footpath obstacles will remain.

As a result, some residents may be required to undertake multiple turns or approaches to access their driveway, and where faced with oncoming traffic, other measures may be required. Greer Street is currently wide enough to provide sufficient space for emergency service access, subject to appropriate parking conditions.

Correspondence to residents will include advice that residents and visitors should park on-street, not on the footpath and when parking on-street, users should not park opposite an existing parked car, or park too close to driveways, which may impede residential access.

Option 3 –

1. The report be received.

This option would result in no action being taken in relation to parking controls within Greer Street Hyde Park/Unley Park at this time. It should be noted that adopting this option would not respond to the technical assessment findings, which have indicated action should be taken.

7. RECOMMENDED OPTION

Option One is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- It is anticipated that the notification letter and subsequent installation of signage and line marking should cost between \$5,000 to 7,000 to install the required line marking and can be accommodated within existing 2019/20 budget provisions.

8.2 Legislative/Risk Management

- All signage and line-marking will be designed and installed appropriate to relevant Australian Standards.
- No further capital investment is recommended for Greer Street given its local road status and the assessed condition of the existing assets. Street trees, footpath and lighting conditions will continue to be monitored as part of the whole-of-city asset management plan.

8.3 Staffing/Work Plans

- The signage and line-marking will be designed and installed by Council staff appropriate to their existing workplans.

8.4 Environmental/Social/Economic

- Efforts have been made in the final assessment of the existing street to manage the legacy of environmental, social and economic issues associated with the design and maintenance of Greer Street.
- It is acknowledged that there is a diversity of views, arising from different perceptions and expectations of local residents. Given the history of engagement to unsuccessfully seek consensus, a technical assessment has confirmed the required needs of the street, noting some community desires may remain.

8.5 Stakeholder Engagement

- The Council's waste contractor (SOLO) was consulted and support the changes in line marking along the eastern section of Greer Street.
- Ongoing consultation has been inconclusive and created division within the local community. The technical analysis removes community perceptions from the review and the requirements for change.
- The assessment and outcomes will be communicated to the local residents and property owners as part of the Council's notification process.
- Some concerns may be raised by residents as the changes arise from a technical assessment, rather than through community engagement

- It is likely the concerns of individuals may remain as individual preferences have not been actioned, following the detailed technical assessments undertaken.

9. REPORT CONSULTATION

Strategic Assets

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development



SUMMARY:
 32 SPACES RETAINED
 13 SPACES REMOVED

LEGEND:

- NO STOPPING ANYTIME TO BE INSTALLED
- NO STOPPING ANYTIME
- - - EXISTING CONTROLS TO BE REMOVED
- - - DRIVEWAY ACCESS
- - - EXISTING NO PARKING, 7-10AM WED, FOR BIN COLLECTION, TO BE RETAINED



Note: Due to the narrow width of the Western and Central sections of Greer Street, vehicles cannot generally be parked opposite one another. Line marking prevents parking in locations that would otherwise be unavailable if a vehicle were parked opposite. Therefore, the loss of parking in practice is less than the 13 spaces indicated.

Greer Street Line Marking Plan

Not to scale
 October 2019

DECISION REPORT

REPORT TITLE: MEMORANDUM OF UNDERSTANDING: CITY OF UNLEY AND ROTARY CLUB OF UNLEY

ITEM NUMBER: 4.2

DATE OF MEETING: 28 OCTOBER 2019

AUTHOR: CARLY HEMUS

JOB TITLE: EVENTS MANAGEMENT SPECIALIST

ATTACHMENTS: 1. CORRESPONDENCE RECEIVED FROM THE ROTARY CLUB OF UNLEY

1. **EXECUTIVE SUMMARY**

The Carols at the Rotunda event is an annual Christmas celebration owned and managed by the Rotary Club of Unley (RCU) held in the Soldiers Memorial Gardens since 2002. The City of Unley has supported this event through cash sponsorship and provision of in-kind services since 2004.

The Mayor recently received a request from the RCU for additional support for their annual event, over and above the funding they currently receive through Council's Community Event Sponsorship Program. Escalating costs to stage the event in recent years has resulted in the RCU incurring an increasing financial loss. The RCU has indicated that it is no longer financially viable for them to cover this deficit.

The RCU is seeking an additional \$5,000 financial support over and above the Community Events Sponsorship Program criteria to ensure longevity and growth into the future for this festive event.

2. **RECOMMENDATION**

That:

1. The report be received.
2. A new three year Memorandum of Understanding between the City of Unley and the Rotary Club of Unley be prepared for the provision of financial support to:
 - deliver an annual "Carols at the Rotunda" event;
 - develop, refresh and reinvigorate the "Carols at the Rotunda" event; and
 - increase audience participation by attracting existing and new audiences each year.

3. The Memorandum of Understanding between the City of Unley and the Rotary Club of Unley will include a total funding package of \$9,000 per annum for the annual “Carols at the Rotunda” event within the City of Unley in 2019, 2020 and 2021 and will comprise cash and in-kind support.
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living

1.2 Our Community participates in community activities, learning opportunities and volunteering.

1.2a Provide an exciting range of arts, cultural experiences and events.

4. BACKGROUND

Since the inception of the Carols at the Rotunda event in 2002, the RCU and the City of Unley have collaborated strongly, which has seen this annual Christmas event successfully delivered as a free event for the City’s residents and visitors.

As an established club situated in Unley since 1935, the RCU has a strong and vibrant service charter to encourage, foster and develop a broad range of community services and fundraising activities including many major projects, vocational and youth initiatives, international, club and service projects. The RCU strongly advocates volunteering for community.

The Carols at the Rotunda is a free annual Christmas event held on a Sunday in mid-December at the Soldiers Memorial Gardens. The event resonates with the community, bringing great joy at Christmas time to families, especially children. The success of this event has been forged through a longstanding partnership between the the Rotary Club of Unley, the City of Unley, the Unley Concert Band and the wider community.

The event features a BBQ, children’s entertainment, the ‘ringing of the bells’ at St Augustine’s church and Christmas carols. The event attracts between 700-1,000 people each year for an authentic, joyous and atmospheric celebration of Christmas.

The City of Unley has been financially supporting the Carols at the Rotunda event since 2004, as outlined below:

- Applications submitted via the Community Grants Program between 2004 and 2012 were funded as follows:

Date	Amount Requested	Amount Granted
March 2004	\$4,000.00	\$1,750.00
September 2007	\$3,000.00	\$3,000.00
September 2008	\$3,000.00	\$1,050.00
September 2009	\$3,000.00	\$2,100.00
March 2010	\$4,000.00	\$1,800.00
March 2011	\$3,000.00	\$3,000.00
March 2012	\$3,000.00	\$3,000.00

- In 2013/2014, a formal three year Memorandum of Understanding (MOU) was established that provided Council support of \$3,750 for the 2013, 2014 and 2015 Carols at the Rotunda events.
- Following the expiration of this MOU in 2016, the RCU transitioned to Council's then newly endorsed Community Event Sponsorship Program.
 - Through this program, the RCU received a three year Community Event Sponsorship Agreement in the 2015/16 financial year, which provided an annual \$3,700 (cash and in-kind) funding for the 2016, 2017 and 2018 Carols at the Rotunda events.
 - Through the 2019/20 Community Event Sponsorship Program, Council has endorsed a subsequent three year funding agreement of \$4,000 per year (cash and in-kind annually) for the 2019, 2020 and 2021 Carols at the Rotunda events. Currently, \$4,000 is the maximum amount of sponsorship available to an event of this scale through Council's Community Event Sponsorship Program.

5. DISCUSSION

The President of the RCU wrote to the Mayor on 12 August 2019 seeking to increase the amount of support offered by Council due to escalating costs to stage the event, resulting in the RCU incurring an increasing financial loss.

Attachment 1

The RCU is requesting \$5,000 cash per annum, in addition to the funding already awarded through the Community Events Sponsorship program. Council's Event Management Specialist met with an RCU representative to review the event budget and recent year's acquittals. The RCU were able to demonstrate, through presentation of receipts and a detailed budget, the increased financial cost to the Club to deliver this community event.

The Carols at the Rotunda event held in December 2018 cost the RCU \$4,954 in addition to the event sponsorship provided by Council. The RCU has identified key areas of continued cost increases, including sound infrastructure, staging and engaging new and innovative performers each year.

The event organisers recognise that the event has the potential to plateau if the event offering is not further developed, refreshed, and reinvigorated in the coming years.

The Club has agreed to consider areas where potential savings can be made and has also identified opportunities as follows:

- Media and marketing – reduce printing costs and increase online engagement through social media channels; collaborate to utilise Council's online marketing, banner frame and printed media more effectively; and liaise with the City of Unley's Youth Project Officer to target school newsletters and education (and other external) social media platforms.
- Performing arts and entertainment – continue to seek new, exciting and innovative performers and entertainment that will deliver an impactful, interactive and highly engaging event; and
- Undertake best practice in contracting service providers who deliver quality and state of the art sound, staging and infrastructure for future events.

The RCU is seeking an increase in funding support from the City of Unley to develop and grow the event to meet community expectations, and increase audience participation by attracting new attendees each year. The RCU want to ensure that in collaboration and partnership with the City of Unley and their stakeholders, the event will continue to be a well-loved addition to the City's event calendar.

By entering into a new agreement of recognised cooperation and funding, the event can be collaboratively and sustainably developed and new opportunities can be realised. This will also retain a much loved community-driven event and secures the future of the key large scale Christmas event held in the City of Unley.

The City of Unley will work with the RCU to implement strategies aimed to increase attendance numbers. It is proposed that this would be through diversifying and refreshing the event offering each year and increasing marketing and communications, including social media activities and identifying alternative funding sources to further sustain the event.

The City of Unley will seek to continue to receive recognition as the major partner of the event and would negotiate a sponsorship benefits package in recognition of this support.

It is proposed that a new MOU be put in place, which incorporates the existing three year Community Events Sponsorship Program Agreement in place and provides an additional \$5,000 funding for the 2019, 2020 and 2021 Carols at the Rotunda events.

Council will have the opportunity to review funding for this event in 2022.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. A new three year Memorandum of Understanding between the City of Unley and the Rotary Club of Unley be prepared for the provision of financial support to:
 - deliver an annual “Carols at the Rotunda” event;
 - develop, refresh and reinvigorate the “Carols at the Rotunda” event; and
 - increase audience participation by attracting existing and new audiences each year.
3. The Memorandum of Understanding between the City of Unley and the Rotary Club of Unley will include a total funding package of \$9,000 per annum for the annual “Carols at the Rotunda” event within the City of Unley in 2019, 2020 and 2021 and will comprise cash and in-kind support.

Under this option, the City will continue to maintain the strategic and collaborative partnership arrangement with the Rotary Club of Unley, consolidating Council’s intention to work towards a vibrant community where our community thrives.

The City of Unley will seek to continue to receive recognition as the major partner of the event and would negotiate a sponsorship benefits package in recognition of this support.

This will also retain a much loved community-driven event and secures the future of the key large scale Christmas event held in the City of Unley.

Option 2 –

1. A Memorandum of Understanding with the Rotary Club of Unley be prepared for financial support to:
 - deliver the annual Carols at the Rotunda event;
 - develop, refresh and reinvigorate the event; and
 - increase audience participation by attracting existing and new audiences each year.

2. The Memorandum of Understanding with the Rotary Club of Unley will include the total funding package of \$[insert amount] per annum for the implementation of the annual “Carols at the Rotunda” event within the City of Unley in [insert timeframe] and will comprise cash and in-kind support.

Under this option, Council may elect to offer a greater or lesser amount of additional cash funding associated with the MOU, or amend the timeframe of the MOU.

Any amount less than the total \$9,000 would result in the RCU running the event at a loss and would eliminate the possibility of the event being reinvigorated with new acts and entertainment. This option may also impact on the future capacity of the RCU to deliver a well loved community event.

Option 3 – The report be received.

Under this option, Council would simply receive the report and no decision would be made in relation to a Memorandum of Understanding. The RCU would continue to receive the \$4,000 per annum already endorsed for the next three year period as part of the Community Events Sponsorship Program, however this will limit the the RCU’s ability to improve the event which may affect its long term sustainability.

7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

8. **POLICY IMPLICATIONS**

8.1 **Financial/Budget**

- There is currently \$4,000 sponsorship endorsed for the Carols at the Rotunda event through the 2019/20 Community Event Sponsorship Program. Should Option 1 be endorsed, an additional \$5,000 would need to be allocated.
- Following endorsement of the 2019/20 Community Event Sponsorship funding allocations, one applicant chose to withdraw their application, which has resulted in \$3,000 being returned to the Community Chest and this can be allocated to the “Carols at the Rotunda” event in 2019/20.
- The remaining \$2,000 required would be reported at the next budget review.
- Beyond 2019/20, this additional funding would be allocated via the Community Event Sponsorship funding pool, noting that this would reduce the overall funds available for distribution to other applicants by \$5,000 for the remaining two years of the MOU, unless the budget is increased.

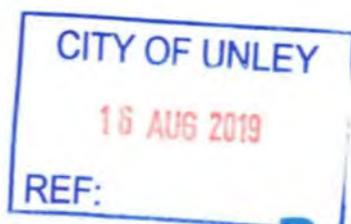
9. REPORT CONSULTATION

- Matthew Ives, Community & Cultural Development Coordinator
- Marcia Mudge, Acting Team Leader Community & Cultural Development

10. REPORT AUTHORISERS

Name	Title
Mandy Smith	Manager Community Development & Wellbeing
Megan Berghuis	General Manager, City Services

Mayor Michael Hewitson
City of Unley
181 Unley Rd
Unley SA 5061



Dear Mayor Hewitson

12 August 2019

**Rotary Club of Unley
Carols at the Rotunda**

In 1995, as part of its 60th anniversary celebrations, the Rotary Club of Unley completed the construction of the Rotunda at the Soldiers Memorial Gardens to replace that built in 1921. This also marked the beginning of the annual Carols at the Rotunda which our club has been proud to present in partnership with the Unley City Council and Unley Concert Band.

This event has provided great joy to the people of Unley, and particularly young families. Children revel in the occasion, with highlights being the special kids entertainment and arrival of Father Christmas. Parents are grateful for the chance to enjoy a fun filled stress free family moment, and we all like to sing along with the band and artists. With fine weather we attract 700-800 ardent participants each year, and on occasions get close to 1000.

Until a few years ago our club was able to mostly cover the costs of staging the Carols with help from Council and the sale of food and drinks. However the club now faces a significant financial dilemma. As shown in the acquittal provided to Council for the 2018 event, the deficit (which has to be sourced from club funds) has blown out to \$5000. This impacts on our ability to fund other worthwhile projects, both here and overseas. For the last 3 years the financial support from Council of \$2700 per annum was less than that provided during the previous grant period.

Our club is firmly committed to the Carols into the future.....it is a signature event for us. But we cannot keep sustaining large losses. Currently we are reviewing all expenditure in an attempt to save money. At the same time there is a need to continually refresh the event and to increase participation. Some areas of potential expenditure reduction will likely impact negatively on participation and enjoyment.

The Rotary Club of Unley would appreciate if you could initiate a review of our Carols partnership arrangements, with a view to increase the funding. It is important to continue to deliver a marvellous event, and to improve on it.

A handwritten signature in blue ink, appearing to read "J Booth".

Jason Booth
President
Rotary Club of Unley
PO Box 18
Unley SA 5061

PS Our Council liaison officer is Stephen Baker sandbbaker@internode.on.net and 0403 687 015. Stephen can provide any further information you require.

DECISION REPORT

REPORT TITLE:	REVIEW OF POLICIES
ITEM NUMBER:	4.3
DATE OF MEETING:	28 OCTOBER 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. S0005- BUILDING & SWIMMING POOL INSPECTION2. COU0010 - PRIVATE CARPARK AMALGAMATION INCENTIVE POLICY3. COU0013- SPORT & RECREATION POLICY4. COU0025- COMMERCIAL FITNESS TRAINING POLICY5. COU0023 - CONSERVATION GRANT POLICY6. SEEKING LEGAL ADVICE & ASSISTANCE POLICY

1. **EXECUTIVE SUMMARY**

Under the *Local Government Act 1999*, Council is required to review all Statutory and Council policies within 12 months of an election. The policies attached to this report have been recently reviewed and are proposed for endorsement by Council.

In evaluating the Policies, Council should consider whether the Policies are appropriate to endorse as presented; whether revisions are required to the Policy; or whether the Policy is no longer required and therefore should be revoked.

2. **RECOMMENDATION**

That:

1. The report be received.
2. The following policies (set out as Attachments 1 to 5 to Item 4.3 Council Meeting 28 October 2019), be adopted:
 - 2.1 Building & Swimming Pool Inspection Policy (Version 4)
 - 2.2 Private Carpark Amalgamation Incentive Policy (Version 3)
 - 2.3 Sport & Recreation Policy (Version 4);

- 2.4 Commercial Fitness Training Policy (Version 5); and
- 2.5 Conservation Grants Policy (Version 6).

- 3. The following policy (set out as Attachment 6 to Item 4.3 Council Meeting 28 October 2019) be revoked:
 - 3.1 Seeking Legal Assistance & Advice Policy (Version 1).

3. RELEVANT CORE STRATEGIES/POLICIES

- 4. Civic Leadership
 - 4.1 We have strong leadership and governance.

4. BACKGROUND

Under the *Local Government Act 1999*, Council is required to review all Statutory and Council Policies within 12 months of an election.

Statutory Policies are those that are required under legislation.

Council Policies are policies or procedures that set the strategic tone of Council on matters that significantly impact on the community in some way. These policies must be adopted in the first instance, or endorsed following review, by Council.

The requirement for a Council policy will be triggered when an officer, Elected Member(s) or stakeholder has identified:

- (a) a need for a Program Policy (e.g. Community Grants Program); or
- (b) a need to specify how Council will respond in specific situations.

Council Policies relate to a specific program, initiative or issue, and may affect a range of functions within Council's service delivery.

The following policies have been reviewed and are being proposed for Council endorsement:

- Building & Swimming Pool Inspection Policy (Version 4);
- Private Carpark Amalgamation Incentive Policy (Version 3);
- Sport & Recreation Policy (Version 4);
- Commercial Fitness Training Policy (Version 5); and
- Conservation Grants Policy (Version 6).

The following policies have been reviewed and are being proposed for revocation:

- Seeking Legal Assistance & Advice Policy (Version 1).

Policies included with this report have been circulated to Elected Members for comment, prior to presentation to Council.

5. **DISCUSSION**

STATUTORY POLICIES

5.1 Building & Swimming Pool Inspection Policy

The *Development Act 1993* requires Council to have a building inspection policy and a swimming pool inspection policy. The policy must set the level of inspections and the criteria used to select buildings to be inspected.

No amendments have been made to this Policy as implementation of the *Planning Development and Infrastructure Act 2016* will warrant a full review next year.

Attachment 1

COUNCIL POLICIES

5.2 Private Carpark Amalgamation Incentive Policy

The Private Carpark Amalgamation Incentive Policy guides Council's intent to encourage landowners to amalgamate privately owned rear car parks to improve the accessibility to Unley Mainstreet Precincts.

Council plays a coordinator/facilitator role to implement the long-term objective of improving car park accessibility and benefits, which are realised by the amalgamation of privately owned rear car parks adjacent the Mainstreet Precincts.

The policy aims to provide a clear process for stakeholders to understand the steps involved, with a transparent and equitable methodology for determining the level of support a landowner can expect from Council as an incentive to participate.

There have been no changes between this version of the Policy and the last beyond being updated to reflect the current format and position titles.

Attachment 2

5.3 Sport & Recreation Policy

The Sport & Recreation Policy sets out to enable the community to participate in quality sport and recreation opportunities within the City of Unley, as well as to promote the benefits of living a healthy lifestyle through participation in sport and recreation, and to promote the opportunities that exist within the City of Unley and adjoining Councils.

Council will actively encourage the development of a community in which individuals have the right, opportunity, and means to access appropriately located and promoted sport and recreation facilities, programs and services of good quality, regardless of age, gender, income, ability and culture.

The Policy provides that Council's sport and recreation assets are used at sustainable levels and maintained in accordance with a service level asset management approach that aligns to the classification and use of a particular asset, whilst clubs and other recreation service providers are supported to maximise the number of people involved in sport and recreation activities.

There have been minimal changes between this version of the Policy and the last beyond being updated to reflect the current format and position titles.

Attachment 3

5.4 Commercial Fitness Training Policy

The Sport & Recreation Policy establishes a framework for the management of commercial fitness training using community land within the City of Unley. Commercial fitness training conducted on community land is managed in accordance with section 200 of the *Local Government Act 1999*, Council by-laws, and Council's Community Land Management Plans.

Community land is primarily for community use and any commercial use of community land should not overly restrict community use. This Policy aims to ensure permits for commercial fitness training on community land are granted through a fair and equitable process.

There have been minimal changes between this version of the Policy and the last beyond being updated to reflect the current format, and position titles and industry feedback on current and future usage.

Attachment 4

5.5 Conservation Grants Policy

The Conservation Grant Policy sets out the terms and conditions for providing assistance towards the costs on either Significant Trees and Local Heritage Items or Contributory Buildings in a Conservation Zone to preserve them in a 'safe and aesthetically pleasing condition'. Grants may be allocated for up to 50 per cent of the total cost of a single conservation treatment with the maximum amounts available per maintenance pruning of a significant tree being \$1,000.

Grants will only be provided while funds remain in the budget allocated by the Council for the relevant financial year (currently up to \$50,000).

As per the Canopy Action Plan, the conditions have been expanded to now include Regulated trees (as defined under the *Development Act 1993*). The aim of this is to support more residents to maintain existing canopy cover on private land.

The Conservation Grants Policy was extensively discussed with Elected Members at a briefing on 30 September. At that time it was noted that substantive changes would not be made as part of this review, on the basis that a subsequent revision may be required when the new Planning and Design Code is implemented to reflect any relevant heritage changes.

If endorsed, changes proposed in the attached version of the Policy will come into effect ready for the next Conservation Grant round in early November 2019. The policy has also been updated to reflect the current format.

Attachment 5

REVOCAATION

5.6 Seeking Legal Assistance & Advice Policy

The Seeking Legal Assistance & Advice was previously adopted by council in contemplation of requirements by a scheme under the legislation. However, the scheme was never establish therefore the policy is not required.

Attachment 6

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The following policies (set out as Attachments 1 to 5 to Item 4.3 Council Meeting 28 October 2019) be adopted:
 - 2.1 Building & Swimming Pool Inspection Policy (Version 4)
 - 2.2 Private Carpark Amalgamation Incentive Policy (Version 3)
 - 2.3 Sport & Recreation Policy (Version 4);
 - 2.4 Commercial Fitness Training Policy (Version 5); and
 - 2.5 Conservation Grants Policy (Version 6).
3. The following policy (set out as Attachment 6 to Item 4.3 Council Meeting 28 October 2019) be revoked:
 - 3.1 Seeking Legal Assistance & Advice Policy (Version 1).

This option will finalise the above policies for implementation. Statutory and Council Policies are published to the City of Unley website once finalised.

Option 2 –

1. The report be received.

2. Subject to the amendments set out below, the policies (included as Attachments 1 to 6 to Item 4.3, Council Meeting 28 October 2019) be adopted:

- 2.1 <00> (version <00>);

[insert amendments required or delete if not required]

Council may wish to request amendments to the Policies. If this is the case, the amendments should be articulated as part of the resolution.

Alternatively, Council may wish to have further work undertaken on particular policies prior to endorsement. If that is the case, these policies should be listed as a Part 3 to the resolution, in the following manner:

3. The following policies (set out as Attachment X, etc to Item 4.3, Council Meeting 28 October 2019) be further amended and returned to Council for endorsement:

- 3.1 [insert policy name]

- 3.2 [etc]

Finally, Council may wish to revoke any of the Council policies proposed for endorsement. In making a decision to revoke a Council Policy, Council should consider any impact on current services/processes. Should Council wish to revoke any of the policies included in this report, these should be listed as a separate part to the resolution in the following manner:

4. The following policies (set out as Attachment X etc to Item 4.3, Council Meeting 28 October 2019) be revoked:

- 4.1 [insert policy name]

- 4.2 [etc]

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Legislative/Risk Management

- Council is required to review and endorse all Statutory and Council Policies within 12 months of an election, ending November 2019.

9. REPORT CONSULTATION

The policy review has been conducted by officers within the relevant Council business unit and the Executive Management Team has subsequently reviewed the policies prior to inclusion in the Council Agenda.

In addition, the revised policies were forwarded by email for review by the Elected Members, prior inclusion in this report for Council.

10. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO



S0005: BUILDING & SWIMMING POOL INSPECTION POLICY

Policy Type:	Statutory Policy
Responsible Department:	City Services
Responsible Officer:	Manager, Development & Regulatory Services
Related Policies and Procedures	<ul style="list-style-type: none"> • Nil
Community Plan Link	<i>Community Living:</i> 1.1 Our community is active, healthy and feels safe
Date Adopted	25 June 2012: C114/12
Last review date	23 October 2019
Next review date	October 2022
Reference/Version Number	S0005: Version 4
ECM Doc set I.D.	2130726

1. PREAMBLE

- 1.1. The *Development Act 1993* (the Act) requires Council to have a building inspection policy and a swimming pool inspection policy. The policy must set the level of inspections and the criteria used to select buildings to be inspected.

2. SCOPE

- 2.1. This Policy applies to all development approvals issued for the Council area.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. In relation to building work, this Policy is mandatory under Section 71A(1) of the Act.
- 3.2. In relation to swimming pools, this Policy is mandatory under Section 71AA(7) of the Act and Regulation 76D(4a) of the *Development Regulations 2008* (the Regulations).
- 3.3. Pursuant to Section 71A(2) this Policy must specify:
- a level or levels of audit inspections to be carried out by Council on an annual basis with respect to building work within its area (including building work assessed by private certifiers under Part 12) involving classes of buildings prescribed by the Regulations; and
 - the criteria that are to apply with respect to selecting the buildings that are to be inspected under the Policy.
- 3.4. Pursuant to Section 71A(4a) this Policy complies with any regulation prescribing a minimum level of inspections to be carried out by Council on an annual basis with

respect to building work within its area (including building work assessed by private certifiers under Part 12 of the Act). In this Policy, the only regulation to do so is Regulation 80AB.

- 3.5. Pursuant to Regulation 76D(4b) this Policy complies with the requirements set out in that regulation as to minimum levels of inspection of swimming pools (including safety fences and barriers associated with such swimming pools) within the area of Council.
- 3.6. This Policy does not apply to the appropriate authority constituted under Section 71(19), commonly known as the Building Fire Safety Committee, nor does it apply to an inspection under Section 71(1).

4. DEFINITIONS

Words and phrases defined by the Act and Regulations have the same meaning when used in this Policy. In addition, the following words and phrases are defined:

- 4.1. **Audit Inspection** is an inspection which determines (within the scope of the inspection and only insofar as the inspection is able to do so) whether or to what degree the inspected building work complies with:

- the relevant development approval or any applicable exemption
- if applicable, any other relevant documents (for example a required checklist)

an audit inspection does not involve any assessment of building work against the building rules or swimming pool safety requirements at large, nor any assessment of the structural or functional adequacy of any building work.

- 4.2. **Building Inspection** is an audit inspection of building work, excluding any building work comprising solely a swimming pool (including related swimming pool safety features) or swimming pool safety features or portion thereof.

- 4.3. **Inspection** is a comparison by an inspector (with or without assistants) of

- (a) visual observations of that building work, and
- (b) measurements or test results of selected parts¹ of that building work, with:
 - the plans and details (if any) which form part of a development approval (or exemption) which relates to that building work, and
 - if applicable, any other relevant documents (for example a required checklist)²; and

may include the interview of any person associated with the building work.

- 4.4. **inspector** is an authorised officer of Council, appointed under Section 18 of the Act, who holds a current accreditation as a building surveying technician (or equivalent or greater accreditation), or who has been approved by the Minister under Regulation 87(3)(c)

- 4.5. **person** includes all legal persons including bodies corporate

¹ How such parts are to be selected is dealt with later in this Policy.

² At present a supervisor's checklist is prescribed in relation to roof framing under Regulation 74(5).

- 4.6. **swimming pool inspection** is an audit inspection of a swimming pool (including related swimming pool safety features) or swimming pool safety features or portion thereof
- 4.7. **swimming pool safety requirements** the requirements of the Act and Regulations pertaining to swimming pool safety

Where this Policy refers to an inspection, that is a reference to an audit inspection as defined above. Where this Policy uses the word "inspect", that means "undertake an audit inspection".

5. ROLES AND RESPONSIBILITIES

- 5.1. This Policy will be administered on behalf of Council by the:
- Manager of Development & Regulatory Services

6. POLICY STATEMENT

6.1. Selection of Building for Inspection

- 6.1.1. Excluding swimming pools, not all buildings will be inspected. The Council does not have the resources to do so. However, all swimming pools known to the Council will be inspected in accordance with this Policy.
- 6.1.2. Buildings will be selected for inspection in accordance with the following criteria (in descending order of preference):
- buildings which appear to be unsafe;
 - buildings which ordinarily present a high risk to fire and life safety, and in particular swimming pools;
 - buildings which are used by many people, particularly where many people do so simultaneously;
 - buildings which involve roof framing;
 - buildings which are obliged to provide access to disabled persons;
 - buildings in respect of which a complaint has been made; and
 - in the event that inspection of the foregoing buildings does not result in the prescribed minimum inspection levels being met, any other buildings.
- 6.1.3. Where a building is selected for inspection it may be inspected at any stage of construction, and may be inspected more than once (i.e. it may be inspected at different stages of construction).
- 6.1.4. As noted above, all swimming pools known to the Council will be inspected in accordance with this Policy.

6.2. Levels of Inspection

Prescribed Minimum Levels

- 6.2.1. In accordance with Section 71A(4a) and Regulation 80AB(2) this Policy specifies the following minimum inspection levels for all classes of buildings, other than:

- (a) Class 10 buildings which are not attached to any part of the roof framing of a building of another class, and
- (b) swimming pools

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

- (i) a number of inspections equal to **66%** of the building rules consents³ issued over the course of the year⁴ for building work involving the construction of any roof framing where a licensed building work contractor is responsible for the relevant building work⁵; and
- (ii) a number of inspections equal to **90%** of the building rules consents issued over the course of the year for building work involving the construction of any roof framing where a licensed building work contractor is not responsible for the relevant building work⁶.

6.2.2. In accordance with Regulation 76(4b) this Policy specifies the following minimum levels of inspection of swimming pools (including safety fences and barriers associated with such swimming pools):

- (a) at least **80%** of swimming pools constructed over the course of the year must be inspected within **2 weeks** of the Council being notified of the completion of—
 - (i) in the case of a swimming pool the construction of which required the construction of a safety fence or barrier—the construction of the safety fence or barrier; or
 - (ii) in any other case—the construction of the swimming pool;
- (b) the remaining **20%** of swimming pools constructed over the course of the year must be inspected within **2 months** of the Council being notified of the completion of:
 - (i) in the case of a swimming pool the construction of which required the construction of a safety fence or barrier—the construction of the safety fence or barrier; or
 - (ii) in any other case—the construction of the swimming pool.

Counting Inspections

6.2.3. To determine whether the minimum numbers set out above are met:

- (a) building inspections must be counted in accordance with the methodology set out below; and
- (b) swimming pool inspections must be cross-referenced with swimming pools known to be constructed.

³ For the purposes of this Policy, a variation to an operative building rules consent does not, itself, count as a building rules consent and nor does the extension of the operative period of any building rules consent (whether operative or lapsed).

⁴ For the purposes of this Policy, "the year" is the relevant calendar year.

⁵ Regulation 80AB(2) does not identify what "the relevant building work" is. For the purposes of this Policy "the relevant building work" is the entirety of the building work to which the relevant approval or exemption relates.

⁶ See above note. Adopting this interpretation has the effect that paragraph (b) applies to "owner-builder" situations. This is consistent with the recommendations of the October 2008 Report of the Ministerial Taskforce on Trusses.

- 6.2.4. The first inspection of the building work forming part of any particular building is counted as one inspection.
- 6.2.5. Where building work forming part of a building is inspected at a particular stage, and problems are found, any re-inspection undertaken to determine whether the problems have been corrected does not count as an inspection. Rather, it is taken to be part of the initial inspection.
- 6.2.6. However, inspection of building work forming part of a building at a later stage is counted as a separate inspection, even if the building was inspected at an earlier stage.

Target Inspection Levels

- 6.2.7. In addition to ⁷ the prescribed minimum levels, Council aims to inspect:
 - (a) in relation to building work which relates to a non-residential building or buildings (but excluding free-standing Class 10 buildings), a number of inspections equal to **20%** of all notifications received by Council under Section 59(1) and Regulation 74(1)(a) for the intended commencement of such building work.

6.3. INSPECTION PROCEDURES

- 6.3.1. The Team Leader Building will, in consultation with the Council's inspectors, prepare an inspection procedure.
- 6.3.2. The inspection procedure will:
 - include a standard-form inspection checklist;
 - identify what evidence should be gathered during an inspection so as to permit punishment of any person found to be responsible for any breach of the Act or Regulations arising from, or in connection with the inspected building work;
 - set out what record keeping will occur, including how evidence gathered in the course of an inspection is to be filed; and
 - set out what statistics must be identified and reported, including to whom and how such reports will be made.
- 6.3.3. All inspections will comply with the inspection procedure insofar as is reasonably practicable and the inspector in each case will complete the inspection checklist.

6.4. ENFORCEMENT & DISPUTE RESOLUTION

- 6.4.1. All inspectors will hold current delegations which permit directions to be given under Section 84(2) by the inspector.
- 6.4.2. Where an inspection reveals a problem the inspector will determine what action to take to correct the problem or may refer the matter to a Team Leader or Manager. In determining what action to take, the inspector will not permit a problem to be fixed in manner which prevents the inspector from reasonably

⁷ But recognising that inspections undertaken to satisfy the prescribed minimum levels may also wholly or partially satisfy the target inspection levels.

observing that the problem has been fixed unless the inspector considers exceptional circumstances apply.

6.4.3. Possible actions include:

- (a) obtaining a verbal or written assurance from the person responsible for the building work (for convenience called "the builder") that the problem will be corrected by a particular date and will be left in a state so that the correction can be inspected, and scheduling a follow-up inspection on that date to verify that has occurred;
- (b) in the case of a breach of the Act or Regulations, giving a direction⁸ to a person under Section 84(2) to
 - (i) refrain (for a specified period or until further notice) from the act or course of action that constitutes the breach; and/or
 - (ii) make good any breach in a manner, and within a period, as specified;
- (c) taking, or arranging to be taken in the name of the Council, such urgent action as is required because of any situation resulting from the breach pursuant to Section 84(2)(c);
- (d) in the case of a threat to safety arising out of the condition or use of a building or an excavation, or a threat to any State or local heritage place, making an emergency order under Section 69(1) which requires the owner of any land or building to:
 - (i) evacuate the building or land;
 - (ii) not to conduct or allow a specified activity;
 - (iii) immediately terminate a specified activity; and/or
 - (iv) carry out building work or other work;
- (e) also in the case of a threat to safety arising out of the condition or use of a building or an excavation, or a threat to any State or local heritage place, making an emergency order under Section 69(1) which:
 - (i) prohibits the occupation a building or land; or
 - (ii) prohibits the use of a building or land for a specified activity, or an activity of a specified class;
- (f) expiating a breach of Section 84 or Regulation 74 (the notification, supervisor's checklist and non-concealing requirements), pursuant to sub-Regulation 74(8).

6.5. Legal Proceedings

- 6.5.1. Legal proceedings, including civil or criminal proceedings, will not be commenced by an inspector.
- 6.5.2. Where the correction of a problem becomes a dispute between Council and another party, Council will first attempt to resolve the dispute without use of legal proceedings.

⁸ A direction can be given verbally, but will lapse if not confirmed in writing by 5 pm on the next business day by the authorised officer who gave the direction. Owing to the inherent difficulty of "confirming" verbal directions (there is rarely a verbatim record of the verbal direction), verbal directions will ordinarily be limited to directions to refrain from further building work (commonly known as a "stop work" direction) and will, before the verbal direction lapses, be followed by fresh directions in writing which supersede the verbal direction.

- 6.5.3. Attempts which may be made to resolve such disputes include:
- (a) in the case of a dispute as to the meaning of a building rules consent, referring the matter to a building assessor;
 - (b) involving other Council officers and inspectors for clarification and/or a second opinion of the dispute; and
 - (c) consulting an independent professional with expertise in the relevant area.

6.6. LIABILITY

- 6.6.1. The Council inspects building work and swimming pools in accordance with the objectives of this Policy and for the public good. Inspections are not carried out for the benefit of any past, current or future owner, occupier or neighbour of any building work. The Council does not accept that it owes a duty to such persons or indeed any particular person in relation to any inspection.
- 6.6.2. Section 99 provides that no act or omission in good faith in relation to a particular development by a council or an authorised officer after the development has been approved subjects that person or body to any liability.
- 6.6.3. All inspections will be undertaken in good faith.
- 6.6.4. Council does not accept any liability in relation to any inspection. In relation to any allegation of liability (including any claim) no officer other than the CEO may admit liability.

7. POLICY DELEGATIONS

- 7.1. The officers listed below have sub-delegation under this policy:

- The Chief Executive Officer will implement this Policy.

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

8. LEGISLATION

- *Development Act 1993*
- *Development Regulations 2008*
- *Disability Discrimination Act 1992*
- *Guide to Safer Roof Framing 2012*

9. AVAILABILITY OF POLICY

- 9.1. The Policy is available for public inspection during normal office hours at:

The 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.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
25 June 2012	C114/12:V1	
11 March 2014	C1071/14:V2	Was policy number COU18
23 Nov 2015	C307/15: V3	
28 October 2019	C<00>/19:V4	



COU0010: PRIVATE CAR PARK AMALGAMATION INCENTIVE POLICY

Policy Type:	Council
Responsible Department:	City Development
Responsible Officer:	Coordinator Business and Economic Development
Related Policies and Procedures	<ul style="list-style-type: none"> • Onstreet Parking Policy • Car Parking Contributions Fund • Discretionary Rate Rebates
Community Plan Link	<i>Community Living:</i> 1.5 Our City is connected and accessible.
Date Adopted	22 July 2013: C820/13
Last review date	28 October 2019: C<00>/19:
Next review date	September 2022
Reference/Version Number	COU0010: Version 3
ECM Doc set I.D.	2067604

1. PREAMBLE

- 1.1 Council will endeavour to improve car parking accessibility, usability, efficiency and traffic movement for commercial precincts.

2. SCOPE

- 2.1 The amalgamation of privately owned car parks will only be considered for Council funding when there is clear demonstration of one or more of the following benefits:
- creating additional car parks;
 - improving traffic movement efficiencies (i.e. side street to side street);
 - increasing public awareness of underutilised car parks; and
 - consistency of equitable application

3. POLICY PURPOSE/OBJECTIVES

- 3.1 The policy guides Council's intent to encourage landowners to amalgamate privately owned rear car parks to improve the accessibility to Unley Mainstreet Precincts.
- 3.2 Council should play a coordinator / facilitator role to implement the long-term objective of improving car park accessibility and benefits which are realised by the amalgamation of privately owned rear car parks adjacent the Mainstreet Precincts.
- 3.3 The policy considers the following objectives:

- accessibility;
- equitable system;
- safety; and
- improved efficiencies.

3.4 The policy aims to provide a clear process for stakeholders to understand the steps involved.

3.5 The policy provides a transparent and equitable methodology for determining the level of support a landowner can expect from Council as an incentive to participate.

3.6 This policy is based on cooperation between individual landowners and Council.

4. DEFINITIONS

4.1 Not applicable.

5. ROLES AND RESPONSIBILITIES

5.1 Coordinator Business and Economic Development.

5.2 This policy will be reviewed on a three (3) yearly cycle, with particular attention to:

- the effectiveness of the policy in achieving its desired outcomes;
- the extent to which the policy provisions have been taken up; and
- the overall management of the policy.

6. POLICY STATEMENT

6.1 There will be no property acquisition or discriminatory outcomes (i.e. blocking access) under this policy.

6.2 Incentives may include:

- a percentage payment contribution to the cost associated with car park resurfacing treatment;
- a percentage payment contribution to undertake or redo car park line marking;
- additional signage including Council supplied digital signage indicating the number of car park spaces available to main street commuters;
- entering into a Land Management Agreement (LMA) with Council to share the use of the car park and enforce new parking time limits following the implementation of such controls to deter all day city commuter parking;
- Council producing and distributing a parking map for the residents and visitors to assist and promote the business tenants of the subject site to attract new customers based on an increased awareness of easy accessibility; and
- applying discounts on general rates for the term of the agreement.

6.3 The attached framework outlines the procedures associated with the policy to encourage landowners to amalgamate privately owned rear car parks (see Attachment 1).

7. POLICY DELEGATIONS

7.1 Information regarding the sub-delegated powers and duties is contained in Council's Delegations Register.

8. LEGISLATION

- *Private Parking Areas Act 1986*
- *Local Government Act 1999*

9. AVAILABILITY OF POLICY

9.1 The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

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

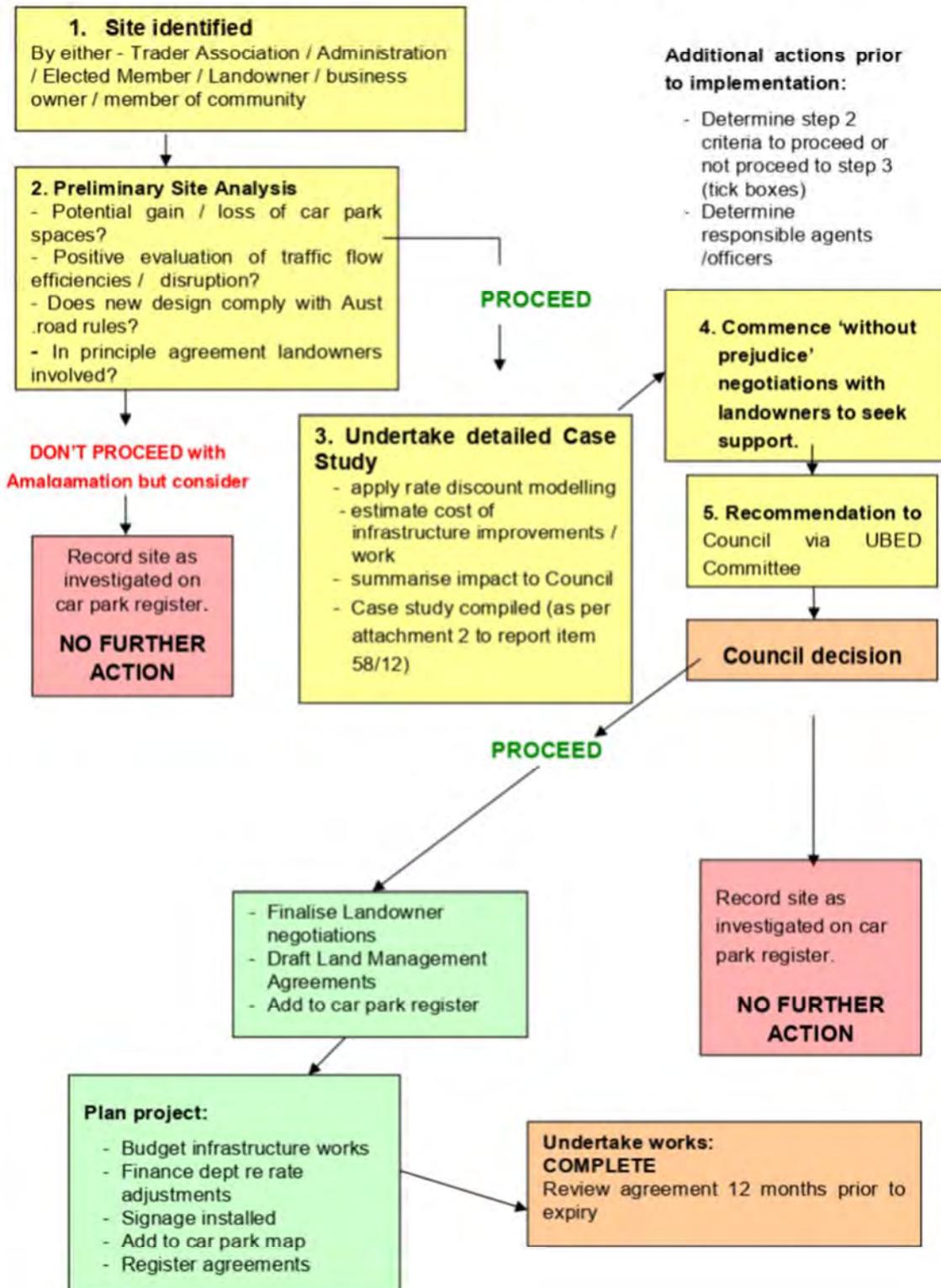
It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

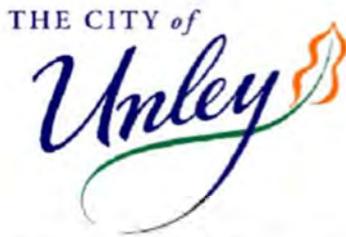
10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
22 July 2013	C820/13: V1	
26 Oct 2015	C290/15: V2	
28 October 2019	C<00>/19:V3	

ATTACHMENT 1

Procedure Framework – Car Park Amalgamation / Efficiency Gains





COU0013: SPORT & RECREATION POLICY

Policy Type:	Council
Responsible Department:	City Development
Responsible Officer:	Manager City Design
Related Policies and Procedures	<ul style="list-style-type: none"> • Property Management • Naming of Roads and Council Assets
Community Plan Link	Community Living
Date Adopted	25 October 2010: C758/10
Last review date	29 October 2019: C<00>/19
Next review date	October 2022
Reference/Version Number	COU0013: Version 4
ECM Doc set I.D.	1840092

1. PREAMBLE

- 1.1. Council acknowledges participation in sport and recreation activities is a key contributing factor to building and maintaining positive health and wellbeing.
- 1.2. Council acknowledges that sport and recreation activities and interests vary widely within the community. Council recognises that all residents of the City of Unley should have the opportunity to participate in a range of sporting and recreational opportunities.

2. SCOPE

- 2.1. Council will actively encourage the development of a community in which individuals have the right, opportunity, and means to access appropriately located and promoted sport and recreation facilities, programs and services of good quality, regardless of age, gender, income, ability and culture.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The objectives of this policy are:
 - 3.1.1. To enable the community to participate in quality sport and recreation opportunities within the City of Unley.
 - 3.1.2. To promote the benefits of living a healthy lifestyle through participation in sport and recreation, and to promote the opportunities that exist within the City of Unley and adjoining Councils.
 - 3.1.3. To ensure that Council's sport and recreation assets are used at sustainable levels and maintained in accordance with a service level asset management approach that aligns to the classification and use of a particular asset.

- 3.1.4. To actively support resource and facility sharing and encourage joint development of multi-use facilities by Council, the community and other service providers.
 - 3.1.5. To actively support clubs and other recreation service providers to maximise the number of people involved in sport and recreation activities.
 - 3.1.6. To develop and maintain partnerships with other Local Government agencies, State and Federal Governments to develop a coordinated and integrated approach across government and to attract funding resources for recreation projects that meet the needs of the community.
- 3.2. In order to achieve these objectives Council's approach is based on the following themes:

Participation for all

- 3.2.1. Everyone should have opportunities to participate in sport and recreation activities that contribute to their health and wellbeing, regardless of age, ability, gender, cultural background or socio-economic status.
- 3.2.2. We will encourage, support and facilitate in piloting and evaluating new ideas and opportunities that encourage more people to be physically active.

Optimal facilities and optimal use

- 3.2.3. Sport and recreation facilities should be strategically provided in accordance with current and future community interests and needs, population growth and resources, to ensure we provide the right mix and balance of facilities, in consideration of opportunities near City of Unley's borders.
- 3.2.4. We will aim to provide sport and recreation facilities throughout the City that offer a variety of experiences and choices, and to design facilities for optimal use.
- 3.2.5. Facility provision and design will consider public health and safety, other investment (such as by local sports clubs), historic and name associations (such as a sports club affiliation with a facility), minimising our ecological impact, and providing appropriate quality.
- 3.2.6. We will work with organisations and individuals to foster and encourage behaviour changes to ensure resources are used optimally.

Partnerships

- 3.2.7. We will seek and foster partnerships with the community, community organisations, other government agencies, the private sector, education institutions and the sport and recreation industry to deliver more opportunities and deliver them in a relevant and timely manner.
- 3.2.8. We will collaborate with the community on sport and recreation initiatives to build community capacity, promote inclusiveness and empower people to be responsible for their own health and wellbeing.

Sustainable sport and recreation facilities, programs and services

- 3.2.9. Financial sustainability will be a key consideration in all sport and recreation opportunities.
- 3.2.10. We will take a 'whole of Council' approach to deliver sport and recreation facilities, programs and services.

- 3.2.11. We will work to leverage our investment in sport and recreation from external sources and will endorse and encourage commercial opportunities where they promote physical activity outcomes.

Involving our community

- 3.2.12. We will listen to, and work with, the community to ensure interests and needs are considered when providing and/or advocating for sport and recreation opportunities.
- 3.2.13. We will provide information to the community regarding sport and recreation opportunities in the City of Unley and will promote the positive aspects of physical activity as a contributor to health and wellbeing.

4. DEFINITIONS

For the purposes of this policy, the following definitions apply:

Sport is any human activity capable of achieving a result requiring physical exertion and/or physical skill which, by its nature and organisation, is competitive and is generally accepted as being a sport (Office for Recreation & Sport SA, 2015).

Recreation is any structured or unstructured, active or passive activity chosen and undertaken for the purpose of enjoyment. Recreation is engaged in during leisure time and offers a person an outlet for physical, mental and/or creative expression.

5. ROLES AND RESPONSIBILITIES

5.1. This Policy will be administered on behalf of Council by the:

- Landscape Architect
- Manager City Design

6. POLICY STATEMENT

6.1. Council recognises its various roles in ensuring all members of the community have access to quality sport and recreation facilities, programs and services.

7. POLICY DELEGATIONS

7.1. The Administration may make any alterations when necessary to the Regular Sports Training Activities Permit Terms and Conditions without requiring formal Council approval.

8. LEGISLATION + PLANS

Local Government Act 1999

City of Unley By-laws:

- No. 1; Permits and Penalties
- No. 3; Local Government Land

City of Unley; *Four Year Delivery Plan 2017-2021*

City of Unley; *Community Land Management Plans, 2007*

City of Unley; *Sport and Recreation Plan 2015-2020*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The 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.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
25/10/2010	C758: V1	
22/10/2012	C564:V2	
13/07/2015	C178: V3	Policy number COU109 discontinued. Policy previously called "Recreation" policy.
28/11/2019	C<00>: V4	



COU0025: COMMERCIAL FITNESS TRAINING ON COMMUNITY LAND

Policy Type:	Council/Administrative/HR Policy
Responsible Department:	City Development
Responsible Officer:	Manager City Design
Related Policies and Procedures	<ul style="list-style-type: none"> • C0U0013: Sport & Recreation Policy
Community Plan Link	<p><i>Community Living:</i> 1.1 Our Community is active, healthy and feels safe</p> <p><i>Economic Prosperity:</i> 3.1 Unley is recognised as an easy place to do business.</p>
Date Adopted	28 November 2011: C293/11
Last review date	14 December 2015: C334/15
Next review date	October 2022
Reference/Version Number	COU0025: Version 5
ECM Doc set I.D.	1840111

1. PREAMBLE

- 1.1. Due to the low amount of open space available for recreation, community land in the City of Unley is in high demand for community and commercial use and this use and demand is anticipated to increase substantially in the future. Growth within the fitness training industry has led to an increasing trend for fitness trainers to undertake activities outdoors, using community land owned and/or managed by Council.

2. SCOPE

- 2.1. This Policy establishes a framework for the management of commercial fitness training using community land. This Policy is also applicable to the Civic Centre Village Green.
- 2.2. Commercial fitness training conducted on community land is managed in accordance with section 200 of the *Local Government Act 1999*, Council by-laws, and Council's Community Land Management Plans.
- 2.3. Community land is primarily for community use and any commercial use of community land should not overly restrict community use.
- 2.4. Council aims to ensure permits for commercial fitness training on community land are granted through a fair and equitable process, in accordance with the system contained in this policy and the attached Terms and Conditions.

- 2.5. An annual fee will apply to undertake commercial fitness training on community land. Council endorses fees for facility hire annually in conjunction with the Council's Annual budget, and the fee for commercial fitness training will be set as part of this process. No discounts to this fee will be available.
- 2.6. Refer to Council's Annual Fees and Charges Schedule for an up-to-date list of fees. This may be viewed at the Civic Centre or on the Council website; www.unley.sa.gov.au
- 2.7. Commercial fitness training participants are prohibited from using public art works and memorials as part of the exercise routine or for attaching of any equipment.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The objectives of this Policy are to:
 - 3.2. ensure that appropriate community use of community land remains the priority use, and to define what locations, activities, and fitness group sizes are appropriate..
 - 3.3. resolve any issue arising from the use of community land for commercial fitness training in an efficient and effective manner.
 - 3.4. ensure a consistent approach to the management of commercial fitness training on community land.
 - 3.5. ensure fitness trainers/leaders undertaking commercial activities on community land have the relevant qualifications and insurances, to reduce any risk to participants, other reserve users, and Council.
- 3.6. The Permit Terms and Conditions aim to:
 - reduce the potential for harm to persons who are engaging in fitness activities, and
 - protect Council equipment, infrastructure, built and natural assets from misuse and damage.
- 3.7. Where Council infrastructure works and maintenance may be required at the same time as a booked training session, Council Administration will aim to give reasonable advance notice to the fitness activity permit holder.

4. DEFINITIONS

- 4.1. **Commercial activity** is an activity that results in financial profit to the organiser of the activity.
- 4.2. **Community land** is defined in Section 193(1) of the *Local Government Act 1999* as; "All local government land (except roads) that is owned by a council or is under a council's care, control and management".
- 4.3. **Civic Centre Village Green** is open space adjacent to the Civic Centre bounded by Oxford Terrace, Rugby Street and Edmund Avenue.
- 4.4. **Council** is the Corporation of the City of Unley.
- 4.5. **Fitness training** is any activity involving physical exercise with the aim of enhancing or maintaining physical fitness and overall health and wellness. These activities may include strengthening muscles and the cardiovascular system, improving athletic skills, weight loss or maintenance, and for enjoyment.
- 4.6. **Fitness trainer/leader** is a person who facilitates and/or assists others to participate in fitness training.

5. ROLES AND RESPONSIBILITIES

5.1. Permits will be administered on behalf of Council by City Design.

6. POLICY STATEMENT

- 6.1. This policy provides a framework for managing and allocating the use of community land by commercial fitness groups.
- 6.2. The City of Unley acknowledges that outdoor fitness training is an appropriate form of recreation and contributes to the health and well-being of Unley residents.
- 6.3. This policy does not apply to:
 - other commercial activities on community land,
 - fitness training that is not of a commercial nature.

Permit System

- 6.4. Use of community land for commercial fitness training purposes is managed through the issuing of Permits. The purpose of the Permit System is:
 - 6.4.1. To establish a fair and equitable process, fitness trainers must apply annually for the 12 month permit.
 - 6.4.2. Commercial fitness trainers should complete a Commercial Fitness Training – Application Form by 1 May, to apply for a permit for the following financial year (from July to June each year).
 - 6.4.3. Council Administration staff will assess the form, and a twelve-month permit will be issued, provided that the fitness trainer pays the relevant fee, and meets the requirements outlined in the Fitness Training Permit Terms and Conditions (Appendix A).
 - 6.4.4. Fitness trainers may be allocated a location and times that meet their request and Council requirements. Where a request cannot be met or is not appropriate, Council will negotiate alternative options in accordance with this policy.
 - 6.4.5. Where fitness trainers/leaders make application to Council after the 1 May deadline, a permit may be granted where the request can be accommodated in accordance with this policy.
 - 6.4.6. Existing fitness trainers may be given priority to book their desired location and times, and Council reserves the right to change bookings after review.
 - 6.4.7. While no discount is offered on the annual permit fee, a pro rata amount may be charged for a permit issued part way through the financial year.
 - 6.4.8. When requested by an Authorised Officer of Council, Fitness trainers/leaders are required to produce their Council permit.
 - 6.4.9. Permit holders may apply for multiple locations on a single permit and fee as long as there is not concurrent location use.
 - 6.4.10. Groups of more than 20 people may be accommodated in parks subject to Council review and approval.

7. POLICY DELEGATIONS

- 7.1. The Administration may make minor alterations when necessary to the Fitness Training Permit Terms and Conditions (Appendix A) without requiring formal Council approval.
- 7.2. The Chief Executive Officer (or delegate) is authorised to issue permits to commercial fitness trainers in accordance with this policy.

8. LEGISLATION + PLANS

Local Government Act 1999

City of Unley By-laws:

No. 1; Permits and Penalties

No. 3; Local Government Land

City of Unley; *Community Land Management Plans, 2007*

City of Unley; *Sport and Recreation Plan 2015-2020*

9. AVAILABILITY OF POLICY

- 9.1. The Policy is available for public inspection during normal office hours at:

The 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.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
23 May 2011	C135/11: V1	Draft endorsed for public consultation
28 November 2011	C293/11: V2	New policy adopted by Council
22 October 2012	C564/12: V3	
14 December 2015	C334/15: V4	Was policy number COU121
23 September 2019	C<00>/19: V5	

APPENDIX A

FITNESS TRAINING PERMIT

TERMS AND CONDITIONS and APPLICATION FORM

1. Permit Period

Approved bookings will be issued with a permit to use a specific location for the maximum period of **12 months** for the full financial year or pro rata basis.

2. Size of Fitness Groups

The size of a fitness group will be no more than **20 people unless otherwise approved by Council**, however, please refer to attached list outlining the size of groups permitted at each reserve.

3. Times of Use

- Fitness training is not to commence before 6.30am (or 6.00am at some selected parks – refer clause 11 'Approved Locations') and must conclude by 8.00pm.
- Times of use will be assessed by Council and approved on a site by site basis.
- Personal trainers are required to provide sufficient lighting when using reserves outside of daylight hours, and only battery-powered lights are approved. Sports floodlights are not permitted.
- Council cannot guarantee that toilet facilities in parks will be available before 7.00am.
- Toilet facilities are automatically locked at 8.00pm every day.

4. Permissible Activities

- Gym sessions (with or without weights, medicine balls, jump and balance activities).
- Aerobic activities – sprints, obstacle, speed and agility courses.
- Core strength and mat activities (such as Yoga, Tai Chi, and Pilates).
- Circuit training.
- Non-exclusive use of public outdoor gym and fitness equipment.

5. Excluded Activities

- Aggressive and intimidating activities that involve shouting, loud voice calls or instructions.
- The use of amplified music or amplified audio (voice) equipment (e.g. loud hailers).
- Activities in play grounds or in other locations where appropriately marked or signed.
- Boxing and martial arts (may be permitted in selected parks, refer clause 11 'Approved Locations').
- The use of equipment (e.g. logs, tyres, heavy ropes, pegs driven into the ground) that may damage the reserve or council infrastructure.
- Commercial fitness training participants are prohibited from using public art works and memorials as part of the exercise routine or for attaching of any equipment.

6. First Aid

The trainer must hold a current Senior First Aid Certificate (Workplace Level 2/Sports First Aid).

7. Insurance

The trainer must hold current public liability insurance for a minimum of \$20 million and professional indemnity insurance for a minimum of \$2 million, and provide copies of relevant documents with their permit application.

8. Qualification

All trainers (including secondary trainers) must hold a minimum qualification of Certificate 4 in Fitness and provide copies of relevant documents with their permit application.

9. Safety

Permit holders must ensure the safe use of Council facilities by their fitness activity participants. Council will not be held liable where injury or damage occurs through unsafe activities or through misuse of Council facilities and/or from using a Council facility for purposes for which it was not designed.

10. Booking Cancellations

Fitness trainers must advise Council of any booking cancellations as soon as practicable, preferably at least one business day prior to the activity occurring.

11. Approved Locations

The reserves listed below may be used for commercial fitness training. Reserves not included on the list are not permitted to be used for commercial fitness training due to land ownership, size, impact on residents, and protection of natural and cultural features.

Council may specify the exact location in a reserve that a fitness training group is to use.

Reserve	Maximum group size	Is a 6.00am start permitted?	Is boxing permitted?
Forestville Reserve	20	Yes	Yes
Fraser Reserve	10	No	No
Fullarton Park	10	Yes	Yes
Goodwood Oval	20	Yes	Yes
Goodwood Oval Hockey	20	Yes	Yes
Hackett Reserve	4	No	No
Henry Codd Reserve	4	No	No
Heywood Park	20	Yes	Yes
Howard Florey Reserve	10	Yes	Yes
North Unley Play Park	10	No	No
Orphanage Park	20	Yes	Yes
Page Park	20	Yes	Yes
Ridge Park – Oval	20+	Yes	Yes
Scammell Reserve	20	Yes	Yes
Soutar Park	20	Yes	Yes
Unley Oval	20	Yes	Yes
Village Green	10	Yes	Yes

Conditions

Pursuant to the provisions of By-Law No. 3 and Section 202 of the *Local Government Act 1999*, Council approves the issue of a permit subject to the conditions below.

1. The permit holder, where appropriate, shall ensure that he/she is licensed, registered or qualified to carry out the activity authorised by the permit.
2. As provided for in section 261 of the *Local Government Act 1999*, a permit holder is required to state their full name and usual place of residence and to produce evidence of their identity when requested to do so by an Authorised Officer of Council.
3. When requested by an Authorised Officer of Council, Fitness trainers/leaders are required to produce their Council permit.
4. Written approval from Council is required to transfer the permit to another trainer. The names and contact details of all secondary or assistant trainers must be listed on the permit application form.
5. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation, By-law relating to the activity.
6. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
7. The permit holder shall ensure there is no damage to any area of the reserve including all grassed and/or paved areas, footpaths and kerbs.
8. No spikes or stakes are to be driven into the ground without specific directions from Unley Council.
9. All umbrellas shall be suitably anchored to prevent 'wind lift off' and will be in a safe condition with no protruding spines/spikes.
10. Neither the permit holder nor any member or person claiming under them shall injure, damage or destroy or cause or permit the injury, damage or destruction of any tree, shrub, fence, earthwork fixture or any other part or portion of the site. No earthworks shall be carried out on the site unless it is with the prior written approval of Council.
11. The permit holder will not promote any discriminating, insulting, offensive, threatening or vulgar behaviour or displays.
12. The permit holder accepts that shelters or tents are to be installed in such a way as to not excessively obstruct the view of other reserve patrons. Ropes are to be highlighted with warning containment tape. Pegs are not to be used to anchor shelters; however, weights may be used and shall be highlighted accordingly.
13. No building or fixture shall be erected, fixed or placed on the site without the prior written approval of Council and then on such terms and conditions as Council may in its discretion determine.
14. Where the Council determines that damage or destruction has occurred on or in relation to the site or facilities, the permit holder shall be deemed to be responsible and therefore shall be liable to pay to Council the whole of the costs incurred by Council in the repair of such damage or destruction. Such costs shall be payable at the expiration of seven (7) days from the date on which written notice thereof is given to the permit holder and Council may further in its discretion revoke the permit.
15. Permit holders may only use the site and facilities for their own activities and such activities must always be suitable and appropriate to the site and facilities provided.
16. Permit holders must ensure that at all times they have sufficient numbers of qualified persons (over the age of 18 years) available to properly supervise and manage all activities on the site or facilities (including amenities buildings).
17. No vehicle may be driven upon or over any part of the reserve other than upon a defined carriageway for vehicles or be permitted to remain stationary upon any portion of the reserve without the prior written approval of Council. All vehicles on or about the site or facilities or associated therewith shall be parked in areas on or near the reserve designated for the parking of vehicles.
18. The permit holder must exercise all reasonable care to ensure that there is minimal disturbance by way of noise or other activities to the residents or other occupiers of the area. The Council shall in its discretion determine whether such disturbance has exceeded minimal standards.

19. The permit holder must ensure that Council has received prior notification of any large scale events, to in turn ensure that Event Emergency Plan/Procedures are in place.
20. The permit holder must ensure that the general public is not denied reasonable access to areas of the reserve not being utilised.
21. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made or claimed against them or any of them, arising out of any permit holder's negligent act or omission in relation to the issuing of the permit.
22. The permit holder accepts that Council has no responsibility whatsoever for any bodily injury to the permit holder or any other person at the facility or to any damage to or loss of property and equipment owned by the permit holder or any other person at the facility. Consequently, the permit holder accepts the responsibility for any negligence arising from the use of the facility that the facility permit holder has reasonable control over.
23. The permit holder accepts that Council's Public Liability Insurance does not cover any claims that arise out of negligent actions or omissions of the permit holder arising from the use of the facility.
24. The permit holder shall take out and keep current during the period of this permit a general public liability insurance policy in a form approved by the Council, insuring for a minimum sum of \$20 million.
25. Confirmation of this permit approval shall be provided by the condition that this permit, signed by a Council Officer, has been returned to the permit holder.
26. Council may revoke the permit if the permit holder fails to comply with the conditions of the permit.
27. Penalties apply for breach of Council by-laws and permit conditions.



COU0022: CONSERVATION GRANTS POLICY

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	Manager Development & Regulatory Services
Related Policies and Procedures	N/A
Community Plan Link	<p><i>Community Living</i> 1.4 Our Community is proud to be part of our City. Strategies 1.4a Preserve and celebrate our City's history, heritage and local character.</p> <p><i>Environmental Stewardship</i> 2.1 Unley's urban forest is maintained and improved 2.1a Maintain at least 26% tree canopy cover in the city.</p>
Date Adopted	23 August 2004: C397
Last review date	26 August 2019: C<00>/19
Next review date	October 2022
Reference/Version Number	C<00>/19: V6
ECM Doc set I.D.	2830313

1. PREAMBLE

- 1.1. Unley's vision is to become the 'City of Villages'; proud of its history, built character, landscaped environment and community well-being while ensuring sustainability into the future by responding to the need and expectations for change. The important valued features need to be retained and conserved to provide the context and foundation to build upon.
- 1.2. Unley's history, and built and natural character, are reflected in the extensive presence of early buildings and mature landscaping. The most notable examples have been specifically recognised by designation as heritage places, contributory items within historic areas and regulated and significant trees to ensure their protection.
- 1.3. Retention, care and pride are generally evident in these features by owners, but they are also often appreciated by the wider community for their contribution to Unley's unique character. Appropriate maintenance can sometimes involve greater or ongoing costs. Council acknowledges their special recognition and value to the community by offering additional support, including the Conservation Funds to subsidise conservation advice and work, together with other initiatives.
- 1.4. The Council operates an annual budget and review of allocations for the Local Heritage Places (and Historic Contributory Items) and Significant Trees Conservation

Funds. The provision of subsidies in accord with the procedures detailed in this policy are dependent upon the Council's budget at any given time, and the availability of funds.

- 1.5. A clear and comprehensive framework and set of procedures is required to manage the Conservation Funds, guide eligibility for assistance and manage associated resources fairly, responsibly and effectively.

2. SCOPE

- 2.1. The purpose of this policy is to provide a framework for the application and operation of two Conservation Funds established to encourage and assist with the appropriate maintenance of the City's private heritage places (and historic contributory items) and regulated or significant trees.
- 2.2. The Conservation Funds complement other initiatives operated by Unley Council for many years including the free Heritage Advisory service.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The policy aims to:
 - support Council's vision, strategic plans and policies for preservation of the City's heritage places (and historic area contributory items) and regulated and significant trees;
 - encourage and assist private owners to manage recognised valued buildings and trees by subsidising the conservation of the long term heritage value of the place and its contribution to historic streetscape character;
 - encourage and assist private owners to manage regulated and significant trees by subsidising their management or maintenance in a safe sound and aesthetically pleasing condition;
 - complement other support initiatives;
 - provide a clear framework for the operation of the Conservation Funds in an equitable, transparent and accountable manner.

4. DEFINITIONS

- 4.1. **Regulated Tree** has the same meaning and criteria as are currently applicable under the *Development Act 1993* and associated Regulations, as amended.

As at February 2012, this means having a trunk circumference of two (2) metres or more – or, in the case of trees with multiple trunks, a total circumference of two (2) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level.

- 4.2. **Significant Tree** has the same meaning and criteria as are currently applicable under the *Development Act 1993* and associated Regulations, as amended.

As at February 2012, this means having a trunk circumference of three (3) metres or more – or, in the case of trees with multiple trunks, a total circumference of three (3) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level. Significant Trees as identified in Table Un9 of the Unley (City) Development Plan are eligible for priority consideration under this policy.

- 4.3. **State Heritage Place** means State Heritage Places as identified in Table Un/3 of the Unley (City) Development Plan.
- 4.4. **Local Heritage Place** means Local Heritage Places as identified in Table Un/4 of the Unley (City) Development Plan.
- 4.5. **Contributory Heritage Items** means Contributory Items as identified in Fig Un/(RHC)/1 to 7 in the Unley (City) Development Plan.
- 4.6. **Privately owned** means not in government ownership i.e. residents, businesses, incorporated bodies etc. are all considered to be "private owners" for the purposes of this policy.

5. ROLES AND RESPONSIBILITIES

- 5.1. This policy will be administered on behalf of Council by the:
 - General Manager City Services
 - Manager Development & Regulatory Services

6. POLICY STATEMENT

6.1. Eligibility

- 6.1.1. Conservation grants may be considered in relation to regulated trees, significant trees, state and local heritage places and contributory items as defined in this policy.
- 6.1.2. A regulated tree, significant tree, heritage place or contributory item which is the subject of an application for conservation funding must be privately owned and must be situated within the City of Unley.
- 6.1.3. Applications will be accepted only from the owner(s) of a regulated or significant tree/place/item.
- 6.1.4. Properties that have previously received the maximum available funding will not be eligible to apply for funds for a period of five (5) years from the date that the maximum amount of funds has been received.
- 6.1.5. Work that has already commenced will not be eligible for funding assistance unless the work has been undertaken for urgent structural reasons and advice has been sought from a Council officer prior to undertaking the work.

6.2. What types of projects will be considered

- 6.2.1. The following types of projects will be considered, provided that as much of the original building fabric as possible is retained:
 - external structural repairs;
 - conservation works to the exterior of the building, including those that restore, conserve, enhance or reinstate heritage features to the front facade, walls, verandah, windows and/or roof of the building including:
 - (i) re-pointing or repair of stonework;
 - (ii) removal of non-original paint and/or plaster;
 - (iii) painting external timber elements;
 - (iv) salt damp treatment; and

- repairs to or reinstatement of original front fencing based on historic or archival records (or side and/or rear fencing if such fencing is specifically listed as part of a Local Heritage Place).

Please note: Internal works will only be considered where deemed essential to the structural stability of the building.

6.3. What the Grant Scheme does not cover

6.3.1. Applications for the following works will not be considered:

- buildings owned or leased by a Council or Government Agency;
- conservation work with a value of less than \$1,000;
- work already commenced or previously completed, except in instances where emergency repair work is required, at the discretion of Council;
- routine maintenance such as termite treatment, pest control;
- electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);
- internal works (unless required for structural stability of the building);
- side or rear boundary fencing (unless such fencing is specifically listed as part of a State/Local Heritage Place);
- the purchase of a building or site;
- construction of additions or outbuildings;
- relocation of a heritage building.

6.4. Information to be provided

6.4.1. Heritage Place or Contributory Item

- Detailed description of the work
- Site plan identifying the location of the work
- Detailed drawings or photos as necessary to clearly define the scope of work
- Relevant plans and specifications prepared by suitable person or company
- Photos of relevant part of building
- Methodology or specification notes to detail the materials and techniques to undertake the works
- Two written quotes from suitable persons or companies based on the agreed scope of works

6.4.2. Regulated or Significant Tree

- Expert or technical report from a qualified arborist on the maintenance pruning proposed
- Two quotes from tree pruners
- Recent photos of the proposed maintenance pruning required

Applications that are submitted and not accompanied by the appropriate level of documentation (as detailed above) will be considered ineligible and will be returned to the applicant.

6.5. Grant Conditions

- 6.5.1. Grants are available only for the costs of expert advice, conservation and restoration of heritage places or contributory items to conserve original elements or reinstate the original appearance and the maintenance and management of eligible trees. All conservation work funded by a Council grant must be undertaken by suitably qualified and licensed contractors.

Funding is not available for the removal of trees or for inappropriate lopping, pruning or "tree damaging activity" as defined by the *Development Act 1993*.

- 6.5.2. When a conservation grant is made the applicant must accept the Council's right to photograph the subject trees, property and/or items, before and after conservation work. The applicant must also provide Council with photographic documentation of building work prior to and after completion.
- 6.5.3. Any liabilities arising from conservation work that is financially supported by the Council shall attach to the grant recipient and not to the Council.
- 6.5.4. All trees/places/items which are the subject of applications for conservation funds must be assessed by suitably qualified specialists in the relevant field, that is;
- (i) an arboriculturalist for a tree; or
 - (ii) an architect/contractor specialising in building conservation for a building.
- The reports of such assessments must be made available to the Council and its delegates to assist in allocating grants.
- 6.5.5. Conservation grants are available for up to 50% of the total cost of a single grant application:
- (i) of a regulated or significant tree up to a maximum amount of \$1,000 per application; and
 - (ii) of a heritage place and/or contributory item(s) up to a maximum of \$5,000.

Where the scope of the conservation work or the circumstances of the applicant warrant further consideration outside this framework, the request may be presented to the Council for determination of any special merit for additional funding.

- 6.5.6. A successful applicant must sign an agreement setting out the terms of a conservation grant which must include a time limit (maximum of 12 months) for the completion of any works funded with Council's assistance.
- 6.5.7. Grants will be provided only while conservation funds remain in the budget allocated by Council for the relevant financial year.
- 6.5.8. Payment of grants is to be made only following inspection of the satisfactorily completed conservation work, by a Council officer. Grant recipients are to provide receipts and detailed invoices before payment is made. Where residents have particular cash flow difficulties, some provision may be made with the approval of the relevant senior manager. The Council preserves the right to withhold payment of allocated grants if conservation work does not meet appropriate standards and/or differs from the work that was proposed in the application.

6.6. Administration

- 6.6.1. The Council Administration will receive and assess applications in accordance with this Policy, and make recommendations for the Council's consideration on the allocation of grants. The Administration will oversee the inspection of conservation work which is assisted by the Council through this funding scheme.
- 6.6.2. The availability of conservation funds (when allocated in the Council's budget) is to be advertised to the community within three months of the declaration of the budget and again, later in the financial year, if funds remain unallocated.

7. POLICY DELEGATIONS

7.1. Nil Applicable

8. LEGISLATION

- *Development Act 1993 and associated Regulations*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

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10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
23 Aug 2004	Council, C397/04: V1	
22 Nov 2004	Council, C476/04: V2	
24 May 2010	Council, C665/10: V3	
28 May 2012	Council, C420/12: V4	
24 Oct 2016	Council, C633/16: V5	
26 Aug 2019	C<00>/19: V6	



SEEKING LEGAL ASSISTANCE / ADVICE POLICY

Policy Type:	Council Policy
Responsible Department:	People & Governance
Responsible Officer:	General Manager People & Governance
Related Policies and Procedures	Seeking Legal Assistance/advice Procedure. Code of practice for access to meetings and documents
Date Adopted:	23 June 2014, C1170
Last Council Review:	N/A
Next Review Date:	June 2017
ECM Doc Set ID:	2256012

1 POLICY STATEMENT

As a general rule, any legal advice obtained on behalf of Council will occur through the CEO or be authorised by the CEO or a Council resolution. There may be limited circumstances where it is not appropriate or not possible for a Council to obtain legal advice through the CEO. This policy sets out Council's position in these circumstances.

2 COMMUNITY GOAL

O5.3; good governance and legislative framework.

3 POLICY OBJECTIVES

Pursuant to s.78A of the *Local Government Act 1999* ("Act"), this policy is designed to set out Council's position in relation to the circumstances in which the Mayor, Elected Members and the Administration are authorised to seek legal advice independently of the CEO from an external legal service provider.

4 PRINCIPLES

A CEO of a Council is responsible for the implementation of lawful Council decisions and for the overall administration and budget management of the Council, including seeking legal advice.

Council is committed to ensuring that legal advice is sought for appropriate purposes such as to clarify ambiguity or uncertainty as to the Council's legal rights, obligations

or liabilities and ensure when advice is sought, that it has been done so by the correct process and advice received is dealt with accordingly.

All legal advice obtained is an official Council record and therefore subject to the *State Records Act 1997*.

5 POLICY

5.1 CIRCUMSTANCES IN WHICH IT IS APPROPRIATE FOR THE MAYOR TO SEEK LEGAL ADVICE

In circumstances in which it is not possible or appropriate for the CEO to seek legal advice, the Mayor should, ideally, seek a Council resolution to obtain legal advice. However, where this is not possible, the Mayor may seek the advice independently as set out below.

5.1.1 Urgent matters relating to a Council Meeting if the CEO is unavailable

While the CEO has a good working knowledge of Council meeting procedures, matters may arise from time to time which require an urgent legal opinion. Where legal advice is required in the absence of the CEO:

- The Mayor or a General Manager or Manager Governance & Risk, may seek legal advice in situations in which a response is required urgently, including for an imminent Council meeting or other urgent matter;
- Any legal advice obtained in this way will be reported to the Council at the earliest available meeting (which may be conducted 'in confidence' for this purpose under s.90 (3) (h) of the Act); and/or other grounds under S.90 (3) as appropriate to the matter being considered.
- The legal advice will also be provided to the CEO (unless this is not appropriate – see below).

5.1.2 The legal advice relates to the CEO or the exercise of the CEO's powers

In circumstances where Council is to consider a matter related to the CEO (e.g. urgent employment related issues or where the Council is investigating a failure by the CEO to comply with a resolution of Council or where a matter relates to the exercise of a CEO's powers) and it is the view of the Mayor that the consideration of this matter by the Council should occur with the benefit of legal advice:

- The advice will be obtained as a matter of administrative necessity by the Mayor to ensure the legality of the Council's actions and decisions;
- The Mayor **will not** confer with Council staff where the legal advice relates to the CEO's employment or other personal matter;
- The Mayor may confer with other relevant senior Council staff, such as the General Managers, Manager Governance & Risk

and/or the Organisational Development Manager, if the matter concerns an issue that is not confidential to the CEO, such as a conflict of interest matters disclosed relating to the register of interests;

- The Mayor will keep the Council fully informed of any advice obtained on behalf of the Council and advise members of the advice received at the next available meeting;
- Where the Mayor has obtained the advice other than in accordance with a Council resolution Council should, as a matter of caution, retrospectively endorse the Mayor's decision to obtain the advice.

5.2 CIRCUMSTANCES IN WHICH IT IS APPROPRIATE FOR ELECTED MEMBERS TO SEEK LEGAL ADVICE

At times elected members may require access to legal advice in order to properly perform their functions and duties, independent of the collective body of Council. Arrangements to access this legal advice are to be made through the CEO, or in his/her absence, the General Manager People & Governance or the Manager Governance & Risk prior to seeking the advice.

- 5.2.1 A member may seek the support of Council through a Motion With or Without Notice for legal advice to be obtained on any matter. Where legal advice is sought in relation to a matter that is relevant to the performance or discharge of Council's role, function and objectives, members will be provided access to the full text of the legal advice.
- 5.2.2 Where access to legal advice is required in relation to potential conflicts of interest that may affect individual Elected Members, arrangements MUST be made through the CEO or General Manager People & Governance.

Legal advice will be provided to elected members at the cost of Council in determining a potential conflict of interest in the course of conducting their official duties.

- 5.2.3 Council will reimburse legal costs for individual Elected members where:
 - The proceedings relate to issues of 'civil liability' and therefore invoke consideration of the s.39 LGA immunity; or
 - The expenditure falls within s.137, expenditure of budgeted funds of the LGA and it can be demonstrated that the legal action relates to the achievement of Council's role, functions and objectives as described in Sections 6 to 8 of the Act and/or the elected member's roles as set out in Section 58 or 59 of the Act. Each such case requires a Council resolution supporting the payment, which will be determined by the Council with regard to legal and merit considerations.
- 5.2.4 Council WILL NOT provide access to legal advice or pay for or reimburse the legal costs of individual elected members in relation to the initiation of or in defence of defamation proceedings.

- 5.2.5 Other requirements by individual Council members for legal advice are to be met entirely by the members themselves if prior approval has not been sought from Council or the CEO.

5.3 CIRCUMSTANCES IN WHICH IT IS APPROPRIATE FOR EXECUTIVE TO SEEK LEGAL ASSISTANCE AND/OR ADVICE

Council Administration through delegations have the ability under s.44 of the Act, to be able to seek legal advice for the daily operation of Council.

Prior to seeking legal assistance and should timeframes allow, then the Manager Governance & Risk should be contacted to ascertain whether the issue can be answered internally or if previous advice has been received on the matter.

5.4 CIRCUMSTANCES IN WHICH IT IS APPROPRIATE FOR STAFF TO SEEK LEGAL ASSISTANCE AND/OR ADVICE

Staff should not be seeking direct legal assistance without the knowledge and authorisation of their General Manager and/or direct Manager and/or unless otherwise delegated to do so under s.44 of the Act.

Other than legal advice relating to a personal liability which is indemnified under S.121 of the Act, Council will not fund personal legal advice for a staff member.

5.5 RECORD KEEPING AND CONFIDENTIAL DOCUMENTS

Where the Mayor obtains legal advice relating to the CEO or the exercise of the CEO's powers and it is not appropriate to provide that advice to the CEO, the advice must be placed in the records management system in such a way as to ensure that it cannot be accessed by the CEO. This procedure will also apply to other documents relevant to the matter which, in the opinion of the Council, should be kept confidential.

The documents will be made password accessible and be available only to the Mayor and the General Managers, Manager Organisational Development or Manager Governance and Risk. These restricted access records will be maintained in accordance with the *State Records Act 1997* and will remain subject to assessment as part of any relevant application made under the *Freedom of Information Act 1991*.

It is open to Council to keep confidential documents off-site with a reputable and trustworthy custodian where this option is chosen for documents that are to be kept confidential from the CEO; the relevant documents will be kept off-site until the requirement for confidentiality ceases. Council will carefully select the person or organisation to whose custody it will entrust its documents and ensure that appropriate procedures are in place to protect the integrity of those documents.

In this instance, the Mayor or his/her delegate will inform the Council's Record Management Unit of the name of the storage facility and the subject and type and number of records.

The Mayor may take advice on the appropriate option by consulting with the Local Government Association of SA (LGA) and may, where appropriate, choose to keep the relevant documents with the LGA or Council's legal advisors. The chosen custodian of the documents must agree to ensure the maintenance of the documents' integrity and ensure that the documents are readily identifiable and

accessible to allow their assessment as part of an application made under the *Freedom of Information Act 1991*. Such records remain subject to the *State Records Act 1997*.

6 DEFINITIONS

Legal Advice: *the giving of a formal opinion regarding the substance or procedure of the law*

Legal Professional Privilege: *a protection from disclosing evidence which is a right that attaches to the client/Council (not to the lawyer) and so may only be waived by the client/Council.*

7 LEGISLATION/REFERENCES

- *Local Government Act 1999*
- *Code of Conduct for Council Members*
- *Elected Member Allowances and Benefits Policy*
- *Independent Commissioner Against Corruption Act 2012*
- *Freedom of Information Act 1991*
- *Code of Conduct for Council Employees*
- *State Records Act 1997*

8 POLICY DELEGATIONS

For the purposes of this policy, the CEO, General Managers, Manager Governance & Risk are delegated pursuant to s.44 of the Act to obtain legal advice or to authorise a senior staff member to do so.

9 ROLES/RESPONSIBILITIES

Manager Governance & Risk to ensure the policy remains up to date with legislation and practices of Council.
Records Management for storage of confidential documents off site

10 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

11 DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
21 May 2014	Audit and Governance Committee, Item 91	New policy for endorsement to Council
23 June 2014	Council Item 1170	

DECISION REPORT

REPORT TITLE:	NOMINATIONS FOR THE SA POWER NETWORKS CUSTOMER CONSULTATIVE PANEL
ITEM NUMBER:	4.4
DATE OF MEETING:	28 OCTOBER 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. SAPN CUSTOMER CONSULTATIVE PANEL INFORMATION PACK2. LGA POLICY - APPOINTMENTS OR NOMINATIONS TO OUTSIDE BODIES3. PART A - SAPN CUSTOMER CONSULTATIVE PANEL4. PART B - SAPN CUSTOMER CONSULTATIVE PANEL

1. **EXECUTIVE SUMMARY**

Nominations are invited for an LGA representative on the SA Power Networks Customer Consultative Panel. The appointment is remunerated up to \$2500 p.a. and for a period of two years, with an option to renew for a further two-year term. Nominations must be forwarded to the LGA by Friday 8 November 2019.

This report seeks a decision from Council regarding any nomination to be made.

2. **RECOMMENDATION**

That:

1. The report be received.
2. _____ be nominated for consideration by the LGA Board of Directors as a local government representative of SA Power Networks Customer Consultative Panel.

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
 - 4.1 We have strong leadership and governance.

4. **BACKGROUND**

The SA Power Networks (SAPN) Customer Consultative Panel (the Panel) was established in 2005 to ensure customer views are incorporated into decision-making. The purpose of the Panel is to enable the views of a diverse range of customers to be represented and SAPN is committed to improving the ways it engages and makes decisions.

SAPN is the sole distribution network service provider in South Australia, supplying electricity to approximately 860,000 homes and businesses across the State.

The operations of the Panel are governed by the Customer Consultative Panel Information Pack (the Information Pack):

Attachment 1

Customer Consultative Panel Members

The Panel currently comprises 7 members, including:

Chair	Andrew Dance
Changing Weather (Renewables Reference Group)	Heather Smith
Community Reference Group	Wendy Shirley
Community representative	Jenny Marwood
Arborist Reference Group	Kelvin Trimper
Uniting Communities	Mark Henley
Urban Development Institute of Australia	Pat Gerace

There is no current LGA representative.

Customer Consultative Panel Functions

Members of the Panel are expected to:

- provide input into SAPN decision-making by representing the interests of customers;
- advocate for the needs and priorities of all customers;
- drive co-design with customers of services, products and processes; and
- ensure alignment with customer priorities in a rapidly changing environment.

The Role of Members

The role of members of the Panel includes:

- a desire to work collaboratively with SAPN;
- representing the interests of local government and ensuring information from meetings is fed back to the LGA;
- identifying areas for additional customer engagement activities or co-design with customers; and
- identifying priority topics for discussion by the Panel.

5. DISCUSSION

Skills and Experience Required

The Information Pack states that it is expected that members of the Customer Consultative Panel will have a basic understanding or interest in the electricity industry and a willingness to commit time to working with SAPN. SAPN is looking for people who want to engage in discussion with it and its stakeholders and represent the broader interests of customers.

Expertise and knowledge on one or more of the following areas is considered highly desirable by SAPN:

- innovation and the future of energy
- social inclusion
- basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates

Council Details

The Panel meets quarterly for three-hour meetings on a day to be decided by the Panel.

Representatives on the Panel are entitled to a sitting fee of up to \$2,500 per member per annum. This is based on \$1,500 for work outside of meetings plus \$1,000 for attendance and participation at four meetings, with a sitting fee of \$250 per meeting to be paid retrospectively.

Panel Members should also be available to attend and participate in Community Information Sessions with the broader community in metropolitan Adelaide, rural and regional locations on occasion (a program of engagement to be developed in consultation with the Panel for 2020 and 2021).

According to the LGA Nominations to Outside Bodies Policy, LGA nominees to external bodies are required to provide a short general report annually to the LGA outlining the achievements of the committee.

Attachment 2

Nominations

Nominations which meet the criteria in the LGA Policy and the Panel Information Pack will be considered by the LGA Board at its meeting on Thursday 21 November 2019.

According to the LGA Policy, LGA nominations to outside bodies will, unless determined otherwise by the LGA Board of Directors, be:

- currently serving council members or council staff
- made on merit-based principles giving due weight to gender balance.

Nominations addressing the Selection Criteria provided in Part A for the Panel must be forwarded to lgasa@lga.sa.gov.au by Council using the attached Part B along with an up-to-date CV/resume by COB by Friday 8 November 2019.

Attachment 3

Attachment 4

A nomination to the Panel has been received from Cr Emma Wright.

Council is under no obligation to make a nomination.

6. **ANALYSIS OF OPTIONS**

Option 1 – Council makes a nomination of either an elected member or staff member for SA Power Networks Customer Consultative Panel by endorsing the following resolution.

1. The report be received.
2. _____ be nominated for consideration by the LGA Board of Directors as a local government representative of SA Power Networks Customer Consultative Panel.

Option 2 – Council make no nomination for the local government representative of SA Power Networks Customer Consultative Panel. by endorsing the following resolution:

1. The report be received.

Council is under no obligation to make a nomination and may choose to simply receive this report.

7. **RECOMMENDED OPTION**

Option 1 is the recommended option if Council identifies an appropriate nomination to be made.

Option 2 is the recommended option if Council determines it does not wish to make a nomination.

8. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO

SA Power Networks Customer Engagement

Customer Consultative Panel Information Pack - September 2019



SA Power Networks engage with a diverse range of stakeholders across the State, and we are committed to improving the way we engage and consider their needs in our decision-making. By working together, we can better deliver services our customers expect and value, while helping to build trust.

The Opportunity

A Customer Consultative Panel (CCP) was established in 2005 to ensure customer views were considered in our decision-making.

The purpose of the Panel is to enable the views of a diverse range of customers to be represented, discussed and heard and ensure views are considered in and used to guide SA Power Networks decision-making in an ongoing way. The Panel provides a forum for two-way and transparent communication, with the aim of building and evolving effective relationships between SA Power Networks and its customers.

We are seeking expressions of interest from individuals or groups who are willing to share their time, skills, expertise and experience to work collaboratively with SA Power Networks to shape our service delivery.

Who is SA Power Networks?

SA Power Networks is the sole distribution network service provider in South Australia. We supply electricity to approximately 860,000 homes and businesses across the state.

Our network extends more than 89,000km along difficult and remote terrain and includes more than 400 substations, 77,000 transformers, 647,000 Stobie poles, 174,000km of overhead conductors and 18,000km of underground cables.

Approximately 70% of our customers reside in major metropolitan areas, however the extensive area serviced by our distribution system means 70% of the network infrastructure (in route length) delivers energy to the remaining 30% of customers.

SA Power Networks is regulated at both the State and Federal level and is required to abide by the local regulatory environment and the National Electricity Law (NEL) and National Electricity Rules (NER) in managing the distribution network. We contribute to around a quarter of the average residential customer's electricity bill and are recognised at the national level as the most efficient distributor on a state-by-state basis, based on 'total factor productivity' (Australian Energy Regulator, 2017).

We are committed to working with our customers to build trust, understand the services our customers value and meet customer expectations.

What's in it for you?

By getting involved in our CCP you will have the opportunity to:

- provide input into our decision-making by representing the interests of customers;
- advocate for the needs and priorities of all customers;
- drive co-design with customers of services, products and processes; and
- ensure alignment with customer priorities in a rapidly changing environment.

Our expectations

Your role as a member of our CCP would require:

- your expertise and knowledge;
- a desire to work collaboratively with SA Power Networks;
- representing the interests of the groups and organisations you represent and ensure information from meetings is fed back to these groups and organisations;
- identifying areas for additional customer engagement activities or co-design with customers;
- identifying priority topics for discussion by the Panel;
- your attendance at quarterly 3-hour meetings, plus other meetings, stakeholder events or other activities that may arise (to be determined by CCP and SA Power Networks); and
- your commitment to serve for a minimum term of 2 years (option to renew for a further 2-year term subject to review).

The IAP2 spectrum for engagement will be used as a guide and different levels of engagement with the Panel, from inform to collaborate, will be undertaken as appropriate.

SA Power Networks engages with customers in a number of ways and our engagement with our Panel and consultative groups is one way we seek customer input into our decision-making. In addition to our CCP we have a number of specialist Reference Groups and Working Groups for particular topics or areas of interest.



SA Power Networks will provide a range of resources to the Panel to support you in undertaking this role, including secretariat support; access to SA Power Networks staff and relevant data; a full induction program; and resources to enable the commissioning of specialist analysis or research as required.

Panel Members should also be available to attend and participate in Community Information Sessions with the broader community in metropolitan Adelaide, rural and regional locations on occasion (a program of engagement to be developed in consultation with the CCP for 2020 and 2021).

Skills and Experience

It is expected that customers will have a basic understanding or interest in the electricity industry and a willingness to commit time to working with SA Power Networks. We are looking for people who want to engage in discussion with SA Power Networks and its stakeholders and represent the broader interests of customers.

We are seeking expertise and skills from the following customers, sectors or groups:

- Business – large, medium and small business customers
- Residential – metropolitan, rural and regional customers
- Local Government and economic development
- Renewable sector and emerging energy technologies
- Community and not for profit sector
- Customer advocacy groups and multicultural communities
- Environmental – vegetation management, special interest groups
- Future planning / development / infrastructure
- Research / thought leaders
- Government/ Policy
- Information Technology

And expertise and knowledge on one or more of the following areas would be highly desirable:

- Innovation and the future of energy
- Social inclusion
- Basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates

Remuneration

SA Power Networks acknowledges and is grateful for the time investment from members participating on the CCP. There is an expectation that members will commit their time to working with SA Power Networks and being prepared to make a difference and add value to the discussion.

SA Power Networks is pleased to offer members a sitting fee of up to \$2,500 per member per annum. This is based on \$1,500 for work outside of meetings plus \$1,000 for attendance and participation at four meetings @ sitting fee of \$250 per meeting to be paid retrospectively.

In addition, members travelling from interstate will receive reimbursement of their flight costs or for any intrastate travel and accommodation associated with CCP activities.

Interested in being involved?

To arrange an informal discussion about SA Power Networks and the Panel, please contact **Alexandra Lewis**, Customer Consultation Lead on 0428 695 173 or alex.lewis@sapowernetworks.com.au

To apply, please submit a covering letter and your resume to Alexandra Lewis by 1 November 2019.

Your covering letter should include a brief outline of why you are interested in being on our CCP, what area(s) of expertise you feel you could bring and how you will seek advice and report information back to groups you represent.

For further information on SA Power Networks please visit www.sapowernetworks.com.au

Title: Appointments or Nominations to Outside Bodies

DATE OF POLICY:	July 2006
DATE OF LAST REVIEW BY LGA:	May 2013 May 2014

Requests for Local Government nominees on boards and committees are received from Ministers, Government Agencies and other organisations regularly. The importance of Local Government nominations to boards and committees is recognised by the LGA and appointments/nominations will be made on merit based principles giving due weight to gender balance. Appointees or nominees to outside bodies are not expected to 'represent' Local Government, or the views of any particular stakeholder or interest group. They are expected to apply their skills and experience, particularly their skills and experience arising from their participation in Local Government, to the betterment of the work and understanding of the board or committee to which they are appointed.

Appointments by Minister/Governor

Appointments to be made by the Minister or Governor, drawn from nominations from the LGA, will be determined by the LGA Board or between meetings the LGA Executive Committee. The Secretariat will call for nominations from Member Councils using the proforma (attachment 1) and upon the close of nominations (attachment 2) prepare a report for consideration. The template (attachment 3) is to be prepared by the Secretariat and tabled at the relevant meeting to assist with the assessment of the most appropriate nominations. However, where the appointments are to be made to non-statutory boards or committees, the nomination selection process may be delegated to the LGA Executive Committee.

Right to Decline Nomination

The LGA reserves the right to decline to appoint or nominate a person to a board or committee, unless it is required by law. The LGA Board (or between meetings the LGA Executive Committee) will consider recommendations from the Secretariat that the LGA decline to appoint or nominate a person to a board or committee. A brief report stating the reasons for declining to appoint or nominate will be prepared by the Secretariat to be considered by the LGA Board (or between meetings, the LGA Executive Committee).

Nominees to be Current Council Members or Staff

LGA nominees to outside bodies will, unless determined otherwise by the LGA Board/LGA Executive Committee, be current Council Members or staff of a Member Council or other Local Government entity.

When an existing appointment to an outside body ceases to be a Council or staff Member or a member of another Local Government entity, then under normal circumstances that person will be requested to resign his/her membership of the outside body forthwith. However the LGA Board/LGA Executive Committee may waive this requirement in circumstances where the person:

- has unique qualifications, experience or other personal qualities which allow him or her to continue to remain on the particular board or committee and/or;
- is appointed directly by a Minister or the Governor for a fixed term, and the appointment is specific to that person.

The LGA Board or LGA Executive Committee will review the list of all existing appointments following each general Local Government Election, to consider whether existing appointments comply with this policy.

ECM 30741

Submitting Nominations to the LGA

LGA nominations to outside bodies are determined by Councils as corporate bodies. Each Council determines its own policy on how Council nominations are lodged. Only two (2) nominations will be accepted from any one Council. The LGA Board / LGA Executive Committee does not accept nominations from individual Councillors or staff.

LGA Board/LGA Executive Committee Process for Determining Appointments/Nominations

The process for determining appointments/nominations at LGA Board or LGA Executive Committee meetings is as follows:

- a) Where the LGA Board/LGA Executive Committee is being asked to appoint a member and a proxy, this will be done as two separate processes, i.e. the selection of the person to be the member is to be completed prior to the selection of who is to be the deputy. This avoids the potential problem of two names being considered at once where it is quite likely that a member is supportive of one of the people but not necessarily both.
- b) Where the appointment is to a statutory authority and is to be made by the Governor, the provisions of section 36A of the *Acts Interpretation Act 1915* apply regarding gender balance and the number of nominations to be provided (see Attachment 4). In situations where there is an insufficient number of nominations from women to achieve an appropriate gender balance, the LGA may use the Local Government Women's Register described in Attachment 5 to source the names of additional persons.
- c) If the requirement is to choose a panel of three **or more** names, this can be done 'on block'.
- d) Unless otherwise determined, the President or Chairperson for the meeting, will invite members to nominate a person, no seconder is required.
- e) If the number of nominations received exceeds the number of positions, the President or Chairperson shall then invite members to make any comment they wish on the merits of any of the persons who have been nominated.
- f) Each member shall then be invited to indicate their preference by way of a secret ballot using the confidential matrix provided.
- g) Each member shall be entitled to vote on as many occasions as there are positions to be filled. Counting will be conducted on the basis of 'first past the post'.
- h) The President or Chairperson shall indicate to members the nominee who has received the most votes and has been selected. The President or Chairperson shall then invite a member to formally move that the nominee(s) with the most votes be selected.
- i) Nominations received from Councils after the deadline stipulated in the relevant LGA Circular will be shown as having been received late. This does not in itself mean that such nominations are invalid. The relevant agenda item will stipulate the closing date. The LGA Board/LGA Executive Committee is able to consider any late nomination on merit, unless it determines otherwise.

ECM 30741

- j) Where there are insufficient nominations the LGA Board/LGA Executive Committee may delegate to the LGA Chief Executive Officer, in consultation with the LGA President, approval to seek further nominations and forward these nominations to the relevant Minister, Government agency or organisation.

If a member of the LGA Board/LGA Executive Committee or an officer of the LGA Secretariat is nominated, that person must leave the room prior to the matter being discussed and determined.

Advising of LGA Nominees and Policy

When LGA nominees to an outside body have been determined by LGA Board/LGA Executive Committee in accordance with this policy, the names of the nominees and a copy of this policy shall be provided to the relevant Minister or agency, highlighting the conditions of the nomination.

Responsibilities of Appointees

While recognising that the deliberations of many external boards and committees are confidential in nature, this policy nevertheless requires LGA nominees and appointees to external bodies to provide a short general report annually, outlining the achievements of the board or committee which are likely to be of interest to Local Government.

Insurance for LGA Appointees

Where a Board is a Statutory Board or Committee of the State Government or a State agency the South Australian Insurance Corporation (SAICORP) provides insurance cover. In the event that insurance is not available through SAICORP the LGA through contact with the outside body or its Mutual Liability Scheme will ensure that the appointee is adequately covered.

Review

This Policy may be reviewed by the LGA Board from time to time as necessary, to ensure that it remains up to date and relevant.

Nominations to Outside Bodies**PART A**

Name of Body	
Legal Status of Body	**Delete those that don't apply: Statutory Authority Incorporated Body Committee Advisory Committee Other (please provide information)
Summary Statement	
<u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u> The following selection criteria must be addressed when completing Part B	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	
Industry Experience	
Board / Committee Experience	
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	
<u>LIABILITY AND INDEMNITY COVER</u> The LGA requires that nominees to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis) **CHECK THE BODY INSURED**	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

ECM 30741

Nominations to Outside Bodies



PART B: This form must be completed by Council electronically and emailed as a word document to:
##@lga.sa.gov.au
 (Nominee's details must not exceed this single page)

Name of Body: ****Insert name of body**

Council Name:			
Full Name of Nominee:			
Position/Title:			
Address:			
Work Phone:		Facsimile:	
A/H Phone:		Mobile:	
Email:			
1. <u>Summary of relevant skills, knowledge and/or experience</u>			
2. <u>Other comments in relation to this role</u>			

DO NOT EXCEED ONE PAGE
An email confirming receipt of your nomination will be forwarded

ECM 30741

Attachment 4

Extract from the *Acts Interpretation Act 1915*

36A—Gender balance in nomination of persons for appointment to statutory bodies

- (1) This section applies if an Act provides for a member of a body to be appointed by the Governor or a Minister on the nomination of a non-government entity.
- (2) If the Act provides for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that the panel—
 - (a) must include at least 1 woman and 1 man; and
 - (b) must, as far as practicable, be comprised of equal numbers of women and men.
- (3) If the Act does not provide for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that—
 - (a) the non-government entity must nominate a panel of persons comprised of not less than twice the number of members of the body to be appointed on the nomination of the entity plus one; and
 - (b) the panel—
 - (i) must include at least 1 woman and 1 man; and
 - (ii) must, as far as practicable, be comprised of equal numbers of women and men; and
 - (c) the Governor or Minister must select the person for appointment from the panel.
- (4) This section does not derogate from the need to properly assess merit in selecting persons for appointment.
- (5) In this section—

non-government entity means a person or body other than an officer, agency or instrumentality (including a Minister) of the Crown in right of the State or the Commonwealth or another State or a Territory of the Commonwealth.

Attachment 5

Local Government Women's Board and Committee Membership Register

The LGA will establish and maintain a register of Local Government women interested in being appointed to Local Government related Boards and Committees. (The 'LG Women's Register')

The process of establishment and maintenance of the LG Women's Register will include:

- 1 An LGA Circular will advise of the establishment of the LG Women's Register and request interested women (Council Members and Council Officers) to complete a registration of interest form providing:
 - name and contact details
 - fields of interest
 - details of previous skills, knowledge and experience relevant to board or committee membership
 - names and contact details of two referees
 - permission to supply details provided above to Local Government stakeholders requiring female board or committee members.
 - advice if/when the applicant requires their details to be removed from the Register.
- 2 Information about the LG Women's Register will be provided on the LGA website on the front page under *LGA.net for Councils*, the *Women on the Move* page and the *Governance* page, with a link to the registration of interest form.
- 3 The LGA will record information on the LG Women's Register when a registration of interest is received. The LGA will use this information to assist with filling Local Government related board or committee positions, only when sufficient nominations are not received as part of its 'Representatives on Outside Bodies' Process. The LGA will not disclose the information from the LG Women's Register to a third party without the express permission of the relevant person.
- 4 The LGA will also promote the LG Women's Register to all Local Government stakeholders advising them to contact the LGA if they are seeking a female Board or Committee member.
- 5 Upon request, the LGA may provide external stakeholders with the details of individual(s) listed on the LG Women's Register, but only if the registered person(s) have consented to their information being made available to third parties. The stakeholder will be invited to contact the person(s) direct.

Nominations to Outside Bodies - Part A

South Australia Power Networks Customer Consultative Panel	
Legal Status of Body	The Panel is established by SAPN and is not a statutory authority
Summary Statement	The Panel was established in 2005 to ensure customer views are considered in SAPN's decision-making and is governed by the Customer Consultative Panel Information Pack available in the LGA Circular.
Selection criteria	
<i>The following selection criteria based on the Panel Information Pack must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	<ul style="list-style-type: none"> Local government experience as a council member or staff member Other relevant qualifications
Industry Experience	<ul style="list-style-type: none"> Basic understanding of and interest in the electricity industry
Key Expertise	Expertise and knowledge in: <ul style="list-style-type: none"> Innovation and the future of energy Social inclusion Basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to lgasa@lga.sa.gov.au; and
- upon receipt at the LGA, will be acknowledged by return email.

Customer Consultative Panel

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer <u>LGA Policy</u>	Name:		
	Position:		
	Email:		
	Telephone:		
Nominee details			
Name of Nominee			
<input type="checkbox"/> Current Elected Member		or	<input type="checkbox"/> Current council officer
Home / Postal Address			
Phone		Mobile:	
Email			
Is a CV attached or will it be forwarded separately?			
Information relevant to the appointment sought			
<i>(address the selection criteria from Part A)</i>			
Qualifications:			
Industry Experience:			
Key Expertise:			
Any other comments:			
Undertaking:			
<i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local</i>			

government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes No

Signature of Nominee: _____

DECISION REPORT

REPORT TITLE:	NOMINATIONS FOR THE PUBLIC LIBRARY SERVICES STANDING COMMITTEE
ITEM NUMBER:	4.5
DATE OF MEETING:	28 OCTOBER 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. PUBLIC LIBRARY SERVICES STANDING COMMITTEE -TERMS OF REFERENCE2. LGA POLICY - APPOINTMENTS OR NOMINATIONS TO OUTSIDE BODIES3. PART A - PLS STANDING COMMITTEE4. PART B - PLS STANDING COMMITTEE

1. **EXECUTIVE SUMMARY**

Nominations are invited for a local government representative on the Public Library Services Standing Committee, a standing committee of the Libraries Board of South Australia. The appointment is unpaid and for a period of three years. Nominations must be forwarded to the LGA by Friday 8 November 2019.

This report seeks a decision from Council regarding any nomination to be made.

2. **RECOMMENDATION**

That:

1. The report be received.
2. _____ be nominated for consideration by the LGA Board of Directors as a local government representative of Public Library Services Standing Committee.

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
 - 4.1 We have strong leadership and governance.

4. **BACKGROUND**

The Public Library Services Standing Committee is a standing committee of the Libraries Board of South Australia (the Board), which is a statutory body under the *Libraries Act 1982* (the Libraries Act) providing public library services to South Australia. General Manager City Services, Megan Berghuis is a current member of the Board.

The Standing Committee advises the Board on policy and planning matters. There is a vacancy on the Standing Committee and nominations are invited from the local government sector. The Standing Committee is governed by its Terms of Reference.

Attachment 1

Standing Committee Members

The Standing Committee comprises of:

The membership of the Standing Committee will consist of not more than nine (9) members:

- Two (2) members of the Libraries Board including a Chairperson nominated by the Libraries Board;
- Two (2) representatives nominated by the Local Government Association (currently includes LGA Policy Officer Katherine Russell);
- President of Public Libraries South Australia (or their nominee);
- Two (2) representatives nominated by Public Libraries South Australia; and
- Associate Director Public Library Services.

The Director, State Library and Public Library Services Managers will attend meetings as necessary but are not considered members of the Committee.

Standing Committee Functions

The function of the PLS Standing Committee is to provide the Libraries Board of South Australia with expert advice on all matters relating to the strategic direction of public library services in South Australia.

The Standing Committee is responsible for endorsing budgetary strategy, establishing and achieving business objectives for Public Library Services, monitoring performance outcomes and risks.

The Role of Individual Members

The role of individual members of the Standing Committee is detailed in the Terms of Reference and includes:

Having an understanding of the business and strategic objectives of the Libraries Board;

- Being actively involved in the delivery of public library services; and
- Being an advocate and champion for public library services.

Skills and Experience Required

Skills and experience required for consideration for membership of the Committee by the Libraries Board include (but nominees must not necessarily meet all criteria, and elected members may also be nominated):

- Hold senior leadership position in a council
- Proven experience in strategic thinking and delivery
- Proven ability to provide ideas and advice on issues, services, strategies and priorities relating to library services
- Analytical and problem-solving skills
- High level information technology skills
- Knowledge of state and local governments.

5. DISCUSSION

Council Details

The Standing Committee generally meets monthly on the first Tuesday of the month at 3pm at the State Library of SA, with a total of ten meetings annually. The role is unpaid.

According to the LGA Nominations to Outside Bodies Policy, LGA nominees to external bodies are required to provide a short general report annually to the LGA outlining the achievements of the committee.

Attachment 2

Nominations

Nominations which meet the criteria in the LGA Policy and the Standing Committee Terms of Reference will be considered by the LGA Board at its meeting on Thursday 21 November 2019.

Appointments to the Standing Committee are made by the Libraries Board according to the Libraries Act.

According to the LGA Policy, LGA nominations to outside bodies will, unless determined otherwise by the LGA Board of Directors, be:

- currently serving council members or council staff
- made on merit-based principles giving due weight to gender balance.

Nominations addressing the Selection Criteria provided in Part A for the Standing Committee must be forwarded to lgasa@lga.sa.gov.au by a council using the attached Part B along with an up-to-date CV/resume by COB by Friday 8 November 2019.

Attachment 3

Attachment 4

A nomination has been received from Rebecca Cox, Manager Community and Cultural Centres.

Council is under no obligation to make a nomination.

6. ANALYSIS OF OPTIONS

Option 1 – Council makes a nomination of either an elected member or staff member for Public Library Services Standing Committee by endorsing the following resolution.

1. The report be received.
2. _____ be nominated for consideration by the LGA Board of Directors as a local government representative of Public Library Services Standing Committee.

Option 2 – Council make no nomination for the local government representative of Public Library Services Standing Committee. by endorsing the following resolution:

1. The report be received.

Council is under no obligation to make a nomination and may choose to simply receive this report.

7. RECOMMENDED OPTION

Option 1 is the recommended option if Council identifies an appropriate nomination to be made.

Option 2 is the recommended option if Council determines it does not wish to make a nomination.

8. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO



Government of South Australia

Department of the Premier
and Cabinet

Public Library Services Standing Committee

Terms of Reference

Version 0.2 – July 2019

Lead Stakeholder: Libraries Board of South Australia

File Number:

DOCUMENT CONTROL

Authors

Name	Function
Jo Bayly	Acting Associate Director, Public Library Services
Veronica Mathews	Acting Associate Director, Public Library Services

Change History

Revision	Revision Description	Date
0.1	First Draft	8 January 2019
0.2	Second Draft	7 May 2019

Review List

Reviewed By	Comments	Date
PLS Standing Committee	Endorsed	7 May 2019
Libraries Board of South Australia	Approved	20 May 2019
Local Government Association	Endorsed	24 June 2019

Authorisation

Authorised By	Function	Date
Acting Premier	Approved final document	12 July 2019

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TABLE OF CONTENTS

BACKGROUND/CONTEXT 4

1. STAKEHOLDERS 4

2. GOVERNANCE..... 4

3. FUNCTION OF THE COMMITTEE 5

4. ROLE OF THE COMMITTEE..... 5

5. ROLE OF INDIVIDUAL WORKING PARTY MEMBERS 5

6. SCOPE OF COMMITTEE'S CONSIDERATION 6

7. GENERAL 6

7.1 APPOINTMENT 6

7.2 MEMBERSHIP 6

7.3 MEMBER TERMS 7

7.4 CHAIR 7

7.5 SECRETARIAL SERVICES..... 7

7.6 AGENDA ITEMS 7

7.7 MINUTES AND MEETING PAPERS 7

7.8 FREQUENCY OF MEETINGS 8

7.9 PROXIES 8

7.10 QUORUM REQUIREMENTS 8

7.11 REPORTING 8

7.12 FORMATION OF WORKING GROUPS AND SUB-COMMITTEES 8

BACKGROUND/CONTEXT

The Public Library Services (PLS) Standing Committee is a standing committee of the Libraries Board of South Australia in accordance with the *'Memorandum of Agreement between the Minister for the Arts and the President of the Local Government Association regarding Public Libraries and Community Information 20011-2021'* (the MOA).

The Libraries Board objectives relating to public libraries include:

- To achieve and maintain a co-ordinated system of libraries and library services that adequately meets the needs of the whole community;
- To promote and facilitate the establishment and maintenance of libraries and library services by councils and other appropriate bodies;
- To promote a co-operative approach to the provision of library services;
- To ensure that the community has available to it adequate research and information services providing access to library materials and information stored in libraries and other institutions both within and outside the State.

The role of the Standing Committee in supporting the objectives of the Board is to:

- Formulate policies and guidelines for the provision of public library services;
- Establish, maintain and expand collections of library materials;
- Establish, maintain and expand services in response to community needs;
- Promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others;
- Investigate and plan for the future needs of the public library network.

1. STAKEHOLDERS

The key stakeholders are:

- Libraries Board of South Australia
- Premier
- Department of the Premier and Cabinet
- Local Government Association
- Department for Education
- Public Libraries South Australia (PLSA)
- South Australian Councils and Public Libraries
- Joint Use Librarians Association (JULA)
- Public Library Services
- South Australian Community

2. GOVERNANCE

The governance and reporting relationships are illustrated in Appendix A.

3. FUNCTION OF THE COMMITTEE

The Function of the PLS Standing Committee is to provide the Libraries Board of South Australia with expert advice on all matters relating to the strategic direction of public library services in South Australia. The Standing Committee is responsible for endorsing budgetary strategy, establishing and achieving business objectives for Public Library Services, monitoring performance outcomes and risks.

4. ROLE OF THE COMMITTEE

The role of the PLS Standing Committee is to provide:

- A strategic overview, advice and recommendations to the Libraries Board of South Australia on matters relating to Public Library Services and the public library network
- A communication mechanism and conduit for Local Government and public libraries on issues affecting Public Library Services and the public library network
- Strategic input into the services, directions and policies of Public Library Services and the public library network

5. ROLE OF INDIVIDUAL MEMBERS

The Role of the individual members of the PLS Standing Committee is to:

- Understand the business and strategic objectives of the Libraries Board;
- Be actively involved in the delivery of public library services and the outcomes being pursued;
- Demonstrate a commitment to collaboration and the sharing of state-wide resources;
- Be an advocate and champion for public library services;
- Appreciate the diversity within the network and take into account the various perspectives and interests of individual councils and libraries;
- Have a strong understanding of the State's public library network;
- Be committed to, and actively involved in committee activities and decision making;
- Maintain confidentiality in relation to any sensitive material.

In practice, this means they:

- Understand the strategic objectives of the South Australian public library network;
- Ensure the needs of all stakeholders including individual councils and libraries are considered when making decisions;
- Help balance conflicting priorities and resources;
- Provide support and advice to the Libraries Board on all matters pertaining to the delivery of public library services;
- Consider ideas and issues raised; and
- Review trends and identify ways to take advantage of emerging opportunities.

6. SCOPE OF COMMITTEE'S CONSIDERATION

The issues that the Committee will consider include those matters covered by the Libraries Act and the MOA, including but not exclusive to:

- Provision of public library and information services in South Australia;
- Development and strengthening of the South Australian public library network;
- Strategic partnering and co-operative arrangements;
- The utilization and allocation of the State Government Grant for public library purposes;
- The financial management of Public Library Services including the cost effectiveness of the service, budgets and grant allocations;
- The purpose and process of consultation and communication on matters concerning public libraries and the network;
- Provide governance oversight of the operations and impact of the One Card Library Management System;
- Contributing to the setting and monitoring of, agreed strategic objectives and performance outcomes by Public Library Services;
- Identification of library trends, statewide services and opportunities for future innovation;
- Making best use of new and emerging technologies.

7 GENERAL

7.1 *Appointment*

Members are appointed to the committee by the Libraries Board. In the interests of achieving a balanced and well-credentialed committee the stakeholders who have places on the committee will nominate two or more people for each position that they have on the committee. The Libraries Board will consider the balance of skills and experience required and make an appointment to the committee from these nominees.

7.2 *Membership*

The membership of the Standing Committee will consist of not more than 9 members:

- Two members of the Libraries Board including a Chairperson nominated by the Libraries Board;
- Two representatives nominated by the Local Government Association;
- President of Public Libraries South Australia (or their nominee);
- Two representatives nominated by Public Libraries South Australia;
- Associate Director Public Library Services;
- The Director, State Library and PLS Managers will attend meetings as necessary but are not considered members of the Committee.

The membership of the Committee brings a range of skills and perspectives to the Committee's deliberations. .

Skills and experience required for consideration for membership by the Libraries Board include;

- Hold senior leadership position in a council
- Proven experience in strategic thinking and delivery
- Proven ability to provide ideas and advice on issues, services, strategies and priorities relating to library services
- Analytical and problem solving skills
- High level information technology skills
- Knowledge of state and local governments

7.3 Member Terms

Members will ordinarily be appointed for a three year fixed term with the option for the Board to renew a member's appointment for a further two 3 year periods i.e. for a period of up to 9 years. The occupant of the position of Associate Director is a permanent member of the Committee.

Committee members will cease to be a member of the PLS standing Committee if they:

- resign from the committee
- fail to attend 3 consecutive meetings without providing apologies to the Chairperson
- resign from their employment
- breach confidentiality

Any vacant positions will be filled on a casual basis until the term of office has expired.

7.4 Chair

The Chair will convene the Public Library Standing Committee meetings.

If the designated Chair is not available, the other Libraries Board member will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

7.5 Secretarial Services

Secretarial services are provided by the Executive Officer, Libraries Board of South Australia.

7.6 Agenda Items

All PLS Standing Committee agenda items must be forwarded to the secretariat ten (10) working days prior to the next scheduled meeting.

The PLS Standing Committee agenda, with attached meeting papers, will be distributed at least seven (7) working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

7.7 Minutes and Meeting Papers

The format of the PLS Standing Committee minutes will be in the format used by the Libraries Board.

The minutes of each PLS Standing Committee will be prepared by the Executive Officer.

Full copies of the minutes, including attachments, will be provided to all Committee members no later than ten (10) working days following each meeting.

By agreement of the PLS Standing Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

The minutes of each Committee meeting will be monitored and maintained by the Executive Officer and stored by Public Library Services as a complete record as required under provisions of the State Records Act 1997.

7.8 Frequency of Meetings

Meetings are generally held monthly prior to the meeting of the Libraries Board. This is to facilitate the inclusion of reports to the Libraries Board which have been considered and ratified by the Committee. A total of ten (10) meetings will be held each year. Electronic communication and teleconferences may be used to enable country members to participate. A special or extraordinary meeting may be called by the Committee Chair as required.

7.9 Proxies

Members of the Public Library Standing Committee will not nominate a proxy to attend a meeting if the member is unable to attend.

7.10 Quorum Requirements

A minimum of 50% plus one of members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

7.11 Reporting

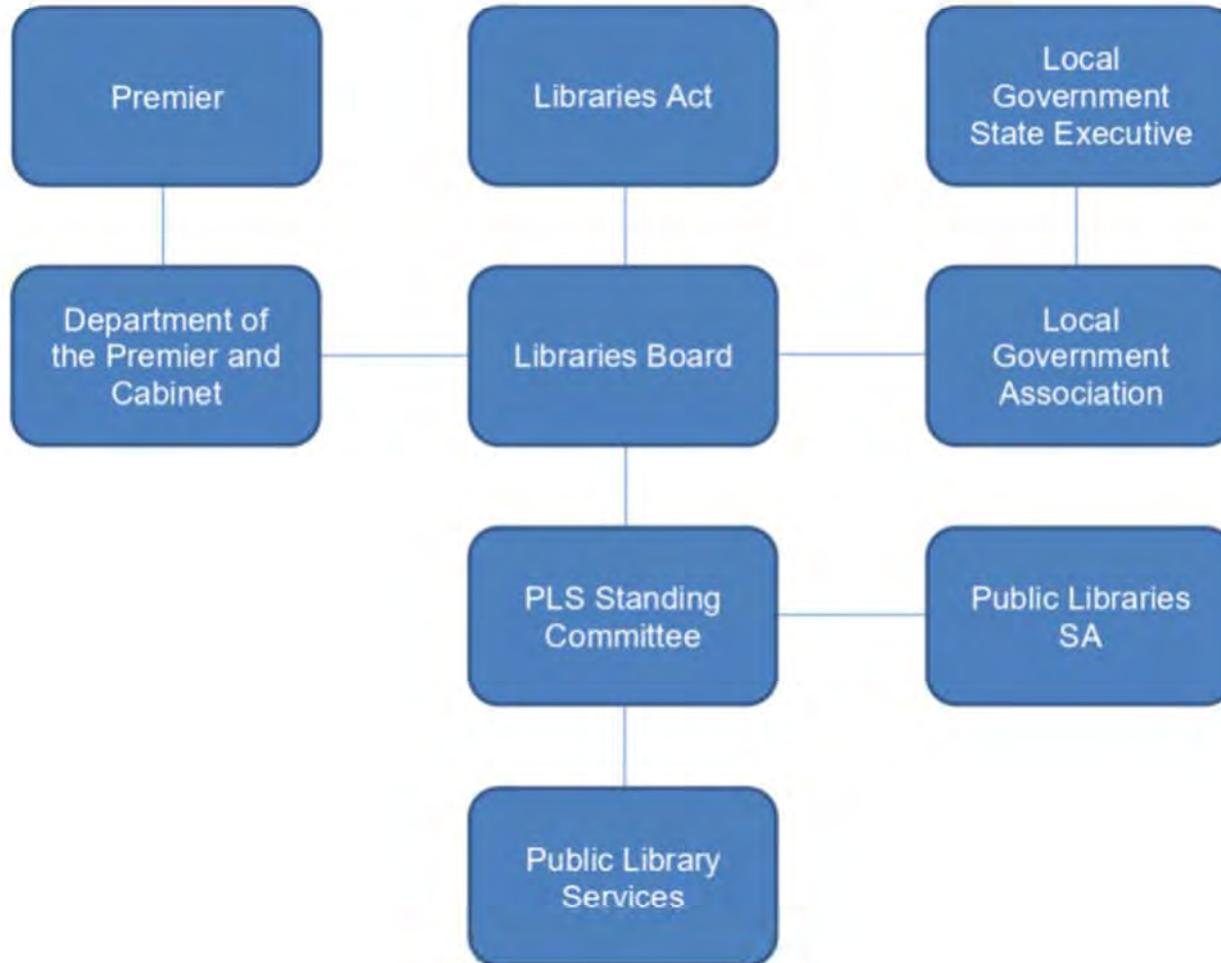
The Committee will provide written reports to the Libraries Board for inclusion in its Agenda papers for each meeting. It is further suggested that PLSA and LGA nominees provide a formal annual report to PLSA and the LGA respectively.

7.12 Formation of working groups and sub-committees

The Public Library Standing Committee may from time to time form working groups or sub-committees to undertake specific work on behalf of the committee.

APPENDIX 1

SOUTH AUSTRALIAN PUBLIC LIBRARY NETWORK
GOVERNANCE AND REPORTING RELATIONSHIPS



Title: Appointments or Nominations to Outside Bodies

DATE OF POLICY:	July 2006
DATE OF LAST REVIEW BY LGA:	May 2013 May 2014

Requests for Local Government nominees on boards and committees are received from Ministers, Government Agencies and other organisations regularly. The importance of Local Government nominations to boards and committees is recognised by the LGA and appointments/nominations will be made on merit based principles giving due weight to gender balance. Appointees or nominees to outside bodies are not expected to 'represent' Local Government, or the views of any particular stakeholder or interest group. They are expected to apply their skills and experience, particularly their skills and experience arising from their participation in Local Government, to the betterment of the work and understanding of the board or committee to which they are appointed.

Appointments by Minister/Governor

Appointments to be made by the Minister or Governor, drawn from nominations from the LGA, will be determined by the LGA Board or between meetings the LGA Executive Committee. The Secretariat will call for nominations from Member Councils using the proforma (attachment 1) and upon the close of nominations (attachment 2) prepare a report for consideration. The template (attachment 3) is to be prepared by the Secretariat and tabled at the relevant meeting to assist with the assessment of the most appropriate nominations. However, where the appointments are to be made to non-statutory boards or committees, the nomination selection process may be delegated to the LGA Executive Committee.

Right to Decline Nomination

The LGA reserves the right to decline to appoint or nominate a person to a board or committee, unless it is required by law. The LGA Board (or between meetings the LGA Executive Committee) will consider recommendations from the Secretariat that the LGA decline to appoint or nominate a person to a board or committee. A brief report stating the reasons for declining to appoint or nominate will be prepared by the Secretariat to be considered by the LGA Board (or between meetings, the LGA Executive Committee).

Nominees to be Current Council Members or Staff

LGA nominees to outside bodies will, unless determined otherwise by the LGA Board/LGA Executive Committee, be current Council Members or staff of a Member Council or other Local Government entity.

When an existing appointment to an outside body ceases to be a Council or staff Member or a member of another Local Government entity, then under normal circumstances that person will be requested to resign his/her membership of the outside body forthwith. However the LGA Board/LGA Executive Committee may waive this requirement in circumstances where the person:

- has unique qualifications, experience or other personal qualities which allow him or her to continue to remain on the particular board or committee and/or;
- is appointed directly by a Minister or the Governor for a fixed term, and the appointment is specific to that person.

The LGA Board or LGA Executive Committee will review the list of all existing appointments following each general Local Government Election, to consider whether existing appointments comply with this policy.

ECM 30741

Submitting Nominations to the LGA

LGA nominations to outside bodies are determined by Councils as corporate bodies. Each Council determines its own policy on how Council nominations are lodged. Only two (2) nominations will be accepted from any one Council. The LGA Board / LGA Executive Committee does not accept nominations from individual Councillors or staff.

LGA Board/LGA Executive Committee Process for Determining Appointments/Nominations

The process for determining appointments/nominations at LGA Board or LGA Executive Committee meetings is as follows:

- a) Where the LGA Board/LGA Executive Committee is being asked to appoint a member and a proxy, this will be done as two separate processes, i.e. the selection of the person to be the member is to be completed prior to the selection of who is to be the deputy. This avoids the potential problem of two names being considered at once where it is quite likely that a member is supportive of one of the people but not necessarily both.
- b) Where the appointment is to a statutory authority and is to be made by the Governor, the provisions of section 36A of the *Acts Interpretation Act 1915* apply regarding gender balance and the number of nominations to be provided (see Attachment 4). In situations where there is an insufficient number of nominations from women to achieve an appropriate gender balance, the LGA may use the Local Government Women's Register described in Attachment 5 to source the names of additional persons.
- c) If the requirement is to choose a panel of three **or more** names, this can be done 'on block'.
- d) Unless otherwise determined, the President or Chairperson for the meeting, will invite members to nominate a person, no seconder is required.
- e) If the number of nominations received exceeds the number of positions, the President or Chairperson shall then invite members to make any comment they wish on the merits of any of the persons who have been nominated.
- f) Each member shall then be invited to indicate their preference by way of a secret ballot using the confidential matrix provided.
- g) Each member shall be entitled to vote on as many occasions as there are positions to be filled. Counting will be conducted on the basis of 'first past the post'.
- h) The President or Chairperson shall indicate to members the nominee who has received the most votes and has been selected. The President or Chairperson shall then invite a member to formally move that the nominee(s) with the most votes be selected.
- i) Nominations received from Councils after the deadline stipulated in the relevant LGA Circular will be shown as having been received late. This does not in itself mean that such nominations are invalid. The relevant agenda item will stipulate the closing date. The LGA Board/LGA Executive Committee is able to consider any late nomination on merit, unless it determines otherwise.

ECM 30741

- j) Where there are insufficient nominations the LGA Board/LGA Executive Committee may delegate to the LGA Chief Executive Officer, in consultation with the LGA President, approval to seek further nominations and forward these nominations to the relevant Minister, Government agency or organisation.

If a member of the LGA Board/LGA Executive Committee or an officer of the LGA Secretariat is nominated, that person must leave the room prior to the matter being discussed and determined.

Advising of LGA Nominees and Policy

When LGA nominees to an outside body have been determined by LGA Board/LGA Executive Committee in accordance with this policy, the names of the nominees and a copy of this policy shall be provided to the relevant Minister or agency, highlighting the conditions of the nomination.

Responsibilities of Appointees

While recognising that the deliberations of many external boards and committees are confidential in nature, this policy nevertheless requires LGA nominees and appointees to external bodies to provide a short general report annually, outlining the achievements of the board or committee which are likely to be of interest to Local Government.

Insurance for LGA Appointees

Where a Board is a Statutory Board or Committee of the State Government or a State agency the South Australian Insurance Corporation (SAICORP) provides insurance cover. In the event that insurance is not available through SAICORP the LGA through contact with the outside body or its Mutual Liability Scheme will ensure that the appointee is adequately covered.

Review

This Policy may be reviewed by the LGA Board from time to time as necessary, to ensure that it remains up to date and relevant.



Nominations to Outside Bodies

PART A

Name of Body	
Legal Status of Body	<p>**Delete those that don't apply:</p> <p>Statutory Authority</p> <p>Incorporated Body</p> <p>Committee</p> <p>Advisory Committee</p> <p>Other (please provide information)</p>
Summary Statement	
<p><u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u></p> <p>The following selection criteria must be addressed when completing Part B</p>	
<p>Qualifications Required</p> <p><i>(formal qualifications relevant to the appointment)</i></p>	
<p>Industry Experience</p>	
<p>Board / Committee Experience</p>	
<p>Key Expertise</p> <p><i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i></p>	
<p><u>LIABILITY AND INDEMNITY COVER</u></p> <p>The LGA requires that nominees to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis) **CHECK THE BODY INSURED**</p>	
<p>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</p>	<p>Yes</p>
<p>Insurance Policies are Valid & Current</p>	<p>Yes</p>

ECM 30741

Nominations to Outside Bodies



PART B: This form must be completed by Council electronically and emailed as a word document to:
##@lga.sa.gov.au
 (Nominee's details must not exceed this single page)

Name of Body: ****Insert name of body**

Council Name:			
Full Name of Nominee:			
Position/Title:			
Address:			
Work Phone:		Facsimile:	
A/H Phone:		Mobile:	
Email:			
1. <u>Summary of relevant skills, knowledge and/or experience</u>			
2. <u>Other comments in relation to this role</u>			

DO NOT EXCEED ONE PAGE
An email confirming receipt of your nomination will be forwarded

ECM 30741

Attachment 4

Extract from the *Acts Interpretation Act 1915*

36A—Gender balance in nomination of persons for appointment to statutory bodies

- (1) This section applies if an Act provides for a member of a body to be appointed by the Governor or a Minister on the nomination of a non-government entity.
- (2) If the Act provides for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that the panel—
 - (a) must include at least 1 woman and 1 man; and
 - (b) must, as far as practicable, be comprised of equal numbers of women and men.
- (3) If the Act does not provide for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that—
 - (a) the non-government entity must nominate a panel of persons comprised of not less than twice the number of members of the body to be appointed on the nomination of the entity plus one; and
 - (b) the panel—
 - (i) must include at least 1 woman and 1 man; and
 - (ii) must, as far as practicable, be comprised of equal numbers of women and men; and
 - (c) the Governor or Minister must select the person for appointment from the panel.
- (4) This section does not derogate from the need to properly assess merit in selecting persons for appointment.
- (5) In this section—

non-government entity means a person or body other than an officer, agency or instrumentality (including a Minister) of the Crown in right of the State or the Commonwealth or another State or a Territory of the Commonwealth.

Attachment 5

Local Government Women's Board and Committee Membership Register

The LGA will establish and maintain a register of Local Government women interested in being appointed to Local Government related Boards and Committees. (The 'LG Women's Register')

The process of establishment and maintenance of the LG Women's Register will include:

- 1 An LGA Circular will advise of the establishment of the LG Women's Register and request interested women (Council Members and Council Officers) to complete a registration of interest form providing:
 - name and contact details
 - fields of interest
 - details of previous skills, knowledge and experience relevant to board or committee membership
 - names and contact details of two referees
 - permission to supply details provided above to Local Government stakeholders requiring female board or committee members.
 - advice if/when the applicant requires their details to be removed from the Register.
- 2 Information about the LG Women's Register will be provided on the LGA website on the front page under *LGA.net for Councils*, the *Women on the Move* page and the *Governance* page, with a link to the registration of interest form.
- 3 The LGA will record information on the LG Women's Register when a registration of interest is received. The LGA will use this information to assist with filling Local Government related board or committee positions, only when sufficient nominations are not received as part of its 'Representatives on Outside Bodies' Process. The LGA will not disclose the information from the LG Women's Register to a third party without the express permission of the relevant person.
- 4 The LGA will also promote the LG Women's Register to all Local Government stakeholders advising them to contact the LGA if they are seeking a female Board or Committee member.
- 5 Upon request, the LGA may provide external stakeholders with the details of individual(s) listed on the LG Women's Register, but only if the registered person(s) have consented to their information being made available to third parties. The stakeholder will be invited to contact the person(s) direct.

Nominations to Outside Bodies - Part A

Public Library Services Standing Committee	
Legal Status of Body	Standing Committee is established by the Libraries Board pursuant to the Libraries Act but is not a statutory authority
Summary Statement	The Public Library Services Standing Committee is a committee established to assist the Libraries Board on policy and planning matters. It is governed by Terms of Reference available in the LGA Circular.
Selection criteria	
<i>The following selection criteria based on the Committee's Terms of Reference must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	<ul style="list-style-type: none"> • Hold a senior leadership position in a council
Industry Experience	<ul style="list-style-type: none"> • Proven experience in strategic thinking and delivery • Proven ability to provide ideas and advice on issues, services, strategies and priorities relating to library services
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<ul style="list-style-type: none"> • Analytical and problem-solving skills • High level information technology skills • Knowledge of state and local governments
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to lgasa@lga.sa.gov.au; and
- upon receipt at the LGA, will be acknowledged by return email.

Public Libraries Standing Committee

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer <u>LGA Policy</u>	Name:		
	Position:		
	Email:		
	Telephone:		
Nominee details			
Name of Nominee			
<input type="checkbox"/> Current Elected Member or <input type="checkbox"/> Current council officer			
Home / Postal Address			
Phone		Mobile:	
Email			
Is a CV attached or will it be forwarded separately?			
Information relevant to the appointment sought			
<i>(address the selection criteria from Part A)</i>			
Qualifications:			
Industry Experience:			
Key Expertise:			
Any other comments:			
Undertaking:			
<i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local</i>			

government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes No

Signature of Nominee: _____

INFORMATION REPORT

REPORT TITLE:	VARIATION TO OPERATING HOURS FOR FESTIVE SEASON 2019-20
ITEM NUMBER:	4.6
DATE OF MEETING:	28 OCTOBER 2019
AUTHOR:	LARA JONES
JOB TITLE:	EXECUTIVE ASSISTANT, OFFICE OF THE CEO
ATTACHMENTS:	NIL

1. **EXECUTIVE SUMMARY**

This report provides information to Council regarding changes to normal operating hours at the Civic Centre, Library, Community Centres, Museum and Depot, during the festive season. In a number of instances, changes to the hours of operation will be used to undertake maintenance work at Council facilities.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
 - 4.1 We have strong leadership and governance.

4. **DISCUSSION**

Over the festive season our community centres, museum and some library services are either traditionally closed or have early closure times.

In addition, each year one event is held for all staff and Elected Members to celebrate the festive season. Early closure of the organisation provides an opportunity for this to occur. This event will be held on Friday 20 December 2019.

Noting the above, this year it is proposed to vary the operating hours at council facilities as follows:

All Facilities

- Civic Centre, Depot, Community Centres, Museum and Libraries will close at 12 noon on Friday 20 December 2019.

Civic Centre and Depot

- The Civic Centre and Depot will close at 3pm on Tuesday 24 December and Tuesday 31 December 2019.

Museum

- The Museum will close from Friday 20 December 2019 and re-open Monday 13 January 2020.

Goodwood Library and Unley Civic Centre Toy Library

- Early closure at 3pm on Tuesday 24 December 2019 and will re-open Thursday 2 January 2020.
- Goodwood Library customers are able to borrow and return items and use computer facilities at the Unley Civic Centre.

Unley Civic Centre Library

The Library will be open during the Christmas and New Year period, except public holidays as follows:

- Early closure at 3pm Tuesday 24 December 2019 (usual closure 6pm).
- Early closure at 5pm Friday 27 December 2019 (usual closure 6pm).
- Early closure at 5pm Monday 30 December 2019 (usual closure 6pm).
- Early closure at 3pm Tuesday 31 December 2019 (usual closure 6pm).

Fullarton Park Community Centre

- The Centre will close at midday on Friday 20 December 2019 and re-open Monday 20 January 2020 (noting there is a whole venue booking at the Centre from 2 January – 19 January).

Unley Community Centre

- The Centre will close at midday on Friday 20 December 2019 and re-open Monday 13 January 2020.

The Unley Community Centre Meal Service will resume on Thursday 16 January 2020.

Clarence Park Community Centre

- The Centre will close at midday on Friday 20 December 2019 and re-open Tuesday 28 January 2020.

Community Bus

The bus service will have a short closure period to provide volunteers and staff with an opportunity to take leave

- The Community Bus service will close on Saturday 28 December 2019 and re-open Monday 6 January 2020.

The community will be advised of the closures through notification at all affected locations, Council's website and the Unley Life column. Telephone calls will be directed to Council's after hours service.

5. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO

DECISION REPORT

REPORT TITLE: APPOINTMENT OF DEPUTY MAYOR
ITEM NUMBER: 4.7
DATE OF MEETING: 28 OCTOBER 2019
AUTHOR: TAMI NORMAN
JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS: NIL

1. **EXECUTIVE SUMMARY**

At the first Council Meeting following the 2018 November Local Government Elections Council resolved that a Deputy Mayor would be appointed for the 2018-2022 Council Term. At that meeting Cr Peter Hughes was appointed to the position of Deputy Mayor for the period commencing from the date of the resolution (26/11/2018) and concluding 26 November 2019.

This report seeks a decision from Council regarding the appointment of Deputy Mayor following the conclusion of the current appointment of Cr Hughes.

2. **RECOMMENDATION**

That:

1. The report be received.
2. Cr _____ be appointed to the position of Deputy Mayor for the period commencing 27 November 2019 and concluding _____.

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
- 4.1 We have strong leadership and governance.

4. **BACKGROUND**

Section 51(3) and (4) of the *Local Government Act 1999* (the Act) provides:

51 (3) *If a council has a mayor, there may also be, if the council so resolves, a deputy mayor and if a council has a chairperson, there may also be, if the council so resolves, a deputy chairperson.*

(4) *If there is to be a deputy mayor or deputy chairperson, he or she will be chosen by the members of the council from amongst their own number and will hold office for a term determined by the council.*

The term must not exceed 4 years.

At the Council Meeting on 26 November 2018 Council resolved:

ITEM 1338 APPOINTMENT OF DEPUTY MAYOR

That

- 1. Pursuant to Section 51(3) and (4) of the Local Government Act 1999, the Council of the City of Unley hereby resolves that there shall be a Deputy Mayor for the Council term November 2018 – November 2022.*
- 2. Councillor P Hughes be appointed to the position of Deputy Mayor for the period commencing from the date of this resolution and concluding 26 November 2019.*

Nominations for the office of Deputy Mayor are initially sought at the first meeting of Council following the conclusion of an election.

Historically the appointment has been made for a one year term, with Council then reconsidering the appointment of Deputy Mayor just prior to the conclusion of each appointment.

The table below sets out the history of the position of Deputy Mayor:

November 2014 – January 2016	Cr Bob Schnell
January 2016 – January 2017	Cr Michael Rabbitt
January 2017 – January 2018	Cr Don Palmer
January 2018 – November 2018	Cr Michael Hewitson

On the expiration of a term of office, the current serving Deputy Mayor is eligible to be chosen for a further term.

5. **DISCUSSION**

In the absence of the Mayor, a Deputy Mayor acts in the office of the Mayor. The position of Deputy Mayor receives an annual allowance of \$21,587.50 per annum, in accordance with the Remuneration Tribunal SA Determination 6 of 2018, Allowances for Members of Local Government Councils.

This amount is adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index under a scheme prescribed by the regulations.

Procedure for Appointment

Clause U33 of the Code of Practice – Procedures at Meetings sets out the process for nomination/appointment of Elected Members to internal and external positions. In brief, the process is:

- Meeting procedures are suspended to enable a ballot process to be undertaken.
- Nominations for the position are sought.
- Where nominations exceed the number of available positions, ballot papers are completed, with members recording their vote by placing a 1 next to the name of their most preferred candidate and subsequent candidates being numbered in descending order.
- Ballot papers are collected and counted by staff.
- The outcome of the ballot is communicated to the Presiding Member and the successful outcome is announced.
- Meeting procedures are resumed and the Presiding Member will call for a motion in relation to the item to confirm the ballot outcome.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. Cr _____ be appointed to the position of Deputy Mayor for the period commencing 27 November 2019 and concluding _____.

Council has resolved that there will be a Deputy Mayor for the current term of Council. The current appointment to the position of Deputy Mayor concludes on 26 November 2019. This option allows Council to make a decision regarding the appointment that will commence at the conclusion of the current appointment.

The term of the appointment is for Council to determine. Historically the period has been one year.

Option 2 –

1. The report be received.

Should Council consider that it does not wish to fill the position of Deputy Mayor the previous decision of Council that there shall be a Deputy Mayor for the current Council term will need to be revoked. This requires a motion on notice to be placed on the Council agenda.

Option 2 receives this report and allows for the required motion on notice to be submitted to the November Council meeting.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

The appointment of a Deputy Mayor allows for that person to act in the absence of the Mayor without the need for a separate decision to be made each time an absence occurs. This provides an efficient and responsive mechanism to ensure the functions of the office of Mayor continue to be delivered during any period of absence. It also provides an opportunity for the appointed member to develop skills in representation and leadership as they fulfil civic duties required by the role.

8.1 Financial/Budget

- The position of Deputy Mayor attracts a slightly higher allowance, which has been factored into the budget.

9. REPORT CONSULTATION

Nil

10. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

DECISION REPORT

REPORT TITLE: DETERMINATION OF TIME AND PLACE OF ORDINARY MEETINGS OF COUNCIL FOR 2020

ITEM NUMBER: 4.8

DATE OF MEETING: 28 OCTOBER 2019

AUTHOR: LARA JONES

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE CEO

ATTACHMENTS: NIL

1. **EXECUTIVE SUMMARY**

For the purposes of section 81 of the *Local Government Act 1999*, Council must determine the time and place of its ordinary meetings. There must be at least one ordinary meeting in each month.

This report provides the meeting dates for the 2020 calendar year.

2. **RECOMMENDATION**

That:

1. The report be received.
2. The Council meet on the fourth Monday of every month (excepting January and December 2020) at 7.00pm in the Council Chambers, 181 Unley Road, Unley, with appropriate adjustments to accommodate public holidays, in accordance with the meeting schedule outlined below:
 - Tuesday 28 January 2020
 - Monday 24 February 2020
 - Monday 23 March 2020
 - Monday 27 April 2020
 - Monday 25 May 2020
 - Monday 22 June 2020
 - Monday 27 July 2020
 - Monday 24 August 2020
 - Monday 28 September 2020
 - Monday 26 October 2020
 - Monday 23 November 2020
 - Monday 14 December 2020

3. Council meet, when required, on the second Monday of the month, as determined by the Chief Executive Officer.
 4. The Chief Executive Officer be delegated authority to amend the date and time of Council meetings should the need arise, with advice provided to Elected Members as soon as practicable when a need for change is identified, and formal notification provided in accordance with the requirements of section 83(1) of the *Local Government Act 1999*.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

Local Government Act 1999, section 81 of the Act provides:

- (1) *Subject to this section, ordinary meetings of a council will be held at times and places appointed by resolution of the council.*
- (2) *There must be at least one ordinary meeting in each month.*
- ...
- (5) *Ordinary meetings of a council may not be held on Sundays, or on public holidays.*
- (6) *In the case of a municipal council, ordinary meetings of the council may not be held before 5pm unless the council resolved otherwise by a resolution supported unanimously by all members of the council.*

4. DISCUSSION

Council is required to meet at least once in each month. Current practice is that Council meetings are convened on the fourth Monday of the month and it is proposed that this practice continue and form the basis of the 2020 Council meeting schedule. In circumstances where the CEO determines it is required, a further meeting may be scheduled for the second Monday of the month.

Variations to the standard meeting schedule is proposed for the months of January and December 2020 as follows:

- The Council meeting scheduled for Monday 27 January 2020 be moved to Tuesday 28 January to accommodate the public holiday on 27 January.
- The Council meeting that would ordinarily be scheduled for Monday 28 December 2020 be brought forward to the second Monday of the month, 14 December.

In addition, in the event that a meeting falls on a public holiday that is not noted in the schedule, the meeting will be held the following day.

5. **ANALYSIS OF OPTIONS**

Option 1 – the proposed Council meetings for 2020 be endorsed by adopting the following resolution:

1. The report be received.
2. The Council meet on the fourth Monday of every month (excepting January and December 2020) at 7.00pm in the Council Chambers, 181 Unley Road, Unley, with appropriate adjustments to accommodate public holidays, in accordance with the meeting schedule outlined below:
Tuesday 28 January 2020
Monday 24 February 2020
Monday 23 March 2020
Monday 27 April 2020
Monday 25 May 2020
Monday 22 June 2020
Monday 27 July 2020
Monday 24 August 2020
Monday 28 September 2020
Monday 26 October 2020
Monday 23 November 2020
Monday 14 December 2020
3. Council meet, when required, on the second Monday of the month, as determined by the Chief Executive Officer.
4. The Chief Executive Officer be delegated authority to amend the date and time of Council meetings should the need arise, with advice provided to Elected Members as soon as practicable when a need for change is identified, and formal notification provided in accordance with the requirements of section 83(1) of the *Local Government Act 1999*.

Option 2 – Adopt the meeting schedule with amendments.

6. **RECOMMENDED OPTION**

Option 1 is the recommended option.

7. **POLICY IMPLICATIONS**

7.1 **Financial/Budget**

Nil.

7.2 **Legislative/Risk Management**

Nil.

7.3 Staffing/Work Plans

Not applicable.

7.4 Environmental/Social/Economic

Not applicable.

7.5 Stakeholder Engagement

Section 84 of the Local Government Act requires that public notice of council meetings be given by causing a copy of the notice and the agenda for the meeting to be placed on public display at each office of the council and by publishing the notice and the agenda on a website.

In addition, the meeting schedule will be communicated to stakeholders and the community through other council publications and communication channels.

8. REPORT CONSULTATION

Nil.

9. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO

DECISION REPORT

REPORT TITLE:	ANNUAL REVIEW OF DELEGATIONS
ITEM NUMBER:	4.9
DATE OF MEETING:	28 OCTOBER 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	1. ATTACHMENT 1- DELEGATIONS APPENDICES 1-32 (UNDER SEPARATE COVER)

1. **EXECUTIVE SUMMARY**

Section 44 (6) of the *Local Government Act 1999* requires that a local government review the delegations for the time being in force at least once in every financial year. A review of the delegations from Council to the Chief Executive Officer has been conducted, and it is proposed that the delegations set out in this report be adopted.

2. **RECOMMENDATION**

That:

1. The report be received.
2. That having conducted its annual review of the Delegations Register in accordance with Section 44(6) of the *Local Government Act 1999*, Council:
3. **Revocations**

All Delegations to the Chief Executive Officer

- 3.1. Hereby revokes effective from 1 December 2019 its previous delegations to the Chief Executive Officer of those powers and functions under the following:
 - 3.1.1. *Community Titles Act 1996.*
 - 3.1.2. *Development Act 1993, and Development Regulations 2008.*
 - 3.1.3. *Dog & Cat Management Act 1995.*
 - 3.1.4. *Electricity Act 1996 and Electricity (Principles of Vegetation Clearance) Regulations 2010*
 - 3.1.5. *Electronic Conveyancing National Law (South Australia) Act 2013.*

- 3.1.6. *Environment Protection Act 1993, and Environment Protection (Waste to Resources) Policy 2010.*
- 3.1.7. *Expiation of Offences Act 1996.*
- 3.1.8. *Fences Act 1975.*
- 3.1.9. *Fire and Emergency Services Act 2005, and Fire and Emergency Services Regulations 2005.*
- 3.1.10. *Food Act 2001.*
- 3.1.11. *Freedom of Information Act 1991.*
- 3.1.12. *Heavy Vehicle National Law (South Australia) Act 2013.*
- 3.1.13. *Housing Improvement Act 2016.*
- 3.1.14. *Land & Business (Sale and Conveyancing) Act 1994.*
- 3.1.15. *Liquor Licensing Act 1997.*
- 3.1.16. *Local Government Act 1999.*
- 3.1.17. *Local Nuisance and Litter Control Act 2016, and Local Nuisance and Litter Control Regulations 2017.*
- 3.1.18. *Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005, and Natural Resources Management (Transitional Provisions - Levies) Regulations 2005.*
- 3.1.19. *Planning, Development and Infrastructure Act 2016.*
- 3.1.20. *Real Property Act 1886.*
- 3.1.21. *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014, and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014.*
- 3.1.22. *Roads (Opening & Closing) Act 1991.*
- 3.1.23. *Safe Drinking Water Act 2011.*
- 3.1.24. *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013, South Australian Public Health (Wastewater) Regulations 2013, and South Australian Public Health (General) Regulations 2013.*
- 3.1.25. *Supported Residential Facilities Act 1992.*
- 3.1.26. *Unclaimed Goods Act 1987.*
- 3.1.27. *Work Health and Safety Act 2012.*
- 3.2. Previous delegations to the Council Assessment Panel under the legislation listed below, be revoked effective from 1 December 2019:
 - 3.2.1. *Development Act 1993 and Development Regulations 2008.*

3.3. Previous authorisations to Council Officers under clauses A, B, C, D, and F of the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure be revoked effective from 1 December 2019.

4. **Adoptions**

4.1. Hereby delegates to the Chief Executive Officer those powers and functions under the following:

Delegations made under *Local Government Act 1999*

4.2. In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Appendices 1-32 (each of which is individually identified as indicated below) are hereby delegated from 1 December 2019 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.

4.2.1. *Community Titles Act 1996* (**Appendix 1**)

4.2.2. *Dog & Cat Management Act 1995* (**Appendix 2**)

4.2.3. *Electricity Act 1996 and Electricity (Principles of Vegetation Clearance) Regulations 2010* (**Appendix 3**)

4.2.4. *Electronic Conveyancing National Law (South Australia) Act 2013* (**Appendix 4**)

4.2.5. *Environment Protection Act 1993, and Environment Protection (Waste to Resources) Policy 2010* (**Appendix 5**)

4.2.6. *Expiation of Offences Act 1996 (with effect from 30 April 2018)* (**Appendix 6**)

4.2.7. *Fences Act 1975* (**Appendix 7**)

4.2.8. *Fines Enforcement and Debt Recovery Act 2017 (with effect from 30 April 2018)* (**Appendix 8**)

4.2.9. *Fire and Emergency Services Act 2005, and Fire and Emergency Services Regulations 2005* (**Appendix 9**)

4.2.10. *Freedom of Information Act 1991* (**Appendix 10**)

4.2.11. *Gas Act 1997* (**Appendix 11**)

4.2.12. *Land & Business (Sale & Conveyancing) Act 1994* (**Appendix 12**)

4.2.13. *Liquor Licensing Act 1997* (**Appendix 13**)

4.2.14. *Local Government Act 1999* (**Appendix 14**)

- 4.2.15. *Local Nuisance and Litter Control Act 2016, and Local Nuisance and Litter Control Regulations 2017* (**Appendix 15**)
 - 4.2.16. *Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005, and Natural Resources Management (Transitional Provisions - Levies) Regulations 2005* (**Appendix 16**)
 - 4.2.17. *Planning, Development and Infrastructure Act 2016* (**Appendix 17**)
 - 4.2.18. *Real Property Act 1886* (**Appendix 18**)
 - 4.2.19. *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014, and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014* (**Appendix 19**)
 - 4.2.20. *Roads (Opening and Closing) Act 1991* (**Appendix 20**)
 - 4.2.21. *Safe Drinking Water Act 2011* (**Appendix 21**)
 - 4.2.22. *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013, South Australian Public Health (Wastewater) Regulations 2013, and South Australian Public Health (General) Regulations 2013* (**Appendix 22**)
 - 4.2.23. *State Records Act 1997* (**Appendix 23**)
 - 4.2.24. *Unclaimed Goods Act 1987* (**Appendix 24**)
 - 4.2.25. *Water Industry Act 2012 and Water Industry Regulations 2012* (**Appendix 25**)
 - 4.2.26. *Work Health and Safety Act 2012* (**Appendix 26**)
- 4.3. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

Designated Authority and Designated Entity Under *Planning Development and Infrastructure Act 2016*

- 4.4. In exercise of the power contained in Section 44 of the *Local Government Act 1999* and Section 100 of the *Planning Development and Infrastructure Act 2016*, the powers and functions under the *Planning Development and Infrastructure Act 2016*, contained in the proposed Instrument of Delegation (**Appendix 17**) are hereby delegated from 1 December 2019 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

- 4.5. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* and Section 100 of the *Planning Development and Infrastructure Act 2016* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

Delegations made under *Development Act 1993*

- 4.6. 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*, *Development (Development Plans) Amendment Act 2006*, and the *Development Regulations 2008* contained in the proposed Instrument of Delegation (**Appendix 27**) are hereby delegated from 1 December 2019 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*.
- 4.7. 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*.
- 4.8. 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 (**Appendix 27**) and which are specified below are hereby delegated to the Council's Assessment Panel, subject to any conditions specified herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

Delegations made under *Food Act 2001*

- 4.9. In exercise of the powers contained in Section 91 of the *Food Act 2001*, the powers and functions under the *Food Act 2001* contained in the proposed Instrument of Delegation (**Appendix 28**) are hereby delegated from 1 December 2019 to the person occupying the office of Chief Executive Officer ('the head of the enforcement agency' for the purposes of the *Food Act 2001*), subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

4.10. 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 *Food Act 2001*.

Delegations under *Supported Residential Facilities Act 1992*

4.11. In exercise of the power contained in Section 9 of the *Supported Residential Facilities Act 1992*, the powers and functions under the *Supported Residential Facilities Act 1992* contained in the proposed Instrument of Delegation (**Appendix 29**) are hereby delegated from 1 December 2019 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.

4.12. 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 *Supported Residential Facilities Act 1992*.

Authorisations and Sub-delegation under the *Road Traffic Act 1961*

4.13. In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the Minister's Instrument') (**Appendix 30**) the Council authorises the following persons pursuant to Clause A.7 of the Minister's Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such persons shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements (**Appendix 31**):

- Peter Tsokas, Chief Executive Officer
- Claude Malak, General Manager City Development
- Ben Willsmore, Manager City Design
- Jo Moreau, Transport Lead

4.14. In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following persons are experienced traffic engineering practitioners for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument:

- Claude Malak, General Manager City Development
- Jo Moreau, Transport Lead
- Bill Zissopoulos, Parking & Traffic Advisor
- Hayden Scharnberg, Transport & Traffic Technical Officer

4.15. In accordance with Clause E.2 of the Minister's Instrument, the Council is of the opinion that the following persons have an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans (**Appendix 31**):

- Claude Malak, General Manager City Development
- Aaron Wood, Manager Strategic Assets
- Jo Moreau, Transport Lead
- Bill Zissopoulos, Parking & Traffic Advisor
- Hayden Scharnberg, Transport & Traffic Technical Officer
- Michelle Proctor, Traffic & Transportation Officer

4.16. In exercise of the power contained in, and in accordance with, Clause G.1 of the Minister's Instrument dated 22 August 2013, the power contained in Section 33(1) of the *Road Traffic Act 1961* and delegated to the Council pursuant to Clause G of the Minister's Instrument is hereby sub-delegated to the person occupying the office of Chief Executive Officer of the Council as identified in the proposed instrument of sub-delegation annexed to this Report entitled Sub- delegation to the Chief Executive Officer under the *Road Traffic Act 1961* dated 28 May 2018 (**Appendix 31**) subject to:

- (i) the conditions contained in the Minister's Instrument; and
- (ii) any conditions contained in this Resolution or in such instrument; and
- (iii) the creation of a separate instrument in writing reflecting such sub-delegation under the Minister's Instrument and this Resolution.

Delegations under *Safe Drinking Water Act 2011* (of enforcement agency)

4.17. In exercise of the power contained in Section 43 of the *Safe Drinking Water Act 2011* the powers and functions of the Council as a relevant authority under the *Safe Drinking Water Act 2011* contained in the proposed Instrument of Delegation (**Appendix 21**) are hereby delegated from 1 December 2019 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.

4.18. 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 *Safe Drinking Water Act 2011*.

Delegations under the *Heavy Vehicle National Law (South Australia) Act 2013*

4.19. In exercise of the powers contained in Section 44 of the *Local Government Act 1999* and Section 22B of the *Heavy Vehicle National Law (South Australia) Act 2013* (as relevant) the powers and functions under the *Heavy Vehicle National Law (South Australia) Act 2013* contained in the proposed Instrument of Delegation (**Appendix 32**) are hereby delegated from 1 December 2019 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.

4.20. Such powers and functions may be further delegated by the Chief Executive 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 *Heavy Vehicle National Law (South Australia) Act 2013*.

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

Section 44 of the *Local Government Act 1999* (the Act) provides Council may delegate a power or function vested or conferred upon it by the Act or another Act. Such powers and functions may be further delegated by the person occupying the office of Chief Executive Officer in accordance with Sections 44 and 101 of the Act as the Chief Executive Officer sees fit. A delegation made pursuant to Section 44 of the Act is revocable at will and does not prevent the Council from acting in a matter.

Councils have certain duties which they must perform, and certain powers which they may exercise, pursuant to the Act, as well as a range of other Acts. In most cases the relevant acts grant those obligations and powers directly on the Council as a body.

Delegations are the way in which Council enables other people/bodies (usually Council Officers) to undertake these duties or exercise these powers on its behalf. Delegations enhance decision-making processes and allow nominated routine matters to be resolved efficiently and effectively without the need for submission to Council. However, in order to do this, Council must take formal steps to delegate to such people and bodies, the authority to make decisions, or undertake activities on its behalf. It is usual for Council to make delegations to the Chief Executive Officer who will then make sub-delegations to the appropriate Council Officers.

A full review of Delegations is usually undertaken on an annual basis. In addition, Norman Waterhouse Lawyers provide a quarterly service to the LGA whereby they monitor legislative amendments and distribute changes required to delegations via “Delegations Templates”. In some instances the changes identified are editorial in nature only; other changes reflect legislative amendments that have occurred since the previous templates review which require new or changed delegations to be made.

The Authorisations and sub-delegations under the *Road Traffic Act 1961* and Minister’s Instrument are also provided for Council endorsement.

It is a condition of the Minister’s Instrument that these authorisations are made by Council direct to the officers (i.e. not via sub-delegation from the CEO) (refer to **Appendix 27** in Attachment 1)

Council uses software of RelianSys which operates as a database for managing the delegations. The LGA templates feed directly into that database.

4.1 Council Assessment Panel

Section 20 of the *Development Act 1993* provides for the powers and functions of the *Development Act 1993* and the *Development Regulations 2008* to be delegated.

Pursuant to Section 34(23) of the *Development Act 1993*, a Council must delegate to a person occupying a particular office (e.g. the Chief Executive Officer) or to a Council Assessment Panel (CAP), all of its powers as the relevant authority with respect to determining whether or not to grant Development Plan Consent. It is recommended that that Council remake the delegation to the CAP pursuant to **Appendix 24** as part of this review.

4.2 Road Traffic Act

Authorisations are made under the *Road Traffic Act 1961* in accordance with the Minister’s Instrument to enable Council Officers to install traffic control devices such as traffic signs. The delegation document contains authorisations made by Council to Council Officers pursuant to the terms of the Minister’s Instrument and the Chief Executive Officer alone in respect of Clause G.1. These are shown at **Appendix 28** and the Minister’s Instrument is contained in **Appendix 27**.

5. DISCUSSION

In order for the statements contained in the instruments of delegation to come into effect, Council must first resolve to revoke the existing delegations. Council then resolves to adopt the new delegations contained in the instruments of delegations.

If required, position titles will be updated within the delegations register to reflect changes as a result of implementation of any recent changes to titles or organisation structure. It is important to note, there is likely to be very few instances where this is required as Council's delegation decisions primarily relate to the delegation of powers/functions to the Chief Executive Officer.

Any sub-delegations that have been made in relation to the existing delegations become void as soon as the 'head' delegation is revoked. In order to ensure that Council Officers have the necessary powers to continue their duties, the resolution is worded so that revocation of the existing delegations does not come into force until such time as the sub-delegations are ready to be approved by the Chief Executive Officer.

The new delegations will take effect immediately prior to the Chief Executive Officer approval of the sub-delegations.

The exercise of powers and functions delegated by Council shall be undertaken in accordance with existing Council policies.

Members are reminded that delegations to individuals under all Acts are revocable at will, and furthermore, do not prevent Council from acting in a matter. The exception to this is Section 34(24) of the *Development Act 1993* in relation to delegations by Council to the Council Assessment Panel.

6. ANALYSIS OF OPTIONS

Option 1 – Adopt the Delegations as set out in the Recommendation section of this report.

This approach allows for the efficient and effective delivery of council services and operations through facilitating decision-making processes and enabling nominated routine matters to be resolved without the need for submission to Council.

The proposed Delegations are consistent with those that have historically been approved by Council, so do not change the decision-making authority levels that have previously existed.

Option 2 – Review the proposed delegations and where applicable, re-determine the distribution of legislative power.

This approach allows Council to make changes to the delegations proposed in this report. A reduction to proposed delegations may result in an increased level of matters that must be reported to Council for decision, which could have implications for service standards or service delivery.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Legislative/Risk Management

- There are no policy implications or requirements associated with this recommendation, however if delegations are not adopted, there is a risk that there may be an improper use of delegated powers due to out-dated delegation documentation or inappropriate sub-delegations.

9. REPORT CONSULTATION

The Chief Executive Officer, together with the EMT, has reviewed these documents.

10. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO

COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.10
DATE OF MEETING: 28 OCTOBER 2019
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORT

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2019						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
27/11/17	1021	<p>Priority Projects at Goodwood Oval and Millswood Sporting Complex</p> <p>1. The State Government offer of a grant of up to \$2.5m towards the construction of a new facility for the Goodwood Football and Cricket Clubs on Goodwood Oval be accepted, supported by financial contributions from the sporting clubs/SANFL of up to \$150,000 and a Council contribution of \$950,000 with the Chief Executive Officer authorised to enter into the necessary funding agreement with the State Government and any other agreement with funding contributors in order to deliver the project.</p> <p>2. The two-storey option proposed as the preferred option for the new facility on Goodwood Oval be endorsed, subject to discussions with the Office of Recreation and Sport and the sporting clubs, not proposing any major variations to the options.</p> <p>3. Community engagement on the proposed new facility on Goodwood Oval occur from January to March 2018, and a report be brought back to Council upon the completion of the engagement process.</p> <p>4. \$40,000 be allocated towards the sports lighting upgrade at the Millswood Tennis Complex, and discussions continue with external funding partners to achieve this project. Subject to confirmation of a funding contribution from Tennis SA:</p> <p>a. a development application for the project is to be submitted by the Administration; and</p> <p>b. at the appropriate time in 2018, a grant funding application is to be submitted to the Office for Recreation & Sport for additional funds to enable delivery of this project.</p> <p>5. \$260,000 be allocated towards the development of a new club building and surrounds at the Millswood Croquet Club and discussions continue with possible external funding partners before a commitment to proceed with this project is made.</p>	GM City Development	<p>Goodwood Oval Refer to Item 1136.</p> <p>Tennis SA Lighting - As part of the 2019/20 Annual Business Plan community consultation process, Council was requested by Tennis SA to increase its Capital Renewal Program by \$100K to contribute to an upgrade of courts and lighting. Council was also advised that Tennis SA has applied for a grant to the Office for Recreation, Sport and Racing for the upgrade and will contribute \$55K towards the project. - In response to the request made by Tennis SA, the Administration recommended to Council not to increase the 2019/20 Budget and to seek clarity on scope of works and cost. Council adopted its Annual Business Plan at its June meeting and, whilst it has not allocated funding as requested by Tennis SA, if it receives the grant Council will consider allocating funding as part of a budget review. The Administration has confirmed that Tennis SA has not been successful in obtaining the grant and as such, no further action is required.</p> <p>Croquet Club Building - Work will be undertaken to progress this project once the Goodwood Oval grandstand project has commenced construction. - The Liberal Party pre-election promise of committing funding of \$250k to the redevelopment of the facility has now been confirmed. The Administration has met with representatives of the Club at which the general process and timing was discussed. A letter will be provided to Council by the Club to confirm these discussions. - The Administration will submit a proposal as part of the 2020/21 budget process for Council to consider the allocation of \$260k towards the project.</p>	Completed	
23/07/18	1224	<p>MOTION ON NOTICE: GREER STREET, HYDE PARK / UNLEY PARK</p> <p>1. Staff prepares a report outlining possible options and associated costs to facilitate pedestrian and vehicle access and provide safety improvements for residents and visitors to Greer Street, Hyde Park/Unley Park.</p>	GM City Development	A report has been presented for consideration by Council at its meeting to be held in October 2019.	Completed	
10/09/18	1292	<p>MOTION ON NOTICE – CHANGE TO COUNCIL RESOLUTION 1195/18: MILLSWOOD AREA – ON-STREET PARKING REVIEW</p> <p>That Council Resolution 1195 of the Council meeting of 25 June 2018 be varied as follows (<i>bold text to be inserted, strikethrough text to be deleted</i>):</p> <p>1. The report be received.</p> <p>2. The implementation of Parking Controls (Stage 1) in Millswood and adjacent areas, as shown in Attachment 1 to this report (Item 1195/18, Council Meeting, 25/06/2018), and modified to include the area bounded by Allenby Avenue, Meredyth Avenue and Graham Avenue, be endorsed.</p> <p>3. At the conclusion of six months following the implementation of Stage 1 Parking Controls in Millswood and adjacent areas, a review of parking practices in the area be undertaken to inform a decision regarding the need for implementation of further parking controls, that is, Stage 2.</p> <p>4. The community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas be notified of the Council decision.</p> <p>5. That residents in Meredyth Avenue and Graham Avenue be advised of the introduction of parking controls prior to implementation.</p> <p>6. Further correspondence be provided to residents in Meredyth Avenue and Graham Avenue, to advise of Councils decision to not introduce parking controls in those streets as part of the Millswood Stage 1 implementation.</p>	GM City Development	<p>Residents were informed of Council's decision and the parking controls were installed.</p> <p>The Administration has collated and analysed the parking occupancy data for Stage 1 and Stage 2.</p> <p>No further changes are required and the Administration has sent a letter to residents to inform them as such.</p>	Completed	

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
25/02/19	1399	<p>UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT</p> <p>2. The Chief Executive Officer be endorsed to exchange a Letter of Intent with the LifeChanger Foundation, who are seeking to explore establishing their South Australian operations in the Unley Oval Complex, which commits to working collaboratively to seek alternative funding sources to undertake the Stage 2 redevelopment of Unley Oval.</p> <p>3. Work commence on the development of detailed designs for Stage 2 of the Unley Oval redevelopment, to support discussions with possible sources of external funding for the project.</p> <p>4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.</p>	Executive Manager OCEO & GM City Development	<p>Item 2 – Completed.</p> <p>Item 3 – Bell Architects have developed a concept design to support discussions with possible sources for external funding for the project. A report will be presented for consideration by Council at its meeting to be held in November 2019, seeking endorsement of the developed concept designs.</p> <p>Item 4 – A review of Council's Community Land Management Plan for Unley Oval will be undertaken as part of a City-wide review of its Community Land Management Plans which will be finalised in 2019/20.</p>	<p>Completed</p> <p>November 2019</p> <p>June 2020</p>
22/07/19	2.1	<p>STREET TREE PRUNING, REMOVAL AND REPLACEMENT ON FOUNDRY STREET, GOODWOOD</p> <p>2. The principal petitioner be notified of Council's intention to investigate, from a strategic assets perspective, to gauge opportunity to align possible vegetation enhancements with civil infrastructure requirements, and prioritise these needs against others within the City, with findings to be reported back to Council.</p>	GM City Development	There are arboricultural and infrastructure issues associated with this matter. An arboricultural assessment of the existing trees has been undertaken. The results of the City-wide floodplain modelling review were received from Council's consultant in early October 2019. The results are currently being collated by the Administration and a report will be presented for consideration by Council at its meeting to be held in December 2019, outlining all relevant issues regarding the petitioners' requests.	December 2019
22/07/19	4.5	<p>5-YEAR CULTURAL PLAN</p> <p>2. A 5-Year Cultural Plan be developed for Council's consideration and endorsement.</p>	GM City Services	A draft plan for endorsement is proposed to be presented to Council in February 2020.	February 2020
22/07/19	4.7	<p>APPLICATION TO BECOME A TREE CITY OF THE WORLD</p> <p>2. An application be submitted for City of Unley to join the Tree Cities of the World, a new international network dedicated to sharing and adopting the most successful approaches to managing urban trees and forests.</p>	GM City Development	The Administration has submitted an application to join the Tree Cities of the World, per Council's resolution.	Completed
26/08/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE STATE GOVERNMENT NORTH-SOUTH CORRIDOR</p> <p>1. The City of Unley indicate its support for the State Government's North-South Corridor project, including the tunnel design option recently announced, via a letter from the Mayor to the Minister for Transport, Planning and Infrastructure, Hon. Stephan Knoll MP and the Chief Executive Officer of the Department for Planning, Transport and Infrastructure, Mr Tony Braxton-Smith, and express a desire to liaise with the Government in its proposal to:</p> <p>1.1 Provide the best possible design option; and</p> <p>1.2 Consult with residents and business owners on, and adjacent to South Road, in order to minimise disruption during the construction phase of the project.</p> <p>2. A briefing be requested from the Department for Planning, Transport and Infrastructure, to provide information on the section of the north-south corridor within the City of Unley, including proposals for the redevelopment of Emmerson Crossing.</p>	Executive Manager OCEO	Briefing date to be advised.	TBA
26/08/19	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE CONDITION OF PAGE PARK</p> <p>1. A report be prepared for the November 2019 Council meeting regarding the condition of the turf at Page Park, including:</p> <ul style="list-style-type: none"> - An assessment of causes of disintegration; and - Possible solutions to rectifying disintegration. 	GM City Development	The Administration will undertake an assessment of the turf condition at Page Park and a report will be presented for consideration by Council at its meeting to be held in November 2019.	November 2019
23/09/19	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE DOG OFF LEASH TIMES AT PAGE PARK DURING WINTER</p> <p>1. That Community consultation be undertaken as part of the planned review of the Community Land Management Plan and the Animal Management Plan, to ascertain support for a 4pm start to the dogs off leash time at Page Park in the winter months of June, July and August.</p>	GM City Development	The Administration will undertake a City-wide review of its Community Land Management Plans which will be finalised in 2019/20. The community consultation process to be undertaken will include an extension of dog off-leash times as per Council's resolution. The results of this consultation process will inform the review of the Animal Management Plan to be undertaken in 2020/21.	June 2020

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2019						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
23/09/19	4.1	LOCAL AREA TRAFFIC MANAGEMENT STUDY ZONE 3 (CLARENCE PARK/MILLSWOOD) 2. The Local Area Traffic Management Plan Zone 3 (Clarence Park / Millswood) as set out in Attachment 4 to this Report (Item 4.1, Council Meeting 23/09/2019), and the recommendations contained therein, including the implementation priorities be endorsed. 3. The property owners, businesses and residents within the Local Area Traffic Management Plan Zone 3 (Clarence Park/Millswood), as well as any other contributors to the consultation, be advised of the endorsed final LATM Plan and its implementation. 4. Within the funding allocated in the 2019/20 budget, Administration implement the high priority recommendations identified within the Local Area Traffic Management Plan Zone 3 (Clarence Park/Millswood) along with Recommendations 8, 11, 12, 13, 14, 16 and 19.	GM City Development	Item 2 – Not applicable. Item 3 – The Administration has provided a letter to all property owners, businesses and residents located within the Study Area and all those who provided a submission during the community consultation process informing them of Council's resolution. Item 4 – The Administration has commenced progressing the implementation of all adopted recommendations as per Council's resolution.	Not applicable Completed June 2020	
23/09/19	4.2	COLLABORATION PROPOSAL FOR WHEEL / SKATE PARK REGIONAL FACILITY 2. The City of Burnside be advised that the City of Unley will participate in discussions with the City of Burnside, City of Norwood Payneham & St Peters and Campbelltown city Council to explore the potential for a wheel park in a suitable location, noting that this decision does not represent a commitment or obligation to any future Wheel Park project.	Executive Manager OCEO	City of Burnside advised that City of Unley will participate in discussions re wheel / skate park regional facility.	Completed	
23/09/19	4.3	UNLEY OVAL LIGHTS - ADDITIONAL HOURS OF USE 2. Subject to the necessary and required Development Approvals, lighting on Unley Oval be provided to enable community use Monday to Friday, from 6.00am to 7.30am, between 1 April and 30 September annually. 3. An annual reimbursement for power usage associated with the extended community use of lighting on Unley Oval (Monday to Friday, from 6.00am to 7.30am, between 1 April and 30 September annually) be provided to the Sturt Football Club, based on the current supply rate.	GM City Development / GM Business Support & Imp.	Item 2 – The Administration will lodge a Development Application to enable the additional use of Unley Oval as per Council's resolution. Item 3 – The Administration will write to the Sturt Football Club and confirm the necessary and required arrangements for the annual reimbursements.	December 2020 November 2020	
23/09/19	4.4	POCKET PARKS - PILOT PROGRAM 2. The 'Pocket Park' Concept Designs for: - Clifton Street / Duthy Street, Malvern; and - Fairford Street / Duthy Street, Unley; be endorsed. 3. The Clifton Street 'Pocket Park' Concept Design be progressed to detailed design and construction, funded by the allocation in the 2019/20 Budget.	GM City Development	Item 2 – The Administration has provided a letter to all residents located adjacent the adopted Pocket Parks and all those who provided a submission during the community consultation process informing them of Council's resolution. Item 3 – The Administration has commenced progressing the Clifton Street Pocket Park Concept Design to detailed design which is expected to be completed by December 2019. Construction is expected to be completed by May 2020.	Completed May 2020	
23/09/19	4.5	TORRENS AVENUE, FULLARTON - REMOVAL OF 2-HOUR PARKING CONTROLS 2. The existing 2-hour parking controls on Torrens Avenue, located between Fisher Street and the property boundaries of No. 14/16 and No. 15/17 Torrens Avenue be removed. 3. A section of 2-hour parking control to operate 8am to 5pm Monday to Friday at the south-eastern end of Torrens Avenue (adjacent No. 114 Fisher Street) be installed. 4. The Principal Petitioner be advised of Council's decision regarding the removal of 2-hour parking controls in Torrens Avenue.	GM City Development	Item 2 – A works instruction has been issued to remove the existing parking controls per Council's resolution. Item 3 – A works instruction has been issued to install the parking control per Council's resolution. Item 4 – The Administration has sent the Principal Petitioner a letter advising Council's resolution.	Commenced Commenced Completed	
23/09/19	4.6	QUEEN STREET, UNLEY - PROPOSED ONE WAY TRAFFIC MOVEMENT 3. No changes be made to the current two-way traffic movements along Queen Street. 4. No changes be made to the current on-street parking conditions in Queen Street. 5. The Principal Petitioner be advised of Council's decision regarding this matter.	GM City Development	The Administration has sent the Principal Petitioner a letter advising Council's resolution.	Completed	
23/09/19	4.7	PRELIMINARY YEAR END FINANCIAL REPORT - JUNE 2019 2. The Preliminary End of Year Results for 2018-19 be noted. 3. Carry forward projects from 2018-19 totalling a net amount of \$2.26M (as set out in Attachment 6 to Item 4.7, Council Meeting 23/09/2019) be approved. 4. The revised budgeted Uniform Presentation of Finances reflecting a Budget Operating Surplus of \$2.53M before Capital Revenue and revised Net Borrowings of \$13.31M as summarised in Attachment 7 to Item 4.7 (Council Meeting 23/09/2019) for the 2019-20 financial year be adopted. 5. The total estimated borrowings at the end of June 2019 as set out in Attachment 4 to Item 4.7 (Council Meeting 23/09/2019) of \$2.51M be noted.	GM Business Support & Imp.	Completed	Completed	

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/09/19	4.8	ASSOCIATION COORDINATORS QUARTERLY REPORT 1 APRIL - 30 JUNE 2019 2. The Fullarton Road South Traders Association Inc. 2019-20 Expenditure Plan be amended to reallocate \$4,160 for the Marketing Coordinator Position to marketing activities.	GM City Development	The Administration has sent the Fullarton Road South Trader's Association a letter advising Council's resolution.	Completed
23/09/19	4.9	RESCISSION OF LAND MANAGEMENT AGREEMENT FOR GOODWOOD INSTITUTE 2. The Land Management Agreement applicable to the Goodwood Institute, (the whole of the land comprised in Certificate of Title Register Book Volume 5861 Folio 686) be rescinded.	GM City Services	Completed October 2019.	Completed
23/09/19	4.10	SESQUICENTENARY WORKING PARTY - REPORT TO COUNCIL 2. Staff be authorised to investigate options and develop cost estimates for activities to mark 2021 as the sesquicentenary, or 150th anniversary, of the formation of the Corporate Town of Unley.	GM City Services	Report presented to Council 23 September 2019.	Completed
23/09/19	4.11	SMART CITY INITIATIVES - CITY OF TRIKALA 2. A workshop be held for Elected Members to discuss the relevance and potential benefits (if any) for the City of Unley based on the findings of the Smart City Initiatives – City of Trikala report (Item 4.11, Council Meeting 23/09/2019).	Executive Manager OCEO	EM Briefing scheduled for 12 November 2019.	November 2019
23/09/19	4.15	HIGHGATE PARK (FORMERLY THE JULIA FARR CENTRE) SITE USE 2. Council write to the Minister for Human Services requesting that a decision on the Highgate Park site be deferred until a Master Plan is developed that identifies potential uses for the site that meets the objectives of the Home for Incurables Trust, recognises the needs of key stakeholders and benefits the community. 3. Council engage with the State Planning Commission, Concordia College and Living Choice to undertake a master planning exercise for the Highgate Park site, with costs to be shared by participants.	CEO	2. Correspondence sent to Minister for Human Services. 3. Council engaging with State Planning Commission, Concordia College and Living Choice to undertake a master plan exercise.	Completed April 2020

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR J. BOISVERT RE: REMOVAL OF PALM TREES ON COUNCIL LAND, CLARENCE PARK
ITEM NUMBER:	5.1.1
DATE OF MEETING:	28 OCTOBER 2019
ATTACHMENTS:	NIL

Councillor J. Boisvert has given notice of intention to move the following motion at the Council meeting to be held on 28 October 2019 .

MOTION

That:

1. The Council owned Palm adjacent 1 Culley Street, Clarence Park, be removed.
 2. The Canary Island Date Palm adjacent 9A Langdon Avenue, Clarence Park be removed, subject to the approval of the required Development Application by the Council Assessment Panel.
 3. Once removed, the Palm trees adjacent 1 Culley Street and 9A Langdon Avenue, Clarence Park be replaced by a suitable species.
-

Background

Both of these palm trees have and are causing significant nuisance and distress to nearby residents.

The palm in Culley Street is not regulated or significant. The palm tree in Langdon Ave is however on the Council heritage register.

This tree (Langdon Avenue) is one of a pair that were listed together. At the time of listing, they were seen to provide a notable visual element. This prompted their inclusion on the register.

Even though still listed, the partner tree (adjacent 1 Ripon Road) was removed, sold and replanted elsewhere approx. ten years ago. For some 6 to 8 years (or more) residents at 9A Langdon Ave and 1 Ripon Road have complained to Council and to us (Don & Jennie) as their representatives of their nuisance value.

The neighbour adjacent the Culley Street tree has likewise complained.

We (admin and elected member alike) have responded to the concerns of both, and regularly pruned the trees.

They have been assessed by staff as healthy trees and accordingly, under our Tree Policy, have not assented to removing them.

The nuisance caused by this tree has escalated in recent times. The tree is a haven for pigeons to nest and roost.

The same pigeons then use the roof of 1 Ripon Road to launch themselves, to hang out, to breed and to generally make life difficult for this and adjacent residents. Her roof, and the paving and outdoor furniture under both her front and rear verandahs, is covered in droppings.

As long as the pigeons use our tree to roost, they will cause distress to the residents in this location. Council has in the past looked at how we might control the pigeons. There has unfortunately been no safe or humane way to do this on public land. This has left Ms Leigh (1 Ripon) with the problem of how to deal with the pigeon nuisance.

The large fronds often fall into her yard and in front of 9A Langdon. Ms Leigh has needed to seek medical treatment after clearing her yard of fronds. She has been pricked while picking them up and her hands have become infected. More recently she has also been hospitalised after coming in contact with the pigeon droppings when removing them from her property.

Both trees are now so tall that they detract from the amenity of the locality. They cost significant amounts of money to be regularly pruned and this spend will be ongoing as long as the trees exist in their present locations. As they continue to grow then so will the cost to keep them pruned.

And while the Langdon Avenue tree remains we will still have a pigeon nuisance to manage. Removing both trees presents as the best solution, in our opinion, and hence we move as noted above. The only way this can happen is for us, the Council, to direct administration accordingly.

Palms of this nature are often sort by developers and landscapers, who will remove the tree to reuse elsewhere. We are hopeful that the trees can be removed in this manner but leave the option to be cut down if sale is not possible.

Officers Comment

The Administration is aware that there have been longstanding and ongoing concerns raised by local residents who reside adjacent to these palm trees, as outlined by Cr Boisvert.

Ongoing maintenance of both palm trees has been undertaken over the years to address the concerns which have been raised and to ensure their continued health.

To that end, on the 26 September 2019, Council contractors completed maintenance pruning of the 'Palm' adjacent 9A Langdon Avenue, Clarence Park. The pruning works included shaving of the trunk, creation of a collar, removal of dead fronds and minor crown lift.

The mentioned works reduce habitat opportunities for birds (shaving), provides enhanced aesthetics (upper collar) and reduces risks associated with frond failure (dead fronds and crown lift). The costs incurred by Council to complete this maintenance totalled \$2,027.25 + GST.

A recent Visual Tree Assessment (VTA) undertaken by Council's Arborist has identified both palm trees to be in good health and in this respect, from an arboricultural perspective, there is no justification for the removal of the palm trees. It is reasonable, however for Council to consider the concerns which have been raised by the local residents in its deliberation regarding whether or not the palm trees should be removed.

The palm tree located adjacent to 9A Langdon Avenue measures 2.5 metres in circumference but is located 9.4 metres from a dwelling and as such, it is not deemed to be a Regulated Tree by legislation as it is within 10 metres.

By way of background information, Elected Members are advised that in terms of process, in seeking to remove any tree, community consultation is undertaken with the ten (10) nearest dwellings and in the event that an objection is received, the matter is referred to Council for its consideration and determination.

The palm tree located adjacent to 1 Culley Street is not a regulated tree. In this respect, should Council decide to remove it clarity needs to be provided by Council regarding the normal community consultation process and whether the matter would need to come back to Council in the event an objection is received.

The palm tree located adjacent to 9A Langdon Avenue measures 2.5 metres in circumference and is located 9.4 metres from a dwelling. The palm is listed within the Unley (City) Development Plan, Table UN/9, and is therefore considered a 'significant' tree under the South Australian *Development Act 1993*. This table identifies the tree as having attributes worthy of preservation insofar as making an important contribution to the character or amenity of the local area and forming a notable visual element to the landscape of the area.

To this end, if Council opted to remove this palm, a development application for its removal would be required.

Council has the option to relocate or sell the palm trees if it decides to remove them and this option will be pursued by the Administration as required.

From a tree canopy perspective, neither tree contribute significantly to canopy cover within the City. If removed and replaced, alternative tree species would make a greater contribution in this regard.

The relevant issues pertaining to this matter have been outlined and Council can now make an informed decision regarding the removal or retention of these palm trees.

DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR OCTOBER
ITEM NUMBER: 6.2.1
DATE OF MEETING: 28 OCTOBER 2019
ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
-

Functions attended (up to the time of writing this report)

Date	Function/Event Description
19 th Sept.	Attended the book launch of 'Mary Lee: the life and times of a turbulent anarchist and her battle for women's rights' as part of the City of Unley's celebration of the 125 th Anniversary of Women's Suffrage.
22 nd Sept.	Attended the SANFL Grand Final as a guest of the SANFL.
25 th Sept.	Participated in a radio interview with Alyssa Hill, Council's Daily Moves Program Co-ordinator.
26 th Sept.	Represented Council at the funeral of SA Sporting Legend Robert Oatey OAM held at Unley Oval.
26 th Sept.	Attended and addressed representatives of many Community organisations who are the current recipients of the various Council Grant Schemes. An excellent showcase of the diversity and community benefits from our Grants.
27 th Sept.	Participated in a meeting with major stakeholders interested in developing a Master Plan for the Disability SA site in Fullarton.
28 th Sept.	Did the Official Opening of the newly constructed Native Bee Hotel at Fern Avenue Community Garden. Approx. 85 attendees, many from outside of Unley. Well organised by Council staff and delivered by Sophie Thompson.
1 st Oct.	Attended the Unley Business Breakfast.
5 th Oct.	Attended the exhibition opening of the latest monthly 'Art Expressions @ Living Choice'.
11 th Oct.	Attended the Pink Ribbon Morning Tea, organised by the Rotary Club of Unley, in our Town Hall.

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS
ITEM NUMBER:	6.3.1
DATE OF MEETING:	28 OCTOBER 2019
ATTACHMENTS:	<ol style="list-style-type: none">1. COUNCILLOR E. WRIGHT2. COUNCILLOR M. BRONIECKI3. COUNCILLOR D. PALMER4. COUNCILLOR M. RABBITT5. COUNCILLOR J. RUSSO

Council to note attached reports from Members:

1. Councillor E. Wright
 2. Councillor M. Broniecki
 3. Councillor D. Palmer
 4. Councillor M. Rabbitt
 5. Councillor J. Russo
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REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR E. WRIGHT

Functions attended September to October 2019

Date	Function/Event Description
21/09/2019	Latvian concert
23/09/2019	Council meeting
26/09/2019	City of Holdfast Bay meet the Melbourne Cup event
26/09/2019	Community Grants presentation
28/09/2019	Fern Ave Community Garden Bee event with Sophie Thompson
30/09/2019	Briefing
01/10/2019	Unley Business Breakfast
02/10/2019	Unley Gourmet Gala meeting
13/10/2019	Goodwood Community Centre Village Green event
14/10/2019	Briefing
15/10/2019	Goodwood Community Services AGM
21/10/2019	City Strategy and Development Committee meeting

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M. BRONIECKI

Functions attended (up to the time of writing this report)

Date	Function/Event Description
16/09/2019	Meeting with P Tsokas, M Hewitson, M Rabbitt and J Bonham re Walking & Cycling Plan
18/09/2019	Protect Our Heritage public gathering
19/09/2019	Tim Jervis - polar explorer presentation
26/09/2019	Community Grants presentation
30/09/2019	Council Briefing
2/10/2019	Meeting with Jane and Lew Toop
3/10/2019	Insects & Bees presentation
8/10/2019	Friends of the Unley Museum meeting
14/10/2019	Council Briefing
15/10/2019	Unley Bicycle User Group
20/09/2019	Burnside Bicycle User Group ride
21/10/2019	City Strategy & Development Policy Committee

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR D. PALMER

Functions attended (from 20 August up to the time of writing this report)

Date	Function/Event Description
18 September	Protect Our Heritage. A peoples Forum at Norwood Concert Hall
20 September	Site Inspection King William Road
	Mark Clarke Farewell
23 September	Council Meeting
24 September	Neighbourhood Watch
25 September	Clarence Park Community Centre AGM
26 September	Community Grants Presentation Evening
28 September	Mentoring neighbours of 102 East Avenue on latest DA for that property
30 September	EM Briefing
4 October	Discussed Laught Avenue traffic concerns with Ben Willsmore & Cr Boisvert
	Discussed homelessness with GM Berghuis and Rev Mee Ping Lau.
7 October	Opened Summer Tennis Season for Fairmont Tennis Club
9 October	EM Briefing
13 October	Goodwood Party in the Park
14 October	EM Briefing
21 October	EM Briefing

In addition, I had many meetings with rate payers with various concerns and met with some elected members, one on one.

REPORTS OF MEMBERS**REPORT TITLE:** REPORT FROM COUNCILLOR M RABBITT**Functions attended – 17 September to 21 October 2019**

Date	Function/Event Description
18 Sep	People's Forum - launch of the 'Protect our Heritage Alliance'
19 Sep	Volunteer Event – Presentation by Tim Jarvis in which he shared his experiences of polar travel and environmental work
20 Sep	Buddies at Breakfast
25 Sep	Meeting with Mme Raphaëlle Delaunay, Director of the Alliance Française
26 Sep	Meeting at TREENET to discuss Avenues of Honour Project in France
27 Sep	Buddies at Breakfast
28 Sep	Fern Avenue Community Garden - Build a Bee Hotel with Sophie Thomson
1 Oct	Unley Business Breakfast – Phil Sims CEO of Robern Menz
2 Oct	Meeting with Cr Broniecki and residents to discuss intrusive and 'out of character' developments
4 Oct	Buddies at Breakfast
9 Oct	Revitalisation of Mainstreets and City Centres
11 Oct	Buddies at Breakfast - Guest Speaker, John Halbert, SA Sporting Legend
13 Oct	Party in the Park at Goodwood Community Centre Green Space
18 Oct	Buddies at Breakfast – Guest Speaker John Harry, former Floor Manager/Director at Channel 9

REPORTS OF MEMBERS**REPORT TITLE:** REPORT FROM COUNCILLOR J. RUSSO**Functions attended** (up to the time of writing this report)

Date	Function/Event Description
18 Sept 2019	Meeting with Council to discuss KWR and Hyde Park Medical Clinic
19 Sept 2019	Attended Council event – Tim Jarvis at the Capri Theatre
19 Sept 2019	Emceed Denise George – Unley Women of Influence Author Talk event
22 Sept 2019	Attended ALGWA -SA High Tea celebrating Susan Benny Centenary
23 Sept 2019	Elected Member Council Meeting
24 Sept 2019	Meeting with KWR Upgrade with Management and Traders
24 Sept 2019	Meeting with UBUG's David Sutton to discuss Unley Historic Walk
26 Sept 2019	Meeting with Rosina Hislop Centennial Park Board Performance Review
30 Sept 2019	Elected Member Briefing – Protect Our Heritage, Conversation Grant and Waste Management
1 Oct 2019	Attended Unley Business Breakfast – Phil Sims CEO Robern Menz
2 Oct 2019	Meeting with CEO to discuss LifeChanger TR1BE Event
5 Oct 2019	Lead with Cr Dewing UBUG's Discover Historic Unley Walking Tour
8 Oct 2019	Meeting with KWR Upgrade with Management and Traders
9 Oct 2019	Represented City of Unley at Lifechanger Foundation's TR1BE event (in Melbourne)
13 Oct 2019	Elected Member Briefing – Weed Management & Strategic Property Update

CORRESPONDENCE

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	6.4.1
DATE OF MEETING:	28 OCTOBER 2019
ATTACHMENTS:	<ol style="list-style-type: none">1. SMALL BUSINESS FRIENDLY COUNCIL INITIATIVE2. DONATION FROM THE CENTENNIAL PARK EDUCATIONAL TRUST3. FACILITIES UPGRADE

The correspondence from:

- Small Business Commissioner – re. Small Business Friendly Council Initiative
- The Smith Family – re. Donation from the Centennial Park Educational Trust.
- Goodwood Cricket Club – re. Facilities Upgrade

be noted.

SBC201905638



**Small Business
Commissioner**
SOUTH AUSTRALIA

Mr Peter Tsokas
Chief Executive Officer
City of Unley
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Dear Mr Tsokas 

Small Business Friendly Council Initiative

Thank you for providing the City of Unley's progress report for the period from 1 December 2018 to 31 May 2019.

I am delighted to hear about the broad range of initiatives and activities that the City of Unley has undertaken during this reporting period to assist in making the local community more small business friendly.

Of particular note is the way in which the City of Unley has managed the upgrade to King William Road during this reporting period. It is encouraging to see the level of engagement which council has undertaken with traders affected by the upgrade, as well as continued engagement with my office.

I take this opportunity to thank the City of Unley for its commitment to the SBFC Initiative, and I look forward to working with you over the next twelve months to support your small business community.

Yours sincerely


John Chapman
Small Business Commissioner
 September 2019

INFORM | MEDIATE | ADVOCATE





everyone's family

19 September 2019

Janet Miller
Chief Executive Officer
Centennial Park
760 Goodwood Road
Pasadena SA 5042

Dear Janet

On behalf of The Smith Family, thank you for your donation from the Centennial Park Educational Trust. We are extremely grateful to you and the Trustees, including the Board of Centennial Park and the Park's owners, the Cities of Mitcham and Unley, for selecting The Smith Family as a recipient of this significant donation. The funds will support young South Australians living in disadvantage through our *Learning for Life* program, providing these young people with long term support for their participation in education.

As Australia's leading children's education charity, The Smith Family provides children living in disadvantage with the tools and support they need to succeed at school and create a better future for themselves. Our *Learning for Life* program, which operates nationally, recognises that children living in disadvantage need extra support to stay at school and go on to further studies or a job. Supporting children to participate in education helps prevent a lifetime of poverty. Currently, more than 49,000 young Australians receive practical and financial support through our *Learning for Life* program.

We've seen countless young people make more of their futures through education, so a heartfelt thank you for investing in the education of children living in disadvantage. Many thanks again to the Centennial Park Educational Trust for sharing in our vision of a better future for young Australians in need.

If you have any questions, or require any further information, please do not hesitate to get in touch with my colleague Anna Slattery, Philanthropy Manager on (03) 9473 4322 or at anna.slattery@thesmithfamily.com.au.

Yours sincerely

Lisa O'Brien
Chief Executive Officer

The Smith Family ABN 28 000 030 179

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Chairperson

Unley City Council

I would like to request that this letter is tabled at the next council meeting.

The Goodwood Cricket Club are extremely grateful for the assistance the City of Unley have provided in relation to the upgrading of the turf wicket and hard wicket training facilities at Goodwood Oval. In June 2018 I wrote to the Acting Mayor and CEO to express my concerns about the safety, age and standard of the existing hard wickets, and since that time the City of Unley have provided an enormous amount of input and resources to improve these facilities.

The improvement of these facilities has seen safety improvements for our members and the general public using the training facilities. It has also seen major works to the grass coverage, levelling of the entire area and extra wickets to bring it up to a standard that is fit for purpose for our large club.

The cricket club has invested over \$20,000 of its own funds into the project and in partnership with the council and staff, the project has been completed with a fantastic working relationship. We thank the council not only for their monetary contribution, but also liaising with the club and its members to ensure that the workload was shared in a sensible and timely manner.

As a joint venture between the Cricket Club and council we now have a facility that can not only be utilized by our 300 members, but also the improvements have seen the same benefits for the general community. Participation at an organized and also social level has increased, with the facility now heavily used daily.

We would like to recognize in particular, councillor Don Palmer for his advocacy, Ben Parkinson, Steve Shepardson and Matthew Sampson for their support through sharing the workload and coming up with a design that suits both parties.

The Goodwood Cricket Club has grown in membership sharply over the past five years and this new practice area will ensure that we are able to maintain our strong membership base.

Warwick Potts

President

Goodwood Cricket Club