

COUNCIL AGENDA

Council Meeting

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

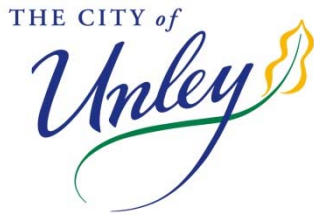
Monday

22 October 2018

7.00pm

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

Peter Tsokas
Chief Executive Officer



OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

ACKNOWLEDGEMENT

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

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

PRAYER AND SERVICE ACKNOWLEDGEMENT

Almighty God, we humbly beseech Thee to bestow Thy blessing upon this Council. Direct and prosper our deliberations for the advancement of Thy Kingdom and true welfare of the people of this city.

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

Lest We Forget.

WELCOME

ORDER OF BUSINESS

ITEM NO

PAGE NO

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

1312 **CONFLICT OF INTEREST**

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

1313 **MINUTES**

Minutes of the Council meeting held on
Monday 24 September 2018

Minutes issued separately

DEFERRED / ADJOURNED ITEMS

Nil

1314 **PETITION**

Petition Re. Parking Restrictions in Foster Street
Forestville

7-16

DEPUTATIONS

Nil

PRESENTATION

Nil

REPORTS OF COMMITTEES

Nil

ITEM NO**PAGE NO****REPORTS OF OFFICERS**

1315	Roles Clarity Framework	17-28
1316	Delegations Update	29-48
1317	Variation to Operating Hours for Festive Season 2018-19	49-50
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1321	Goodwood Oval Grandstand Redevelopment Interim Update	121-136
1322	Council Action Records	137-144

MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

1323 MOTIONS WITHOUT NOTICE

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

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

1324 QUESTIONS WITHOUT NOTICE

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

1325 CORRESPONDENCE

Council to note the correspondence from: 145-150

- Senator the Hon Bridget McKenzie – introduction
- Australian Local Government Association and LGA (coalition) – essential initiatives for the sector

1326 MAYOR'S REPORT 151-152

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1327 **DEPUTY MAYOR'S REPORT**

153-154

REPORTS OF MEMBERS

Nil

CONFIDENTIAL ITEMS

Nil

FUTURE ITEMS – November (subject to change)

End of Financial Year Financial Statements

NEXT MEETING

Monday 5 November 2018 – 7.00pm

RECEIPT OF PETITION

REPORT TITLE: PETITION RE PARKING RESTRICTIONS ON
FOSTER STREET FORESTVILLE

ITEM NUMBER: 1314

DATE OF MEETING: 22 OCTOBER 2018

ATTACHMENTS: 1. PETITION

1. RECOMMENDATION

That:

1. The petition be received.
 2. The principal petitioner be advised that 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 will be undertaken to inform any decision regarding the need for changes to Stage 1 parking controls or implementation of further parking controls, that is Stage 2.
-

2. OFFICER'S COMMENTS

A petition has been received from residents in Foster Street regarding proposed parking controls to be installed in late October in Forestville.

Attachment 1

Following concerns from the local community (largely in relation to commuter parking), the City of Unley proposed the implementation of time limit parking controls within the Millswood area, which included Foster Street, Forestville. Feedback was sought from residents via a community consultation letter dated December 2017 (Attachment 2). The community consultation process gave residents the opportunity to provide feedback on a number of matters, including whether they were in support of, or opposed to the proposed parking controls. The letter also included information regarding proposed parking permit fees.

Attachment 2

At its meeting held on 25 June 2018, Council endorsed the introduction of three (3) hour time limit parking (Monday to Friday 9am to 5 pm) in the 'local area' that included Foster Street. The three (3) hour parking zones have been recommended for the purposes of alleviating parking issues faced by the local community. This decision was Stage 1 of the Millswood Area On-Street Parking Controls, and included a review of parking practices in the area, to inform a decision regarding the need for implementation of further parking controls, that is, Stage 2.

The community consultation process showed an overall majority support from local residents for the parking changes (Item 1195/25 June 2018 Council meeting).

The consultation identified 84 respondents supporting the parking changes and 49 respondents objecting to the parking changes. In terms of Foster Street, a total of 21 circulars were mailed out to residents, with 11 responses received back.

From the responses received, the views of Foster Street residents were as follows:

- Number supporting parking restrictions: 7
- Number not supporting parking restrictions: 3
- Number that did not provide a clear preference: 1

In August 2018 Council again wrote to the residents and property owners of the local community (Attachment 3) to provide the results of the community consultation that had been undertaken, and to advise of Council's decision to proceed with the parking controls. Information regarding the proposed parking permits and potential for fees was included in the communication.

Attachment 3

The petition received by Council suggests that Foster Street residents are opposed to the proposed parking controls. Council's decision to implement parking controls was based on the consultation results, which received majority support. Whilst it now appears some residents are opposed, it would be prudent to allow the original decision of Council to be implemented for the trial period, and at the conclusion of six months, further consultation can occur to determine whether Stage 2 controls are necessary, or any changes are required to Stage 1 controls.

Head Petitioners: Penny Bridge & Matt Seabrook
 10 Foster Street, Forestville, SA 5035
 Mob: 0409 282 763

07/10/18

Re: Objection to the introduction of on-street parking restrictions in Foster Street, FORESTVILLE

Dear Chief Executive Officer, Unley Council,

Please find attached the petition signed by almost 80% of Foster street residents objecting to the introduction of on-street parking restrictions in our street.

Only house hold members 18 years and over were invited to sign the petition. Of the 15 homes on Foster Street, the breakdown of responses to the restrictions include:

- 3 homes (no. 1, 3 and 5) agree with the proposed parking restrictions
- 2 homes (no. 2 and 9) residents were unable to be contacted
- 1 home (no. 8) is currently under construction and therefore not occupied
- 10 homes (no. 4, 6, 7, 10, 11, 12, 13, 14, 15 and 17) disagree with the proposed parking restrictions and have signed the petition objecting to their introduction

Clearly there was an overwhelming majority of residents objecting to the introduction of on-street parking restrictions in Foster Street. Following discussion with residents, key issues raised included:

- The cost of the permits including the incremental cost per car per household. Most residents stated they were unaware of this cost
- The anticipated consequence of on-street parking restrictions to surrounding streets with the expectation that all-day parkers will migrate to streets without restrictions once imposed. While there is strong objection to the restrictions, there remains concern of the potential impact on Foster Street should it be exempt from the restrictions. Indeed, of the 3 homes that declined to sign the petition, it was this issue that they were most concerned with
- Instead of year-round restrictions, residents called for temporary on-street parking restrictions during the 10-day Royal Show period in September inline with permits similar to surrounding streets during this period

In short, the overwhelming response from almost all residents in the street was that on-street parking restrictions *should not* be implemented in Foster Street *and* surrounding streets. Residents did not believe there is a traffic management issue that requires intervention by Council with the exception of the 10-day Royal Show period in September.

Thank you for your consideration of this matter and we look forward to your response

Kind regards,

Penny Bridge & Matt Seabrook

Subject - <i>Petitions.</i>	
Property/Street <i>Foster St Forestville</i>	
Application No.	
Eng. No. <i>9-24-1</i>	12 OCT 2018 ^{Class} <i>All/nc</i>
For Information <i>L. Jones.</i>	

**ON-STREET PARKING****7 December 2017**

Dear Resident / Property Owner,

Council was contacted by local residents raising concerns about on-street parking congestion and lack of parking accessibility in your local area. Council has investigated the concerns and found them to be genuine and valid.

After undertaking site assessments and parking surveys we have found local streets, that include, sections of Victoria Street, Newman Street, East Avenue, Chelmsford Avenue, Allenby Avenue, Fairfax Avenue and other nearby streets are on an average 50%- 75% occupied throughout the day. This observation also identified there is minimal/no parking turnover, meaning cars are parked on the street for extended periods.

The primary purpose of on-street parking is providing for activities of the adjacent residential properties and the Goodwood Oval. The parking data and site observations suggest that the parking may currently be used primarily by commuters/all-day parkers.

A small questionnaire survey is attached for you to complete. Your feedback will enable us to understand local parking needs and provide solutions accordingly. Based on the survey feedback, if the parking is predominantly utilised by local residents Council may consider leaving the parking unchanged. However, if the parking is mainly accessed by commuters, it is appropriate to consider a time limit parking (e.g. 3-hour during business hours) to achieve better parking access for the local residents.

Please note following community engagement, should Council decide to install time limit parking controls in your street, residents can obtain parking permits (as per our Residential On-Street Parking Policy) to park beyond the time limit. The parking permits are fee-based and a typical parking permit costs \$30 for a two year period. Please refer to Council website for more information on the parking permits and the Residential On-Street Parking Policy.

Please send your feedback by 19 January 2018, in either the enclosed reply paid envelope, or you may choose to email your filled out survey form to pobox1@unley.sa.gov.au.

Yours sincerely

Satyen Gandhi
Transport and Traffic Lead

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1 August 2018

Dear Resident/Property Owner,

On-street Parking

I refer to community consultation undertaken in January 2018. In this consultation, we asked your opinion on the current parking situation and your views on installing 3-hour parking restrictions to mitigate all-day/commuter parking. I am pleased to advise the following results from the community consultation:

Total number of circulars delivered	325
Total number of responses received	135
Numbers of respondents supporting 3-hour zone	84
Number of respondents objecting to 3-hour zone	49
Number of respondents with no clear preference	2

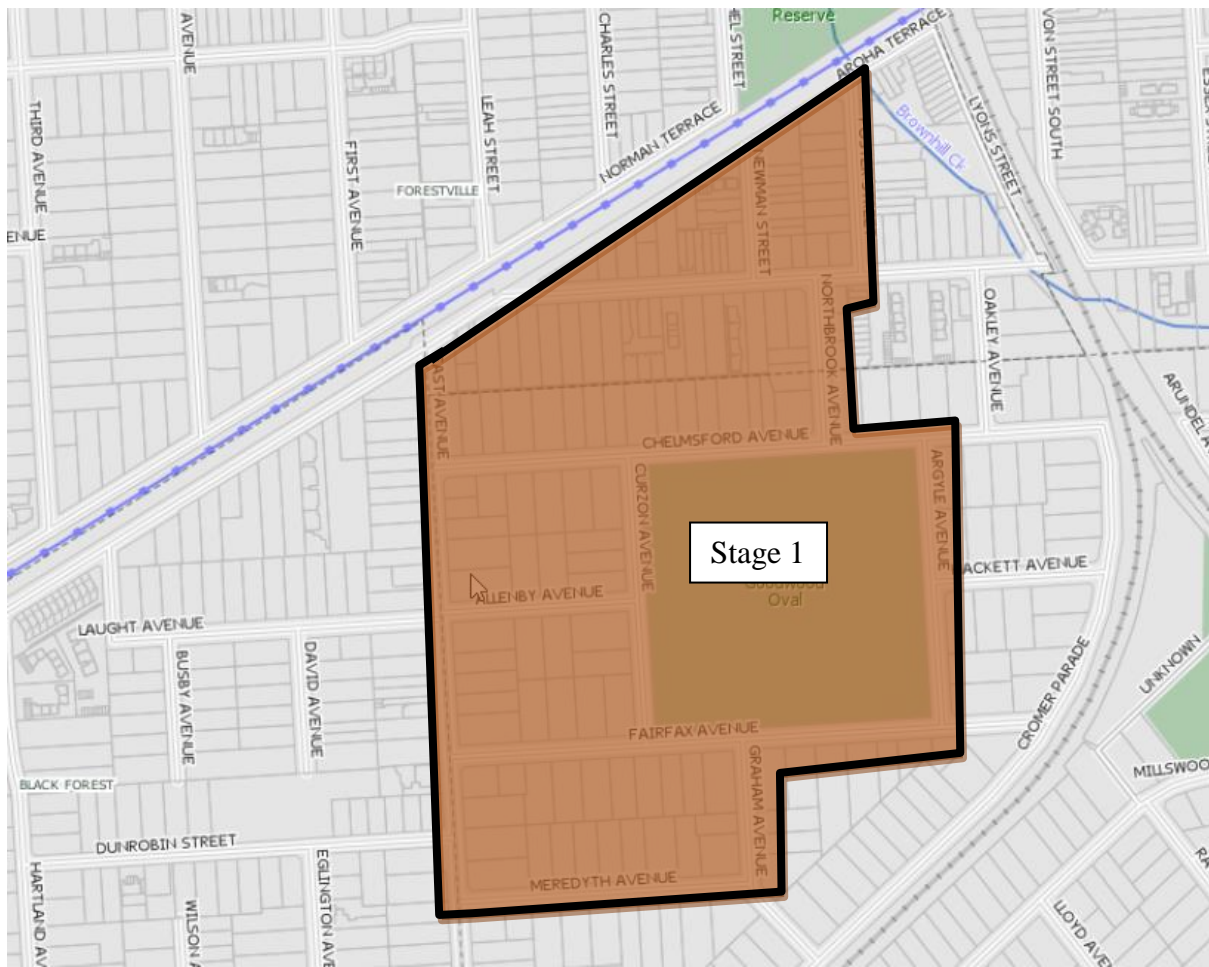
It is evident from the community feedback that the local residents consider on-street parking is an issue and lack of parking availability during the day impact on their daily activities. The 3-hour parking zone (applicable Monday to Friday 9 am to 5 pm) will create better parking turnover and thus, resulting in better parking access for the local community.

These results along with your feedback/comments were provided to Council at its meeting held on 25 June 2018. The Council endorsed the following:

- The implementation of parking controls in Millswood (Stage1) and adjacent areas, and modified to include the area bounded by Allenby Avenue, Meredyth Avenue and Graham Avenue.
- 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.

- Notify the community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas of the Council decision.
- Advise residents in Meredyth Avenue and Graham Avenue of the introduction of parking controls prior to implementation.

The map provided below highlights the area where parking controls are to be implemented.



Next steps

It is anticipated that new parking signs will be installed along local streets from end of August 2018 to implement the new parking zone.

As per the Council decision, there will be a review (approximately in six months' time) of the parking in the streets with parking controls and the adjacent streets. The review will include the performance of on-street parking in the rezoned streets as well as the adjacent streets.

The review will also include parking occupancy surveys during the Goodwood Oval peak use times (i.e. game days, weekends and evenings as applicable). The review will assess the performance of new parking controls and if additional parking controls are required in the adjacent streets. Should there be further parking changes required, local community will be notified following the review.

You may be eligible to obtain parking permits (exemption) to park beyond the time limit. Please note fees are applicable in accordance with Council's Fees and Charges structure. You can obtain more information on council's website www.unley.sa.gov.au

I thank you for taking the time to provide your feedback. Please contact us on 8372 5111 or email pobox1@unley.sa.gov.au if you need more information.

Yours sincerely,

Satyen Gandhi
Transport and Traffic Lead

INFORMATION REPORT

REPORT TITLE: ROLES CLARITY FRAMEWORK
ITEM NUMBER: 1315
DATE OF MEETING: 22 OCTOBER 2018
AUTHOR: PETER TSOKAS
JOB TITLE: CHIEF EXECUTIVE OFFICER

1. EXECUTIVE SUMMARY

Over the last two years, Council has undertaken a significant amount of work in reviewing its strategic planning framework (i.e. Community Plan, four year delivery plan and annual operating plan). On completion of those, the last few months have been spent developing a roles clarity framework with input from elected members to assist the future council to make decisions about what role it should play in the delivery of services to the community.

The roles clarity framework is now largely complete, and it is appropriate to provide the document to Council for information. The framework will be provided to the new Council and utilised to inform decision making on service provision roles in future.

2. RECOMMENDATION

That:

1. The report be received.
-

3. RELEVANT CORE STRATEGIES/POLICIES

Civic Leadership

- 4.1 We have strong leadership and governance.
- 4.2 Council provides best value services to the community.
- 4.3 Our business systems are effective and transparent.

4. BACKGROUND

Over the years, Councils have evolved and expanded the provision of a range of functions, services and activities both to meet the changing needs of the community, and in response to the devolution of responsibilities from other spheres of Government. This has resulted in the local government sector providing a broad range of services to the community.

In a time of additional financial scrutiny on local government services, it is critical that Councils have in place a process that allows decisions to be made to direct resources to priority areas of service and activity.

In late 2016, the Council resolved that an efficiency and effectiveness review of the organisation be undertaken and that a target operating model be developed, providing principles that enables Council to define a business operating model to deliver best value services to the community.

In 2017, Council spent considerable time understanding, reviewing and updating the City of Unley Community Plan and also developed a Four Year Delivery plan. To complete the strategic planning framework, an Annual Operating Plan was developed earlier this year which provides details on the day to day services Council provides and the resources involved in delivering those services.

The final piece of work required was the development of a framework to assist Council to evaluate the role it could take in relation to the delivery of services to the community. This framework provides an ideal environment for efficient decision-making and service delivery and enables Council to consistently determine the level at which it will involve itself in service delivery to the community.

5. DISCUSSION

Following completion of the 2018-19 annual operating plan, Jeff Tate Consulting Pty Ltd was engaged to assist in the development of a framework that would enable Council to identify the most appropriate role it should play in the delivery of selected services or activities. Attachment 1 to this report sets out the framework in detail.

Attachment 1

The framework developed is based on the following principles:

- There is a range of roles a Council can play in relation to delivery of particular activities and services.
- There is no “set formula” for determining which role Council should play; it is a question of policy alignment.
- Analysing the likely impacts of alternative roles will assist in decision-making.
- Both planned and opportunistic reviews are relevant.

The framework identifies roles in relation to activities and services, along a continuum which requires increasing levels of resources (e.g. from No Role to Service Provider).

The report also suggests six stages to assist Council with the conduct of an assessment, which include: a decision to assess; clear description of the service/activity; development of a range of scenarios to inform the decision, and then; identification of the preferred scenario; transition considerations; the decision itself; and finally the transition plan.

It is intended that the framework be used by the new Council in determining what role Council should play in the delivery of identified service areas and activities. This could be as opportunities arise or in a more structured approach to review and evaluate existing services. It is important to note that in some instances Council does not have the capacity to determine the role it will play in service provision, as this is set by legislative obligations or other compliance requirements. Any decision regarding the application of the framework will rest with the new Council.

6. ATTACHMENTS

- Attachment 1 – Roles Clarity Framework Project (Jeff Tate Consulting Pty Ltd)

7. REPORT AUTHORISERS

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



**REPORT:
ROLES CLARITY FRAMEWORK PROJECT**

**FOR:
CITY OF UNLEY**

September 2018

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1. INTRODUCTION

Jeff Tate Consulting Pty Ltd was engaged by the City of Unley (Council) to advise on a potential framework to assist in identifying appropriate roles for selected services or activities.

The project was undertaken by Jeff Tate of Jeff Tate Consulting Pty Ltd.

2. BACKGROUND

Under the *Local Government Act 1999*, Councils are required to observe several principles including ensuring “that council resources are used fairly, effectively and efficiently” (s8(h)) and ensuring “the sustainability of the council's long-term financial performance and position” (s8(k)).

Historically, Councils have expanded the range of functions, services and activities they provide for a variety of reasons. The operating environment is now more complex compared to the past with other organisations often able to provide similar offerings to those of Councils. There is increasing pressure on Councils to focus on areas in which they are best placed to serve their communities as demands for resources increase and the capacity or desire to increase rates declines. By reviewing its roles, a Council may redirect resources to areas it wishes to prioritise rather than try to be a universal service provider.

In response to this changing environment, the Council’s administration has:

- had in place a program of service reviews through which the focus and efficiency of numerous services have been successfully reviewed, leading to ongoing savings and/or service improvements; and
- undertaken some preliminary work (focused on gathering information and documenting the services Council provides, the level of service, and the resources required to deliver those services) in the development of a Target Operating Model (TOM) following a decision by Council to conduct an efficiency and economy audit of the Administration and the services Council provides.

The desire now is to adopt a framework, complementary to the service reviews and TOM, that will assist in making decisions about future roles. The framework will recognise that Council decisions about their roles involve making judgements against multiple and, at times, potentially competing objectives and considerations.

The intention is that the framework will be used by the Council in making decisions about what role (if any) it will have in the delivery of particular services and activities.

3. METHODOLOGY

The project methodology involved:

- Preparation of a briefing paper for the Council CEO
- A workshop with Elected Members
- Preparation of a draft report and, after feedback, a final report.

4. PRINCIPLES

The proposed framework presented in this report is based on the following principles:

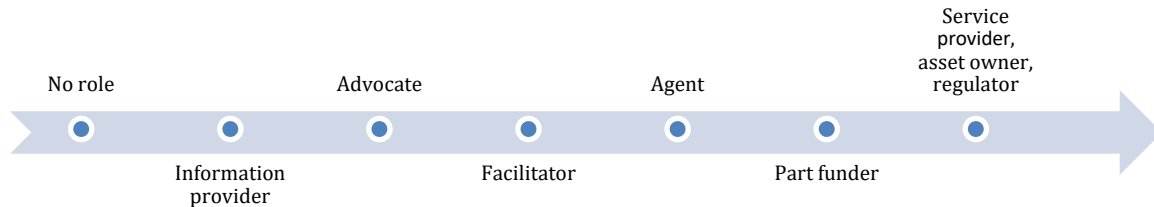
- There is a range of roles a Council can play which need to be understood by those involved in service assessments. Even within one service area, the roles may vary for particular activities
- Understanding why the Council has been undertaking a service or activity is important, but not on its own a reason to keep doing it
- Analysing the likely impacts of alternative roles for Council will assist in decision making
- There is no simple formula for determining which roles the Council should play for any service or activity: outside of statutory roles it is a question of policy alignment and judgement
- Planned, scheduled reviews and opportunistic reviews both have their place.

5. PROPOSED FRAMEWORK

The proposed framework includes adopting common descriptions of roles and following a structured approach to assessing current or potential services or activities to assist in making decisions about which role/s is most appropriate for the Council.

5.1. Roles

Councils can play various roles in relation to services and activities. For this proposed framework, the roles can be considered along a continuum requiring increasing levels of resources:



The roles are described in the table below, along with an example of each that is relevant to the City of Unley's circumstances. The continuum and table can assist in (a) being clear about what role the Council is currently playing in relation to a particular service or activity, and (b) help to frame discussion about what the roles could be and, importantly, the likely impacts and other considerations about potential changes in roles. They can also assist in assessing potential roles in a field where the Council is currently not involved. An example of potential roles for a new area of service or activity is provided at Appendix 1 in relation to solar panels and batteries (prepared by the report author to further explain the roles).

Role	Description	Unley example
No role	A Council chooses not to have a role in relation to a particular service or activity	Crime prevention
Information channel	Information about a service or activity of other bodies is channelled by a Council through, for example, brochures in Council offices, libraries and other public spaces; links to the other bodies' websites etc	E-waste disposal
Advocate	A Council may advocate to another government or other organisation for certain things to happen: this could range from a single event (such as writing to a Minister) through to an ongoing campaign	Diversion of the Adelaide to Melbourne rail line through the suburbs and hills for cartage of freight
Facilitator	A step further from advocacy where a Council may try to bring parties together to work out a solution to an issue affecting its area	Climate change response through Resilient East
Agent	Typically, this would involve a Council delivering a service, funded by a government agency, that is, or likely to be regarded as, the responsibility of another government	Home and Community Care program

Part funder	A Council either provides funding to another body to meet part of the cost of that body providing a function/service activity, or receives funding from another body (usually a government agency) to meet part of the cost of the Council delivering it	The Council jointly funds library services with the SA Government
Asset owner (or custodian)	As the owner (or custodian, such as through a Trust Deed) of an asset (road, footpath, building, playground etc.), a Council has responsibility for capital, operating and maintenance costs	All assets owned by the Council or for which the Council is custodian
Regulator	A Council has legislated roles in a range of areas which it is required to fund from its own funds (apart from fees for cost recovery, government grants)	Development planning and control, animal management, public and environmental health
Service provider	The full cost (apart from fees for cost recovery, government grants etc) of a service or activity is met by a Council	Waste management services

5.2. Assessment of roles

The role assessment component of the proposed framework has six stages (which are not necessarily all consecutive, and some of which may be combined if circumstances warrant that happening) as described below. The text is a combination of description of the stages and, to a lesser extent, potential material for templates to be used to implement the framework.

The stages have been drafted on the basis of assessing current roles and can easily be adapted to consider a new area of service or activity.

5.2.1. Stage 1 - Decision to assess

A decision would be required to commence the process of assessing the Council's role in a particular service or activity. This could be a planned, scheduled assessment (similar to a scheduled program of service reviews) or more situational (such as the departure of a key staff member, change in the operating environment, budget considerations, legislative changes, approaches to consider a new area of service or activity, etc.). The important point is that a formal Council decision is made to commence the assessment process.

5.2.2. Stage 2 – Service or activity description

The description would answer the following questions:

- Why have we been involved in this service or activity?
- What is our current role/s?
- How much does it cost us?
- Which staff are involved?
- What assets are used to deliver the service or activity?
- Who are the users? Who are other beneficiaries?
- Is the service or activity still required? What evidence do we have?
- What is happening in the operating environment (internally and externally) that would impact on our decision?

The Council's annual operating plans already include some of these questions. With further refinement the content for the plans would provide all the information required to complete stage 2.

5.2.3. Stage 3 – Development of scenarios

Scenarios would be developed around the various roles from the continuum above. For convenience they could be grouped as shown below. Each scenario would require an assessment of impacts both externally and internally. Where relevant, risks from the risk template used for service reviews should also be included.

Assuming the Council's current role is service provider, the scenarios would be:

Scenario 1 – no role, or information provider

What are the impacts of moving to one of these roles?

- Community/users (where would they go for the function/service/activity if still required? Could we facilitate that?)
- Other stakeholders
- Council (budget, staffing, assets)

What would assist us to adopt this scenario? What would work against adopting this scenario?

Scenario 2 – advocate and/or facilitator

What are the impacts of moving to one of these roles?

- Community/users (where would they go for the function/service/activity if still required? Could we facilitate that?)
- Other stakeholders
- Council (budget, staffing, assets)

What would assist us to adopt this scenario? What would work against adopting this scenario?

Scenario 3 – part funder, or agent

What are the impacts of moving to one of these roles?

- Community/users (where would they go for the function/service/activity if still required? Could we facilitate that?)
- Other stakeholders
- Council (budget, staffing, assets)

What would assist us to adopt this scenario? What would work against adopting this scenario?

Scenario 4 – status quo

What are the impacts of continuing with this role?

- Community/users
- Other stakeholders
- Council (budget, staffing, assets)

What would work towards us maintaining the status quo? What would work against us maintaining the status quo?

5.2.4. Stage 4 - Preferred scenario and transition considerations

Which scenario is preferred? Why?

Which scenario is the second preference? Why?

What transition issues would need to be considered for moving to preferred and second preference scenarios?

Preferred scenario (state scenario number), role of (state role)			
	Organisation	Community	Others
Approvals			
Communication			
Relationships			
Financial			
Staffing			
Assets			
Timing			
Second preference scenario (state scenario number), role of (state role)			
	Organisation	Community	Others
Approvals			
Communication			
Relationships			
Financial			
Staffing			
Assets			
Timing			

5.2.5. Stage 5 - Decision

Decision made by (state name/s, position/s) in accordance with (state delegated authority, or other authority) was (include decision here).

5.2.6. Stage 6 - Transition plan

From 5.2.4, develop a transition plan for approval by (state name, position).

6. CONCLUSION

The Council has already had some successes with reviewing its service delivery and the framework proposed in this report is intended to build on previous work to provide a structured approach to making decisions about what roles it wishes to play.

Adopting a common list of roles and their descriptions will assist Elected Members and staff in being clear about what the Council does and why. Over time, it can also assist in providing clarity to the Unley communities, other Councils and governments, and other stakeholders about the Council's roles.

The framework also includes a six stage process for assessing current and potential future roles to assist in decision making. The framework does not provide easy answers about roles, rather it provides a structured approach to the implications on adopting different roles to assist in making decisions.

APPENDIX 1 – POTENTIAL EXAMPLE ROLES – SOLAR PANELS/BATTERY STORAGE

No role	Do nothing
Information channel	Publicise information from others- link/s to their websites; articles in Council newsletters/media column; brochures in public buildings
Advocate	Lobby Australian/SA Governments for (say) funding to property owners
Facilitator	Bring community members and government agencies together to design (say) a pilot program for Unley
Agent	Administer an Australian/SA Government funding program for property owners to install solar panels/batteries
Part funder	Provide financial subsidies to property owners
Asset owner	Install on own buildings and 'lead by doing' through publicity
Regulator	Development approvals
Service provider	Provide an advisory (and/or installation) service; provide solar panels/batteries

DECISION REPORT

REPORT TITLE: DELEGATIONS UPDATE
ITEM NUMBER: 1316
DATE OF MEETING: 22 OCTOBER 2018
AUTHOR: DALLIS VON WALD
JOB TITLE: PRINCIPAL GOVERNANCE OFFICER

1. EXECUTIVE SUMMARY

Recent changes to the *Road Traffic Act 1961* and Regulations, and authorisations and sub-delegation under the *Road Traffic Act 1961* and Minister's Instrument means that Council is required to update its delegations to the Chief Executive Officer.

2. RECOMMENDATION

That:

1. The report be received.

Revocations

2. The following delegations be revoked:
 - 2.1. Sections 17(1)-(5); ss18(5) (7); ss 20(3)(4)(6) & (9); s20A(1); s31(2); s31(2); ss40P (3)-(6), s86, s163ZC(2); s163ZD(2); s163ZE(1); s174C(1) of the *Road Traffic Act 1961*, effective from 29 October 2018;
 - 2.2. Regulations 6(2); rr17(2)&(3); r22(2) of the *Road Traffic (Miscellaneous) Regulations 2014*, effective from 29 October 2018; and
 - 2.3. 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, effective from 22 October 2018.

Adoptions

3. The following delegations be adopted:

Delegations made under *Local Government Act 1999*

 - 3.1. 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 Attachment 1 are hereby delegated from 29 October 2018 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:

3.1.1. *Road Traffic Act 1961, and Road Traffic (Miscellaneous) Regulations 2014 (Attachment 1).*

Authorisations and Sub-delegation under the *Road Traffic Act 1961 & Minister's Instrument*

4. 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) 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 (Attachment 2):
 - Peter Tsokas, Chief Executive Officer
 - Ben Willsmore, Manager City Design
 - Satyen Gandhi, Transportation and Traffic Lead
 - Bill Zissopoulos, Parking and Traffic Advisor
 5. 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 (Attachment 2):
 - Satyen Gandhi, Transportation and Traffic Lead
 - Hayden Scharnberg, Transport and Traffic Technical Officer
 - Bill Zissopoulos, Parking and Traffic Advisor
 6. 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 (Attachment 2):
 - Satyen Gandhi, Transportation and Traffic Lead
 - Hayden Scharnberg, Transport and Traffic Technical Officer
 - Bill Zissopoulos, Parking and Traffic Advisor
 - Michelle Proctor, Transportation and Traffic Officer
 - Aaron Wood, Manager Strategic Assets
 - Mark Clarke, Manager, Operational Services
 7. 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 22 October 2018 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.
-

3. RELEVANT CORE STRATEGIES/POLICIES

3.1 Section 44 of the *Local Government Act 1999* allows a Council to formally delegate many of its powers and functions to the Chief Executive Officer, who may then sub-delegate the powers and functions to other responsible staff.

3.2 *Four-Year Plan 2017-2021*

Objective 4.1: We have strong leadership and governance.

4. DISCUSSION

4.1 Section 44 of the *Local Government Act 1999* provides Council may delegate a power or function vested or conferred upon it by the *Local Government Act 1999* 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 *Local Government Act 1999* as the Chief Executive Officer sees fit. A delegation made pursuant to Section 44 of the *Local Government Act 1999* is revocable at will and does not prevent the Council from acting in a matter.

4.2 Councils have certain duties which they must perform, and certain powers which they may exercise, pursuant to the *Local Government Act 1999* (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.

4.3 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.

4.4 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.

4.5 Council uses software of RelianSys which operates as a database for managing the delegations. The LGA templates feed directly into that database and assist with the ongoing maintenance/management of delegations at the City of Unley.

- 4.6 The Authorisations and sub-delegations under the *Road Traffic Act 1961* and Minister's Instrument are 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). These are shown at Attachments 1 and 2.

Attachment 1

Attachment 2

- 4.7 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 Attachment 2.

Attachment 2

4.8 Process to be Followed

- 4.8.1 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.
- 4.8.2 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.
- 4.8.3 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.
- 4.8.4 The exercise of powers and functions delegated by Council shall be undertaken in accordance with existing Council policies. Even though Council may delegate its powers, functions and duties, this does not prevent the Council from acting in the same matters at any time should the need arise.

5. **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.

6. **RECOMMENDED OPTION**

Option 1 is the recommended option.

7. **POLICY IMPLICATIONS**

7.1 **Legislative/Risk Management**

7.1.1 There are no policy implications or requirements associated with this recommendation.

7.1.2 The following risk has been identified:

7.1.2.1 improper use of delegated powers due to out-dated delegation documentation or inappropriate sub-delegations.

8. **REPORT CONSULTATION**

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

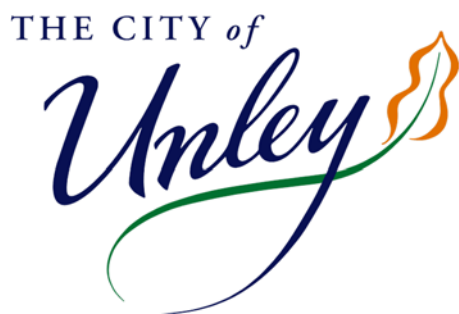
9. **ATTACHMENTS**

- Attachment 1- Instrument of Delegation *Road Traffic Act 1961, and Road Traffic (Miscellaneous) Regulations 2014*
- Attachment 2- Authorisations and Sub-delegation under the Road Traffic Act 1961 & Minister's Instrument

10. **REPORT AUTHORISERS**

Name	Title
Tami Norman	Executive Manager Office of the CEO
Peter Tsokas	Chief Executive Officer

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Instrument of Delegation
Council to Chief Executive Officer

22 October 2018

<i>Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014</i>				
#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations
207400	s17(1)	Road Traffic Act 1961	1. Installation etc of traffic control devices – general provision 1.1 The power pursuant to Section 17(1) of the Road Traffic Act 1961 ('the Act'), to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), install, maintain, alter or operate, or cause to be installed, maintained, altered or operated, a traffic control device on, above or near a road.	
207401	s17(2)	Road Traffic Act 1961	1. Installation etc of traffic control devices – general provision 1.2 The power pursuant to Section 17(2) of the Act, to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), remove a traffic control device or cause a traffic control device to be removed.	
207402	s17(3)	Road Traffic Act 1961	Installation etc of traffic control devices – general provision 1.3 The power pursuant to Section 17(3) of the Act, to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), install, display, alter, operate or remove traffic control devices: 1.3.1 in relation to an area where persons are engaged in work or an area affected by works in progress; or 1.3.2 in relation to a part of a road temporarily closed to traffic under the Act or any other Act; or 1.3.3 for any temporary purposes.	
207403	s17(5)	Road Traffic Act 1961	1. Installation etc of traffic control devices – general provision 1.4 The power pursuant to Section 17(5) of the Act to make an application for an approval of the Minister in a manner determined by the Minister (which may differ between applications according to factors determined by the Minister) and to accompany the application with the fee fixed by, or calculated in accordance with, the regulations.	

Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations
50874	s18(5)	Road Traffic Act 1961	2. Direction as to installation etc of traffic control devices 2.1 The duty pursuant to Section 18(5) of the the Act to carry out a direction which the Minister directs the Council (as a road authority) to carry out pursuant to Section 18(6) of the Act in circumstances where another road authority has failed to comply with the direction.	
50875	s18(7)	Road Traffic Act 1961	2. Direction as to installation etc of traffic control devices 2.2 The power pursuant to Section 18(7) of the Act where the Minister has directed the Council to carry out a direction pursuant to Section 18(6) of the Act, to recover as a debt due from the defaulting road authority any expenses incurred in carrying out the direction under Section 18(6) of the Act, subject to Section 18(8) of the Act.	
207404	s20(3)	Road Traffic Act 1961	3. Work areas and work sites 3.1 The power pursuant to Section 20(3) of the Act to, with a relevant authorisation and in accordance with Part 2 of the Act and any regulations made for the purposes of Part 2 of the Act, place signs on a road for the purpose of indicating a maximum speed to be observed by drivers while driving on, by or towards a work area or work site where workers are engaged, or works are in progress, at the direction of the Council or the Council's delegate.	
207405	s20(4)	Road Traffic Act 1961	3. Work areas and work sites 3.2 The power pursuant to Section 20(4) of the Act to place speed limit signs on a road: 3.2.1 if the Council holds a permit issued by the Minister under Section 20 of the Act (a 'roadworks permit') and the signs are placed on the road in accordance with the permit; or 3.2.2 if: 3.2.2.1 the work is required to be undertaken by the Council as a matter of urgency; and 3.2.2.2 the signs are placed on the road in accordance with an approval of the Minister under Part 2 of the Act; and 3.2.2.3 the Minister is notified of the placement of the signs as soon as is practicable (and, in any case, within two hours after the signs are placed on the road); and 3.2.2.4 the signs are placed on the road for a period not exceeding 24 hours or such longer period as may be determined by the Minister on an application under Section 20(9) of the Act; or 3.2.3 if: 3.2.3.1 the signs will not relate to any prescribed roads; and 3.2.3.2 the signs are placed on the road in accordance with an approval of the Minister under Part 2 of the Act.	
207406	s20(6)	Road Traffic Act 1961	3. Work areas and work sites 3.3 The power pursuant to Section 20(6) of the Act to make an application for a roadworks permit in a	

Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations
			manner determined by the Minister (which may differ between applications according to factors determined by the Minister) and to accompany the application with the fee fixed by, or calculated in accordance with, the regulations.	
207407	s20(9)	Road Traffic Act 1961	3. Work areas and work sites 3.4 The power pursuant to Section 20(9) of the Act to make an application to the Minister for an extension of the 24 hour period referred to in Section 20(4)(b)(v) of the Act: 3.4.1 by telephone or any other manner prescribed by the regulations; and 3.4.2 at least three hours before the end of that 24 hour period (unless the Minister is satisfied that there were good reasons for a delay in making the application).	
207408	s20A(1)	Road Traffic Act 1961	4. Appeal to District Court 4.1 The power pursuant to Section 20A(1) of the Act, if the Council having applied for an approval of the Minister under Section 17 of the Act or for a roadworks permit under Section 20 of the Act, is dissatisfied with a decision of the Minister in relation to the application, or in relation to an approval or permit granted as a result of the application, to appeal to the District Court against the decision.	
50876	s31(2)	Road Traffic Act 1961	5. Action to deal with false devices or hazards to traffic 5.1 The power pursuant to Section 31(2) of the Act to remove from any road the care, control or management of which is vested in the Council and dispose of any false traffic control device or any device, structure or thing that the Delegate is satisfied might constitute a hazard to traffic.	
172244	s33(2)	Road Traffic Act 1961	6. Road Closing and Exemptions for Certain Events 6.1 The power pursuant to Section 33(2) of the Act, to consent to an order under Section 33(1) of the Act to close a road in the Council's area.	
50877	s40P(3)	Road Traffic Act 1961	7. Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed 7.1 The duty pursuant to Section 40P(3) of the Act and subject to Section 40P(4) to offer a vehicle, which was removed by an officer of the Council under Section 40N of the Act and for which there had been notice given according to Section 40P(2) of the Act and the owner of the vehicle failed to take possession of the vehicle and pay all expenses in connection with the removal, custody and maintenance of the vehicle and of serving, posting or publishing the notice, within one month after service or publication of the notice in accordance with Section 40P(2) of the Act, for sale by public auction.	
50878	s40P(4)	Road Traffic Act 1961	7. Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed 7.2 The power pursuant to Section 40P(4) of the Act, where a vehicle is offered for sale by public auction	

Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations
			but is not sold at the auction or the relevant authority reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle, to dispose of the vehicle in such manner as the Delegate thinks fit.	
50879	S40P(5)	Road Traffic Act 1961	<p>7. Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed</p> <p>7.3 The duty pursuant to Section 40P(5) of the Act to apply the proceeds of the sale of a vehicle as follows:</p> <p>7.3.1 firstly, in payment of the costs of and incidental to the sale;</p> <p>7.3.2 secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under this section; and</p> <p>7.3.3 thirdly, in payment of the balance to the owner of the vehicle.</p>	
50880	s40P(6)	Road Traffic Act 1961	<p>7. Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed</p> <p>7.4 The power pursuant to Section 40P(6) of the Act, if after reasonable inquiry following sale of the vehicle the owner of the vehicle cannot be found, to pay the balance of the proceeds of the sale to the Council.</p>	
87320	s86	Road Traffic Act 1961	<p>8. Council May Determine That Ticket for Parking be Obtained Without Fee</p> <p>8.1 The power pursuant to Section 86 of the Act, if the Council has installed, or determined that it will install, permissive parking signs to apply to a length of road or area, to (in addition to any other action the Council may be empowered to take by or under the Act):</p> <p>8.1.1 determine that a ticket must be obtained for parking in the length of road or the area through the operation of parking ticket-vending machines installed or to be installed in or near the length of road or area without payment of a fee; or</p> <p>8.1.2 vary or revoke a determination made under Section 86 of the Act.</p>	
50881	s163ZC(2)	Road Traffic Act 1961	<p>9. Compensation Orders for Damage to Road Infrastructure</p> <p>The power, pursuant to Section 163ZC(2) of the Act and in accordance with Section 163ZC(5) of the Act to make an application for a compensation order.</p>	
50882	s163ZD(2)	Road Traffic Act 1961	<p>10. Assessment of Compensation</p> <p>10.1 The power pursuant to Section 163ZD(2) of the Act and in accordance with Section 163ZE of the Act to use in proceedings for the court to take into account in assessing the amount of any compensation:</p> <p>10.1.1 any evidence not adduced in connection with the prosecution of the offence but adduced in</p>	

Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations
			<p>connection with the making of the proposed order; and</p> <p>10.1.2 any certificate of the Council, as the road authority stating that the Council maintains the road concerned; and</p> <p>10.1.3 any other certificate of the Council as the road authority, such as a certificate:</p> <p>10.1.3.1 estimating the monetary value of all or any part of the road infrastructure or of the damage to it; or</p> <p>10.1.3.2 estimating the cost of remedying the damage; or</p> <p>10.1.3.3 estimating the extent of the offender's contribution to the damage.</p>	
50883	s163ZE(1)	Road Traffic Act 1961	<p>11. Service of Certificates</p> <p>11.1 The duty, pursuant to Section 163ZE(1) of the Act, if the Council, as the road authority, proposes to use a certificate referred to in Section 163ZD in proceedings, to serve a copy of the certificate on the defendant at least 28 working days before the day on which the matter is set down for hearing.</p>	
50884	s174C(1)	Road Traffic Act 1961	<p>12. Exemptions</p> <p>12.1 The power pursuant to Section 174C(1) of the Act to exempt any person, or any persons of specified class, or any specified vehicle, or any vehicles of a specified class, from compliance with a prescribed provision of the Act, subject to the payment of such fee and to such other conditions (if any) as the Delegate thinks fit and specifies in the exemption.</p>	
50885	r6(2)	Road Traffic (Miscellaneous) Regulations 2014	<p>13. Event Management Plan</p> <p>13.1 The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 to consult with an applicant in the preparation of an event management plan for the purpose of Section 33(1) of the Act.</p>	
50886	r6(2)	Road Traffic (Miscellaneous) Regulations 2014	<p>13. Event Management Plan</p> <p>13.2 The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 to consult with the Commissioner of Police or the Commissioner of Highways in the preparation of an event management plan for the purpose of Section 33(1) of the Act.</p>	
50887	r17(2)	Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014	<p>14. Permit Zones</p> <p>14.1 The power pursuant to Regulation 17(2) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 to determine –</p> <p>14.1.1 the class of permits required for vehicles to stop in a permit zone established by the Council;</p>	

Road Traffic Act 1961, Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations
			14.1.2 the persons entitled to such permits; 14.1.3 any fees to be paid for such permits; 14.1.4 the conditions to which the permits will be subject (which may include conditions as to the period for which such permits remain in force and conditions as to the display of permits in vehicles). and to vary any such determination.	
50888	r17(3)	Road Traffic (Road Rules- Ancillary and Miscellaneous Provisions) Regulations 2014	14. Permit Zones 14.2 The power pursuant to Regulation 17(3) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 to issue permits in respect of permit zones to persons entitled to them, on payment of a fee (if any) and subject to the conditions, determined by the Delegate.	
50889	r22(2)	Road Traffic (Road Rules- Ancillary and Miscellaneous Provisions) Regulations 2014	15. Parking and Parking Ticket-Vending Machines or Parking Meters 15.1 The power pursuant to Regulation 22(2) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 if the Council has installed or determined that it will install permissive parking signs to apply to a length of road or an area, to determine fees that will be payable for parking in the length of road or the area by the operation of parking ticket-vending machines or parking meters, installed or to be installed in or near the length of road or area, and the power to vary such fees.	



Instrument of Delegation
Council to Chief Executive Officer
& Council Officers

22 October 2018

Authorisations under the <i>Road Traffic Act</i> in accordance with the Instrument dated 22 August 2013 from the Minister for Transport and Infrastructure					
#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
198903	Clause A.7-Endorse Traffic Impact Statement	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013	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') 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:		Manager City Design, Chief Executive Officer, General Manager City Development, Parking & Traffic Advisor, Transport & Traffic Lead
198904	Clause A.7-Preparation Traffic Impact Statement	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013	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:		General Manager City Development, Parking & Traffic Advisor, Transport & Traffic Lead, Transport & Traffic Technical Officer
198905	Clause E.2-Expertise in the preparation of Traffic Management Plans	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013	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:		General Manager City Development, Manager Strategic Assets, Manager Operational Services, Parking & Traffic Advisor, Transport & Traffic Lead, Transport & Traffic Technical Officer, Transportation & Traffic Officer

Authorisations under the *Road Traffic Act* in accordance with the Instrument dated 22 August 2013 from the Minister for Transport and Infrastructure

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
50074	s17	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	<p>AUTHORISATIONS</p> <p>2. TRAFFIC CONTROL DEVICES</p> <p>2.1 Pursuant to Clause A of the Instrument the Minister granted the Council approval, for the purposes of Sections 17(1) and (2) of the Act, to install, maintain, alter, operate, or remove, or cause to be installed, maintained, altered, operated or removed, any traffic control device, on, above or near a road which is under the Council's care, control and management subject to the conditions specified in the Instrument, other than those specified in Clause A.8 of the Instrument, or those dealt with in other Clauses of the Instrument.</p>		Chief Executive Officer
50075	Clause A.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	<p>AUTHORISATIONS</p> <p>2. TRAFFIC CONTROL DEVICES</p> <p>2.2 Pursuant to Clause A.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, provided that such authorisation is made by instrument in writing and approved by the Chief Executive Officer of the Council.</p>		Chief Executive Officer
50076	Clause A.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	<p>AUTHORISATIONS</p> <p>2. TRAFFIC CONTROL DEVICES</p> <p>2.3 In accordance with Clause A.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council, the following Officers to be AUTHORISED to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, subject to the conditions specified in the</p>		Coordinator Open Space & Trades, Manager Design, Chief Executive Officer, Coordinator Civil Works & Response , General Manager City Development, Manager Operational Services, Parking & Traffic Advisor, Transport & Traffic Lead, Transport & Traffic Technical Officer

Authorisations under the *Road Traffic Act* in accordance with the Instrument dated 22 August 2013 from the Minister for Transport and Infrastructure

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			Instrument in relation to Clause A of the Instrument:		
50077	Clause B	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 3. SPEED LIMITS AT WORKS ON ROADS 3.1 Pursuant to Clause B of the Instrument, the Minister granted the Council approval, for the purposes of Section 20(2) of the Act, to place signs for the purpose of indicating the maximum speed to be observed by drivers while driving by or towards a work area or a worksite where workers are engaged or works are in progress at the direction of the Council subject to the conditions specified in the Instrument.		Chief Executive Officer
50078	Clause B.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 3. SPEED LIMITS AT WORKS ON ROADS 3.2 Pursuant to Clause B.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause B of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.		Chief Executive Officer
50079	Clause B.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 3. SPEED LIMITS AT WORKS ON ROADS 3.3 In accordance with Clause B.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause B of the Instrument, subject to the conditions specified in the Instrument in relation to Clause B of the Instrument:		Coordinator Open Space & Trades, Manager City Design, Chief Executive Officer, Coordinator Civil Works & Response , General Manager City Development, Manager Strategic Assets, Manager Operational Services, Parking & Traffic Advisor, Transport & Traffic Lead, Transport & Traffic Technical Officer

Authorisations under the *Road Traffic Act* in accordance with the Instrument dated 22 August 2013 from the Minister for Transport and Infrastructure

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			[insert name of Council employee(s)].		
50080	Clause C	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS 4.1 Pursuant to Clause C of the Instrument, the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove any traffic control device in relation to an area where persons are engaged in work or an area affected by works in progress, or in relation to part of a road temporarily closed to traffic under the Act or any other Act, subject to the conditions specified in the Instrument.		Chief Executive Officer
50081	Clause C.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS 4.2 Pursuant to Clause C.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause C of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.		Chief Executive Officer
50082	Clause C.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS 4.3 In accordance with Clause C.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause C of the		Coordinator Open Space & Trades, Manager City Design, Chief Executive Officer, Coordinator Civil Works & Response , General Manager City Development, Manager Operational Services, Parking & Traffic Advisor, Transport & Traffic Lead, Transport & Traffic Technical Officer

Authorisations under the *Road Traffic Act* in accordance with the Instrument dated 22 August 2013 from the Minister for Transport and Infrastructure

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			Instrument, subject to the conditions specified in the Instrument in relation to Clause C of the Instrument: [insert name of Council employee(s)].		
50083	Clause D	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 5. TEMPORARY PARKING CONTROLS 5.1 Pursuant to Clause D of the Instrument the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove a traffic control device for the purposes of imposing, varying or abolishing a parking control on a temporary basis on a road or road which is under the Council's care, control or management subject to the conditions specified in the Instrument.		Chief Executive Officer
50084	Clause D.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 5. TEMPORARY PARKING CONTROLS 5.2 Pursuant to Clause D.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council in Clause D of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.		Chief Executive Officer
50085	Clause D.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 5. TEMPORARY PARKING CONTROLS 5.3 In accordance with Clause D.1 of the Instrument, I, as Chief Executive Officer of the Council approve, on behalf of the Council the following Officers to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause D of the Instrument, subject to the		Coordinator Open Space & Trades, Manager City Design, Chief Executive Officer, Coordinator Civil Works & Response , General Manager City Development, Manager Operational Services, Parking & Traffic Advisor, Transport & Traffic Lead, Transport & Traffic Technical Officer

Authorisations under the *Road Traffic Act* in accordance with the Instrument dated 22 August 2013 from the Minister for Transport and Infrastructure

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			conditions specified in the Instrument in relation to Clause D of the Instrument: [insert name of Council employee(s)].		
50086	Clause F	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY 6.1 Pursuant to Clause F of the Instrument the Minister delegated to the Council the power conferred on the Minister pursuant to Section 17 of the Act to specifically approve the installation, maintenance, alteration, operation, or removal of a traffic control device in the municipality or district of the Council by a road authority, on, above, or near a road under the care control or management of the Council, subject to the conditions specified in the Instrument.		Chief Executive Officer
50087	Clause F.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY 6.2 Pursuant to Clause F.1 of the Instrument, the Council may authorise any Officer(s) to exercise, for and behalf of the Council, the powers conferred on the Council in Clause F of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.		Chief Executive Officer
50088	Clause F.1	Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport	AUTHORISATIONS 6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY 6.3 In accordance with Clause F.1 of the Instrument, I, as Chief Executive Officer of the Council, approve on behalf of the Council, the following Officer(s) to be AUTHORISED to exercise, for and on behalf of the		Manager City Design, Chief Executive Officer, General Manager City Development, Parking & Traffic Advisor, Transport & Traffic Lead, Transport & Traffic Technical Officer

Authorisations under the *Road Traffic Act* in accordance with the Instrument dated 22 August 2013 from the Minister for Transport and Infrastructure

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			Council, the powers conferred on the Council pursuant to Clause F of the Instrument, subject to the conditions specified in the Instrument in relation to Clause F of the Instrument: [insert name of Council employee(s)].		

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INFORMATION REPORT

REPORT TITLE:	VARIATION TO OPERATING HOURS FOR FESTIVE SEASON 2018-19
ITEM NUMBER:	1317
DATE OF MEETING:	22 OCTOBER 2018
AUTHOR:	LARA JONES
ATTACHMENTS:	NIL

1. **PURPOSE**

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 to changes 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**

Civic Leadership

Goal 4: Council will listen to the community and make transparent decision for the long term benefit of the City.

4.1 We have strong leadership and governance.

4. **DISCUSSION**

Each year the Administration has a Christmas lunch for staff and Elected Members to celebrate the festive season. Early closure of the organisation provides an opportunity for all staff to attend the function and celebrate the festive season with friends and colleagues. This year, the Christmas lunch will be on 14 December.

Additionally, over the Festive Season our community centres, museum and some library services are either traditionally closed or have early closure times.

This year it is proposed to vary the operating hours as follows:

- Civic Centre, Depot, Community Centres, Museum and Libraries will close at 12 noon on Friday 14 December 2018, to enable all staff to attend the City of Unley Staff Christmas function.

Civic Centre and Depot

- The Civic Centre and Depot will close at 3pm on Monday 24 December 2018 and Monday 31 December 2018.

Museum

- The museum will close from Monday 3 December 2018 and re-open Monday 14 January 2019.

During this period, major works, including re-painting of the gallery space and the installation of new flooring are scheduled for the Museum, and the extended closure will ensure works are completed in a timely fashion.

Goodwood Library and Unley Civic Centre Toy Library

- Early closure at 3pm Monday 24 December 2018 and will re-open Wednesday 2 January 2019.
- Goodwood Library customers are able to borrow and return items and use computer facilities at the Unley Civic Centre 27 December to 31 December 2018.

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 Monday 24 December 2018.
- Early closure at 5pm 27 and 28 December 2018.
- Early closure at 3pm Monday 31 December 2018.

Fullarton Park Community Centre

- The Centre will close on 21 December 2018 and re-open 21 January 2019.

During this period, building maintenance will be undertaken.

Unley Community Centre

- The Centre will close on 21 December 2018 and re-open 14 January 2019.

During this period, building maintenance and major cleaning service will be undertaken. Meal service, programs and hirers resume operation 14 January.

Clarence Park Community Centre

- The Centre will close on 21 December 2018 and re-open 29 January 2019.

There are no Board programs operating during the closure period, and there are minimal hirers.

Community Bus

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

- Close 31 December 2018, re-open 4 January 2019.

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.

DECISION REPORT

REPORT TITLE: REQUEST TO FLY LATVIAN FLAG
ITEM NUMBER: 1318
DATE OF MEETING: 22 OCTOBER 2018
AUTHOR: DALLIS VON WALD
JOB TITLE: PRINCIPAL GOVERNANCE OFFICER,
OFFICE OF THE CEO

1. **EXECUTIVE SUMMARY**

Council has received a request from the Chairman of the Latvian Co-operative to fly the Latvian National flag at the Unley Civic Centre on Latvia's Proclamation Day on 18 November. The request this year is of some significance to the Latvian Community as 2018 marks the 100th anniversary of the Declaration of Independence of Latvia.

Under the conditions of Council's Flag Policy, a resolution of Council is needed to fly the flag of other nations on any Council flag pole. The Flag Policy also requires that the protocols from the Department of Prime Minister and Cabinet are to be followed.

The request from the Latvian community meets the above requirements.

2. **RECOMMENDATION**

That:

1. The report be received.
2. The request to fly the National flag of Latvia at the Unley Civic Centre be approved, in recognition of Latvia's Proclamation Day (18 November) and in commemoration of the 100th anniversary of the Declaration of Independence of Latvia, with the flag to be raised on Friday 16 November 2018 and lowered on Monday 19 November 2018.

3. **RELEVANT CORE STRATEGIES/POLICIES**

Community Living

1.4 – Our community is proud to be part of our City

Civic Leadership

4.1 – We have strong leadership and governance

4. DISCUSSION

A request has been received from Mr Andis Berzins, Chairman of the Latvian Co-operative to fly the Latvian National flag at the Unley Civic Centre on Latvia's Proclamation Day. The day celebrates the foundation of the Republic of Latvia on 18 November 1918. This year also marks a significant milestone for the Latvian Community as 2018 celebrates 100 years since the Declaration of Independence of Latvia.

A similar request was received in 2016 and 2017, with Council resolving to fly the Latvian National flag in accordance with those requests.

Council's Flag Policy specifies that a resolution of Council is needed to fly the flag of other nations on any Council flag pole. The policy also specifies that the protocols from the Department of Prime Minister and Cabinet (DPMC) are to be followed. Advice has previously been sought from the Commonwealth Flag Officer at the DPMC to confirm that Latvia is a country officially recognised by the Australian Government. Diplomatic protocols therefore allow for the Latvian National flag to be flown from Government buildings (which includes local government premises).

The Latvian community have been active in Unley since 1955 when a house at the corner of Clark Street and Rose Terrace, Wayville was purchased through donations and converted into a cultural and social support centre. The Latvian Hall was established in 1966 on adjacent land and continues to be a much enjoyed venue.

5. ANALYSIS OF OPTIONS

Option 1 – The request to fly the National flag of Latvia at the Unley Civic Centre be approved, in recognition of Latvia's Proclamation Day (18 November) and in commemoration of the 100th anniversary of the Declaration of Independence of Latvia, with the flag to be raised on Friday 16 November 2018 and lowered on Monday 19 November 2018.

The request to fly the Latvian National flag on Latvian Proclamation Day falls within the allowed protocols of DPMC and the Council's Flag policy. The Latvian community has a long established presence in the Unley community, and approval of this request supports cultural diversity and recognition.

The flag will be provided by the Latvian community. It will be displayed in the protocol order from the DPMC "Australian Flags" booklet, that is, between the Australian National flag and the State flag.

Given the anniversary date of Latvia's Proclamation Day falls on a Sunday, the flag would be raised on Friday 16 November 2018 and lowered on Monday 19 November 2018. A small delegation from the Latvian Community has requested they be advised of the timing of the raising of the flag so they may be present. This will be coordinated by Council staff.

Option 2 – That Council does not approve the flying of the Latvian National flag

Not approving the request to fly the Latvian National flag is inconsistent with Council's strategic objective of "Our Community is proud to be part of our City", which seeks to preserve and celebrate our City's history, heritage and local character.

Given that Council supported the same request last year, not approving the request this year could also be considered inconsistent decision making.

6. RECOMMENDED OPTION

Option 1 is the recommended option.

7. ATTACHMENTS

Nil.

8. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Tami Norman	Executive Manager, Office of the Chief Executive Officer

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DECISION REPORT

REPORT TITLE: ANNUAL REPORT 2017-18
ITEM NUMBER: 1319
DATE OF MEETING: 22 OCTOBER 2018
AUTHOR: ERIN THOMPSON
JOB TITLE: COMMUNICATIONS OFFICER

1. **EXECUTIVE SUMMARY**

Each year the City of Unley produces an annual report for its community and key stakeholders, to comply with legislative requirements, and to record and communicate its services, performance and achievements during the financial year. To satisfy the requirements of the *Local Government Act 1999* (the Act), it is necessary for Council to formally adopt the City of Unley's Annual Report (including Appendices) for 2017-18 (Attachment 1) prior to 30 November 2018.

This report does not contain Financial statements, and the financial figures within the document are estimates that will be updated following finalisation of the financial information. Financial statements will be presented to Council separately for endorsement, and will then be incorporated with the attached document to form the full Annual Report for 2017-18.

A copy of the full adopted and unformatted version of the Annual Report 2017-18 must be presented to each Presiding Member of both Houses of the South Australian Parliament by 31 December 2018.

This report seeks adoption of the City of Unley Annual Report 2017-18.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The City of Unley Annual Report 2017-18 (including Appendices) (as set out in Attachment 1 to this Report, Item 1319, Council Meeting 22/10/2018) be adopted and a copy prepared for submission to both Houses of Parliament prior to 31 December 2018, noting that Financial Statements will be incorporated into the document following their separate adoption by Council.
 3. The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2017-18, if required.
-

3. RELEVANT CORE STRATEGIES/POLICIES

Section 131 of the *Local Government Act 1999* requires Council to adopt an Annual Report by 30 November each year, covering information predominantly set out in Schedules 2 and 4 of the Act.

Goal 4 – Civic Leadership

Council will listen to the community and make transparent decisions for the long term benefit of the City.

4.1 – We have strong leadership and governance

4.2 – Council provides best value services to the community

4.3 – Our business systems and solutions are effective and transparent.

4. DISCUSSION

While the Annual Report is a broad and informative publication, it essentially comprises three components:

- Annual achievements and organisational overview
- City of Unley Audited Financial Statements
- Centennial Park Cemetery Authority Annual Report.

The first component of the City of Unley Annual Report 2017-18 (Attachment 1) contains legislative requirements that have been collated using the 'Local Government Association Annual Report Guidelines'. These guidelines ensure accountability against the City's strategic directions in a format that is easy to read and meaningful to a wide audience, including our community and key government stakeholders.

Attachment 1

This first section is a culmination of information gathered from across the entire organisation and highlights the successes and achievements of Council during the year.

Ordinarily a Mayor's Message is included within the Annual Report, however, the Local Government Association has advised that an annual report adopted and/or published during the caretaker period should be limited to the contents prescribed by the Local Government Act and Regulations, and should not include a Mayor's Statement or other optional content that could be perceived as creating an election advantage to current council members. On that basis, a Mayor's Message has not been included in the 2017/18 Annual Report.

Financial information will be included in the Annual Report once the Auditor's statements have been received. The Financial Statements that will be attached to the Annual Report are to be presented to Council separately for endorsement.

The City of Unley produces a pdf version of the Annual Report which is made available in hard copy (at the Customer Service Centre) and in electronic version on the Council's website.

A copy of the full adopted Annual Report 2017-18 must be presented to each Presiding Member of both Houses of the South Australian Parliament by 31 December 2018.

5. ANALYSIS OF OPTIONS

Option 1 –

The City of Unley Annual Report 2017-18 (including Appendices) (as set out in Attachment 1 to this Report, Item 1319, Council Meeting 22/10/2018) be adopted and a copy prepared for submission to both Houses of Parliament prior to 31 December 2018, noting that Financial Statements will be incorporated into the document following their separate adoption by Council.

The Chief Executive Officer be authorised to correct errors of fact or make minor editorial amendments to the Annual Report 2017-18, if required.

The City of Unley Annual Report 2017-18 has been prepared to meet all legislative requirements by providing an overview of Council's performance and achievements for the financial year.

This option ensures that Council is compliant with the Act and ensures that a full version of the report is available and provided to relevant agencies as specified.

There may be some minor amendments required to the Annual Report 2017-18, and Council provides delegation to the CEO to undertake those amendments, at his discretion.

Option 2 – The City of Unley Annual Report 2017-18 (Attachment 1) be adopted, with amendments, and a final copy submitted to both Houses of Parliament prior to 31 December 2018.

This option allows Elected Members to make factual amendments to the Annual Report 2017-18 before endorsement.

Should this option be endorsed, an amended version will incorporate the changes identified. Under this option Council will still be compliant with the Act and a full version of the report will be available and provided to relevant agencies as specified.

6. RECOMMENDED OPTION

Option 1 is the recommended option.

7. POLICY IMPLICATIONS

There are no policy implications in relation to this report.

8. REPORT CONSULTATION

There is no requirement to undertake community consultation on the endorsement of the Annual Report 2017-18.

All managers and members of the Executive Management Team were consulted throughout the drafting process.

9. ATTACHMENTS

- Attachment 1 – City of Unley Annual Report 2017-18

10. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Tami Norman	Executive Manager, Office of the CEO
Peter Tsokas	Chief Executive Officer

City of Unley

2017-18 Annual Report

Finance figures within this document are estimates only and will be updated following auditor approval and endorsement of the Financial Statements by Council

Location:	4 kilometres south east of Adelaide CBD
Population:	39,518
Rateable properties:	18,741 (as at 30 June 2018)
Area:	14.4 square kilometres
Operating Income:	\$46.6m
Operating Expenditure:	\$41.5m
Staff:	182.8 (FTE)

We are pleased to present the City of Unley's Annual Report for 2017–18. This report describes the City of Unley's performance over the 2017–18 financial year against the objectives of the 2017–18 Business Plan and Budget, 4 Year Plan, and City of Unley Community Plan 2033.

This report is designed to meet our obligations under Section 131 of the *Local Government Act 1999*.

Our website at unley.sa.gov.au provides more information about City of Unley activities, policies and plans for the future.

If you would like more information about any item in this report, please visit unley.sa.gov.au or phone 8372 5111.

The City of Unley recognises that the Kurna people are the traditional owners and occupiers of the land that now comprises the City of Unley, and we respect their spiritual relationship with their country.

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

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Financial Statements

Centennial Park Cemetery Authority Annual Report 2017-18

MESSAGE FROM THE CEO

This year's Annual Report clearly demonstrates the diversity of works and initiatives that have been undertaken to ensure the City of Unley is an accessible, inclusive and diverse city.

2017-18 has been an exceptionally busy period across all areas of Council and the wider community. From commencing our Design King William project, to the long-awaited Unley Oval upgrades, to the continuation of our Community Plan 2033, there are many achievements to be proud of.

Anyone living or visiting the City of Unley will notice the work that has been completed or is currently underway in regard to the beautification and accessibility of our arterial main streets. After officially launching the upgrades to Goodwood Road, we now turn our attention to developing and improving the much-loved King William Road. The community is at the heart of all the decisions we make and we will continue to consult residents, traders and the wider public to ensure the best decisions and outcomes are delivered.

I am extraordinarily proud of the work that has been done in 2017-18 to ensure our City promotes a socially inclusive, active and healthy lifestyle. Driven by the Community Plan 2033, we have made a commitment to keeping our older residents living independently in their own homes thus reducing social isolation. This also extends into creating age friendly streetscapes, which will continue to roll out in 2018-19.

Our calendar of community events has some of the most vibrant events in South Australia, and ensures a connected and diverse city in which to live. From the hugely popular Double Shot Coffee Fiesta and Unley Gourmet Gala to smaller events such as Ignite Unley Outdoor Cinema and Christmas on King William, there is something to do all year round for families, residents and visitors alike.

This year we were particularly excited to secure a \$264,000 Smart Cities and Suburbs Grant from the Federal Government to integrate smart technology at Heywood Park. Typically a lot of this technology has large up-front costs so the Federal Government's grant allows the City of Unley to enter into the smart city space in a significant way and really lead the charge for councils around the State.

We continue to work hard to create a constructive, collaborative and customer-focused culture through improvements to systems, structures and processes. Customer service remains of critical importance and in the past year, we have made significant improvements to our processes, technology and standards to provide a seamless end-to-end customer experience across all service areas.

Our much-loved community institutions such as the Unley Museum, Unley Swimming Centre and Unley Libraries continue to grow and innovate through new and improved offerings and initiatives. We listen to feedback from the community and we

are committed to continual improvement in how the community uses these vital services moving forward.

Finally, I would like to highlight the work Council is doing in regard to environmental and sustainability practices. Community tree planting, City Switch and new solar systems are all ensuring we not only provide a wonderful environment for the now, but we are also a sustainable city for the many generations to come.

These are just a few of the highlights of what has been a wonderful past year and there are many more outlined in this Annual Report. These achievements are a clear endorsement of our committed and dedicated staff, Elected Members of Council and also, and most importantly, our incredibly diverse and engaged community and the thousands of businesses that call the City of Unley home.

Peter Tsokas

Chief Executive Office

STRATEGIC MANAGEMENT FRAMEWORK

The City of Unley is committed to an integrated approach to strategic planning.

Informed by South Australia's Strategic Plan 'In a Great State', our *Community Plan 2033* provides the vision, strategies and framework for the future of the City of Unley.

Our Long Term Financial Plan is used to guide our financial decision-making to ensure we remain financially sustainable in the medium to long term while still achieving the objectives detailed in our *Community Plan 2033*.

Our 4 Year Plan outlines how we will deliver the vision, strategies and framework set out in our *Community Plan 2033*, and informs the Annual Business Plan and Budget process.

The Council's Strategic Management Framework ensures:

- Accountability to the community
- Effective use of existing resources to maximise economic, social, and environmental outcomes
- Accurate measuring and reporting processes
- A strong knowledge base for decision-making
- Clear strategic directions and corporate goals
- Effective administrative and governance procedures.

Our Vision

Our City is recognised for its enviable lifestyle, environment, business strength and civic leadership.

Our vision is encompassed in the 4 Year Plan under four key goal areas.

Goal 1 - COMMUNITY LIVING

People value our City with its enviable lifestyle, activities, facilities and services

Objectives

1.1 Our Community is active, healthy and feels safe.

1.2 Our Community participates in community activities, learning opportunities and volunteering. 1.3 Our City meets the needs of all generations.

1.4 Our Community is proud to be part of our City.

1.5 Our City is connected and accessible.

Goal 2 - ENVIRONMENTAL STEWARDSHIP

We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing leadership to our Community

Objectives

- 2.1 Unley's urban forest is maintained and improved.
- 2.2 Excellence in waste management is achieved through avoidance, re-use and diversion.
- 2.3 The energy efficiency of the City is increased and our carbon footprint reduced.
- 2.4 Efficient, effective & sustainable water management is ensured.
- 2.5 The City's resilience to climate change is increased.

Goal 3 - ECONOMIC PROSPERITY

Our businesses are valued because of the range of goods, services and facilities they provide, and new businesses are supported, not burdened with bureaucracy

Objectives

- 3.1 Unley is recognised as an easy place to do business.
- 3.2 Thriving main streets and other business activities operate across our City.

Goal 4 - CIVIC LEADERSHIP

Council will listen to the community and make transparent decisions for the long term benefit of the City

Objectives

- 4.1 We have strong leadership and governance.
- 4.2 Council provides best value services to the community.
- 4.3 Our Business Systems and Solutions are effective and transparent.

KEY OUTCOMES

Goal 1 COMMUNITY LIVING

People value our City with its enviable lifestyle, activities, facilities and services

Active Unley

Now in its fourth year, the Active Unley program continues to grow, providing opportunities for the community to be active and lead healthy lifestyles. Council provided \$20,000 of funding in 2017-18 to continue the monthly activity program. About 30 community organisations and local businesses were involved, providing 500 free or low cost activities for more than 1,000 people. Activities included the No Lights No Lycra dance program at Goodwood Community Centre, Sunday morning yoga at Orphanage Park and the Unley walking group, organised by Unley Physiotherapy.

Aged and Disability Care Services

The City of Unley is committed to the provision of a broad range of services and programs to assist eligible residents to remain living independently in their own home. Council continued to achieve this through the promotion of social inclusion and active ageing programs and initiatives.

During the year Council's Aged and Disability Care services provided:

- 1,800 older residents with a service;
- 4,500 hours of cleaning and help around the home;
- 11,000 hours of visitors and social activities to address social isolation;
- 4,200 hours of transport by volunteers to help older people attend medical appointments;
- 900 hours of respite to give carers a well-deserved break; and
- 3,500 hours of home maintenance and gardening services to keep people safe in their homes.

The annual community aged care services satisfaction survey, completed by 265 clients, revealed:

- Overall satisfaction with the services is high, with 79 per cent of respondents satisfied with the services they are currently receiving;
- Satisfaction was highest for respite services (100 per cent), home maintenance and modification services (94 per cent) and home assist services (91 per cent); and
- Home Assist, transport and home maintenance services were the most utilised by survey respondents, with the highest usage being for domestic help, followed by gardening.

A successful Commonwealth Government Quality Review audit of Council's aged care services ensured the grant funding Council receives for supporting older people

to remain independent at home is secured until June 2020. The audit also revealed Council met all 18 required standards.

Age Friendly Streetscape Project

In 2017-18, the Age Friendly Streetscape Project commenced with the objective to create a network of streets across the City of Unley that have well-designed, maintained and accessible footpaths, with plenty of seating and shade. The City of Unley has developed Age Friendly Streetscape Guidelines to be incorporated in upgrades of streets and open spaces. The guidelines feature key design considerations for a range of streetscape elements such as lighting, street furniture and signage to name a few.

The first designated Age Friendly Streetscapes are:

- Young Street between Unley and King William Roads (continuing into Trevelyan Street);
- Leader Street, Wayville;
- Lily and Ophir Streets between Goodwood and King William Roads;
- Ferguson Avenue between Glen Osmond and Fullarton Roads; and
- Goodwood Road between the tramline and Angus Street.

Each of the above streets include vinyl 'Age Friendly Streetscape' decals along the footpath to promote them as a safe, accessible and well-designed walkway.

Change Makers

Our youth development initiative "Change Makers" aims to empower young people to create positive social change. Over a 13-week period people aged 18-24 completed a five-week business model workshop series. They were given the opportunity to pitch for \$1,000 in seed money, receive resilience coaching and mentoring for eight weeks by experienced business people and entrepreneurs.

Graduates created four social enterprises including:

- Purposeful Produce – growing produce for community benefit;
- Taproots – selling native plants and replanting in areas required;
- EdgeSTEM – supporting young people to pursue an interest in robotics; and
- Wine 4 Women - wine tasting and music events to raise money in support of those impacted by domestic violence.

Community Bus Service

In 2017-18, Council launched a new and improved Door-to-Door Community Bus Service. Prior to the commencement of the service, buses received new branding and new planned routes were developed in close consultation with current bus users and people who require assistance with transport.

More than 130 individual passengers have registered for the new service with 90 passengers using the regular weekly service. Passenger numbers continue to increase with new registrations received each week.

Currently Council has been delivering between nine and 12 bus services per week, with this number likely to rise as demand increases. Through the service, passengers are picked up from their homes and taken to and from Unley Central each day. The new service has also created flexibility and provided assistance for passengers to attend one-off medical appointments or funerals.

Community Centres

Council's community centres foster and promote community involvement, inclusion, connection, learning, wellbeing and active citizenship.

In 2017-18, Council's community centres achieved outcomes including:

- 257,363 visits by members of the community;
- 148 different programs, activities and events offered;
- 10,660 low cost meals served;
- \$15,000 worth of artwork by local artists sold through the Hughes Gallery;
- Booked-out School Holiday programs; and
- A range of free or subsidised programs offered.

The annual community centres satisfaction survey, completed by 143 residents, revealed:

- 87 per cent of respondents indicated customer service and support was either good or very good;
- 90 per cent of respondents indicated price/affordability was either good or very good;
- 87 per cent of respondents indicated the range of information available was either good or very good; and
- 89 per cent of respondents indicated the facilities were either good or very good for their needs.

Community Events

This year Council's community events program recorded impressive attendances, with a total of 90,000 people attending Council-run or supported events in the City of Unley.

Double Shot Coffee Fiesta attracted a record crowd of 10,000 people. The festival was held in conjunction with the Australian Specialty Coffee Association Barista Championships, which attracted visitors and competitors from interstate.

Goodwood Alive was held to coincide with the launch of the Goodwood Road upgrade in October 2017. About 4,000 people attended the event to enjoy the new artworks and upgrades to Goodwood Road.

Ignite Unley Outdoor Cinema continued in popularity as it entered its fifth year. The event was held at Forestville Reserve with a special Christmas theme to celebrate the festive season.

The Community Event Sponsorship Program supported 23 community-run events that attracted more than 69,000 people and activated 16 of the City of Unley's public spaces and community facilities. This included the hugely popular ETSY Made Local Market and the French Market, which recorded attendances of more than 10,000 people.

In 2017-18, new events included:

- **The Travelling Table** – a pop-up restaurant featuring dinners and cooking workshops delivered by South Australia's migrant communities;
- **Christmas on King William Road** – a free Christmas event for families;
- **Wild Imagination** – a nature play based School Holiday event held in Ridge Park; and
- **Fork on the Road** – an event featuring South Australia's best food trucks.

Other events popular with locals, included Unley Greek Festival, Goodwood Greek Festival, An Evening Under the Stars, Carols in the Rotunda, Dogapalooza and the Australian Sri Lanka Association Food & Cultural Festival.

Customer Experience

In 2017-18, customer experience has continued to be of critical importance to Council. In July 2017, a three-year Customer Experience Program commenced, blending project and operational-based activities with the aim to deliver a seamless end-to-end customer experience across all Council service areas.

The Customer Experience Team also underwent transformational change in 2017-18, with a focus on first point of call resolution, promoting self-service and meeting new service standards.

This year key projects included:

- Customer satisfaction surveys;
- Self-help kiosks in offsite locations (Libraries, Community and Swim Centres);
- 'My Unley' – an online service request and payment portal;
- New service performance measures for the Customer Resolution Centre;
- A Customer Complaints Framework; and
- A quality coaching program for the Customer Experience Team to improve customer satisfaction.

Stats/icons

21,105 phone calls received by Customer Call Centre

789 My Unley service requests

7,643 face to face transactions at the Council service desk

Community Impact Grants

In 2017-18, Council established a new community grants scheme. The Community Impact Grants Program provided three-year funding for community initiatives that directly benefit the City of Unley community and enhance social inclusion.

The scheme's purpose was to encourage the community to identify needs and foster partnerships between businesses and communities. A strong focus was placed on innovation, partnerships, engagement, sustainability and formative evaluation.

Four organisations were successful with their respective applications:

- Unley Concert Band;
- Access 2 Arts;
- Grow, Grow, Grow Your Own and
- Social Entrepreneurship and Education Design.

These groups will establish and develop programs supporting youth, people living with a disability, job-seekers, start-up businesses and musicians.

Dogs and Cats Online

Council moved to the new State Government centralised system and database for managing microchipped and registered dogs and cats and registration payments. The project involved the migration of about 4,500 dog records from Council into the new Dogs and Cats Online (DACO) system.

Benefits of the new system include:

- Dogs that may have been collected from an adjacent Council area can be readily identified and returned to their owner;
- Councils will have better insight into dangerous dogs and animal incidents across the State;
- Councils will be automatically informed when a dog with a Control Order moves into their area; and
- Behaviour issues can be traced.

Forget Me Not

In 2017-18, the City of Unley commissioned the University of South Australia to undertake a scoping study to identify opportunities that would help create a dementia friendly community in the City of Unley. 'Forget Me Not' – an intergenerational dementia awareness program linking school students with people living with dementia – was developed and successfully received \$25,000 in grant funding. The project was a partnership between the City of Unley, the University of South Australia, Unley Primary School and leading aged care provider ECH.

Year 4 and 5 students from Unley Primary School undertook weekly lessons about dementia, developed and delivered by the University of South Australia. Students also visited the ECH Day Program at Henley Beach to do art and gardening workshops with ECH clients living with dementia.

Fringe in Unley

The City of Unley was proud to take the Adelaide Fringe to seniors in the community. An Andrews Sisters Tribute performance by The Three Little Sisters toured a number of residential aged care facilities throughout the City during the Adelaide Fringe.

The performance transported the audience back to the 1940s, when the Andrews Sisters were America's most popular singing trio. The Three Little Sisters had many of the residents dancing, singing and reminiscing about earlier times in their lives.

Feedback from the residential aged care facilities included:

"Thank you so much for bringing the magic of the Fringe to our doorstep. It was very special and meant a lot to our residents."

Initiatives such as this support the City of Unley's Active Ageing Strategy and demonstrate a commitment to enhancing the lives and wellbeing of members of the community. Research continues to support the role that music and the arts play in enhancing health, wellbeing and recovery.

Fund My Neighbourhood projects

Council received more than \$455,000 through the State Government's 'Fund My Neighbourhood' program during 2017-18. Four individual projects ranging from small local infrastructure improvements through to diverse neighbourhood strengthening initiatives were awarded funding. The program encouraged the community to nominate projects that were then 'voted' on by the community.

The projects included:

- **Mini Ninjas in the Park** – a Heywood Park obstacle course for 10-14 year olds attracting 206 community votes and \$150,000 funding;
- **Soutar Park upgrade** – an innovative family space complete with nature play and outdoor fitness facility attracting 204 votes and \$90,000 funding;
- **Goodwood Oval electronic upgrade** – a scoreboard complete with video capability attracting 253 community votes and \$65,000 funding; and
- **Parkside School safe crossing** – provision of safe pedestrian crossing attracting 230 community votes and \$150,000 funding.

Goodwood Oval Grandstand

In 2017-18, Council undertook extensive consultation to seek community support and feedback on two-storey concept designs for the Goodwood Oval Grandstand. As a result of the engagement process, Council endorsed the concept designs allowing them to progress to the next stage of detail design and tender.

The upgrade is funded in partnerships with the State Government, the AFL, Goodwood Saints Football Club, Goodwood Cricket Club and Council. It will meet the requirements of AFL and Cricket Australia to promote the growth of both sports, including women's participation in the region.

The Goodwood Oval redevelopment will also provide quality facilities for all users of the oval and change rooms designed specifically for the needs of women and junior participants.

Goodwood Road Streetscape Public Artworks

This year more than 15 artists and numerous community organisations contributed to shaping and producing four new public art projects commissioned as part of the Goodwood Road Streetscape Upgrade. The artworks reflect the character of the Goodwood Road Precinct and its colourful, accessible and surprising offering.

Local Area Traffic Management

This year's Local Area Traffic Management projects included traffic calming works across Goodwood, Wayville and Unley.

Safety improvements were made where Musgrave Street intersects with Mike Turtur Bikeway. A Children's Crossing was built adjacent to Goodwood Primary School in partnership with the Department of Planning Transport and Infrastructure.

Living Young Action Plan

In 2017-18, Council developed the Living Young Plan 2018-21. The plan reflects Council's ongoing commitment to an inclusive and accessible City that enables people of all ages and capabilities to foster intergenerational opportunities.

The updated Plan's three key objectives are to engage and enhance leadership in young people, support positive connections and learning, and enable wellbeing and resilience.

Highlights of the Living Young Plan 2018-21 include:

- Building strong connections with local schools;
- Building entrepreneurship skills in young people;
- Increasing the number of young people applying for youth sponsorships; and
- Ensuring opportunities for young people continue to be offered at Council's libraries and community centres.

Unley Swimming Centre

The Unley Swimming Centre welcomed 87,380 patrons – an increase of 10 per cent compared to the previous year. Member visitation grew by almost 1,000 and centre revenue increased by \$18,000. The centre's swim school also experienced significant growth, contributing 8,888 visitations to the season and the summer swim term operated at a capacity with 600 students enrolled.

A highlight in this year was the continuation of the water safety program partnered with the popular 'Friday for a Cause' initiative and in community partnership with Surf Life Saving South Australia (SLSSA). This program supported more than 40

refugees and young people of new and establishing communities to undertake swimming lessons free of charge.

Unley Libraries

The City of Unley Libraries have significantly contributed to community culture through their lending, reference and local history collections. Cultural activities such as local art displays and talks by visiting authors have also been received extremely well.

In 2017-18, the top five outcomes from library users included enhanced enjoyment from reading, enhanced literacy skills, facilitation of lifelong learning, support for children's education and ensuring access to the internet for all.

During the year, 17,264 children and families attended early literacy events, school holiday programs and school age activities, while 4,100 adults participated in lifelong learning events, classes and programs.

Stats/icons

436,270+ items borrowed from our libraries

13,400+ toys borrowed from toy libraries

1,927 primary students reached via Council's Library outreach program

Unley Museum

The Unley Museum recorded 2,240 visitors. The Museum Exhibition Program included SALA, Future Museum (school holiday program), Showtime (Royal Adelaide Show exhibition), Movie Memorabilia (Adelaide Fringe) and Cosmopolitan Unley – Migrants in Unley.

A diverse and dynamic program of events was offered for each exhibition with 966 participants attending various activities. A focus on communications through a new online newsletter and increased social media footprint all contributed to awareness of programs and events.

In 2017-18, the Museum was awarded grant funding through the History SA Community Museums Program to assist in the digitisation of the Museum collection, which will make the collection more accessible to the community through online portals.

Volunteer Support

370 passionate volunteers assisted Council providing more than 16,000 hours of support to Council activities – the equivalent of \$640,000. Many community services that Council provides would not be possible without the hard work and commitment of volunteers. In 2017/18, 100 new volunteers were recruited and inducted.

Stats/icons

727 Building inspections

775 Development approvals

22 conservation grants approved

272 Routine food safety inspections

4,379 Dogs registered

X Roads repaired

X footpaths repaved

788 Traffic requests completed

ENVIRONMENTAL STEWARDSHIP

We will maintain and enhance our urban environment, and strengthen our City's resilience to climate change by providing leadership to our Community

Community Fruit Tree Orchard

On World Environment Day (5 June 2018), 16 fruit trees were planted at Orphanage Park with the help of Year 5 and 6 students from Goodwood Primary School and assistance from the Grow, Grow, Grow Your Own community group.

The new fruit tree orchard will be maintained by Council staff, with park users welcome to enjoy the fruit when available.

City Switch

The City Switch Green Office Program is available to support office-based businesses to improve sustainability practices. Guides, case studies and tool kits have been developed specifically for businesses to embed sustainability within overall corporate practices, including leased office arrangements.

Council was awarded the City Switch New Signatory of the Year award for South Australia. The award recognises those who have improved, maintained or achieved their energy rating and have reported significant energy savings.

Solar at Clarence Park

A 20kW solar system was installed at Clarence Park Community Centre to improve Council's energy efficiency. The initiative generates 26,487 kWh/year of renewable energy at a Council-owned heritage building.

By investing in solar power systems, Council has been able to offset electricity consumption, reduce its carbon footprint, contribute to climate change mitigation and reduce financial risk against future electricity price rises.

Unley Oval

In 2017-18, construction of long-awaited facilities at Unley Oval commenced. A new electronic scoreboard and video screen were installed by Sturt Football Club and the first stage of Council-led upgrades saw a new canteen building constructed to the north of the McKay Stand.

Construction also commenced on new Sturt Football Club change rooms and match facilities beneath the existing Oatey Stand incorporating a gym area, change rooms and new warm-up area.

The final stage of the Council-led work will be a modernisation of the player facilities in the McKay Stand, expected to be completed in 2018-19. Council has been the major funder of these works, but significant contributions have also been received from the SA Government, the Sturt Football Club and the Australian Football League.

Smart technology at Heywood Park

This year the City of Unley secured a \$264,000 Smart Cities and Suburbs Grant from the Federal Government to integrate smart technology at Heywood Park, improving safety and usability of the popular park and reducing operating and maintenance costs.

Smart technology that will be installed as part of the project includes an electric car charging station, community WiFi, predictive lighting, apps to help people check the availability of car parking and barbecues, and technology to notify the Council when bins need to be emptied, and to minimise and monitor water usage. The project will also see new park furniture, paving, lighting and CCTV installed.

Typically a lot of this technology has large up-front costs so the Federal Government's grant allows the City of Unley to enter into the smart city space in a significant way and really lead the charge for councils around the State.

Stats/icons

81% of our wildlife boxes used by target species

598 Trees planted

5000 Tonnes of green organics collected

3665 Tonnes of recyclables collected

335 Tonnes of hard waste collected

ECONOMIC PROSPERITY

Our businesses are valued because of the range of goods, services and facilities they provide, and new businesses are supported, not burdened with bureaucracy

Design King William

In 2017-18, Council officially commenced the redesign of King William Road, in response to the need to replace the existing road pavement. The co-design engagement process, Design King William, aimed to work with local residents, traders and land lords to create a shared vision for the much-loved main street precinct. The redesign of King William Road will extend about 650m from the Park Street and Mitchell Street intersection to the Arthur Street and Union Street intersection.

Part of the engagement process included the establishment of a shop front on King William Road, providing the opportunity for interested stakeholders to share their views. A project website was established at designkingwilliam.com.

Find Your Everything

This year Find Your Everything continued to build its following supporting the bricks and mortar businesses in the City of Unley. The initiative, now in its sixth year, centres on a web directory supported by a strong social media presence, digital communications and marketing strategy.

Find Your Everything encourages residents and visitors to shop local and drive trade for the local business community.

Stats/icons

- 13,205 FYE social followers
- 446 businesses listed on FYE
- 2,800 FYE Email Subscribers
- 19,129 users of mainstreet wifi

Small Business Friendly Council Initiative

During the year Council joined the Small Business Friendly Council Initiative co-ordinated through the Office of the Small Business Commissioner. The program is specifically designed to assist the fostering of relationships with small business.

Through this program, Council has committed to:

- Liaise with small businesses on a regular basis;

- Implement activities to improve the operating environment for small business;
- Prompt payment of accounts,;
- Local procurement wherever possible (subject to competitive pricing); and
- Ensuring policies are in place to work with businesses regarding dispute resolution should they arise.

This initiative aligns with a number of Council's key Economic Development programs including the Concierge Service, Find Your Everything, Unley Business Breakfast networking events and support of trader associations.

2018 Unley Gourmet Gala and Tour Down Under

The 2018 Unley Gourmet Gala and Tour Down Under attracted more than 20,000 people to King William Road injecting more than \$750,000 in to the local economy.

The 18th Unley Gourmet Gala cemented the event's status as the longest running associated event of the Santos Tour Down Under. The event showcased a record number of local businesses and provided an evening of great food, fashion, entertainment and cycling. Flinders Private Hospital supported the event as a major partner.

Cycling fans and enthusiasts lined King William Road the following day to witness the Stage Two start of the Santos Tour Down Under bringing a further influx of shoppers and cycling enthusiasts to the precinct.

Unley Business Breakfast

The Unley Business Breakfast continued to be supported by local businesses. The networking events are a collaboration between Hyde Park Rotary, the East Side Business Enterprise Centre and Council. Council is excited to announce a new partnership for 2018-19, with Business SA joining the City of Unley and Hyde Park Rotary to present the networking events for the local business community.

In 2017-18, 455 people attended the six bi-monthly events with a variety of influential speakers including Rod Jameson, Richard Pascoe, Mike Turtur, Tash Stoodley, Edward Deane and the Hon. David Pisoni MP.

CIVIC LEADERSHIP

Council will listen to the community and make transparent decisions for the long-term benefit of the City

A Workplace of Possibilities

City of Unley organisational values are aspirational by design and play a critical part in supporting Council's vision for a constructive performance and customer-focussed culture.

Every three years, Council assesses its corporate culture using a whole of organisation diagnostic survey tool. The 2017-18 organisational culture survey was undertaken in May 2018 with an unprecedented 98 per cent participation rate.

The distinguishing feature of leading organisations is their culture. It affects performance, employee engagement, customer experience and the ability to create an innovative and positive work environment.

Here at Unley we have been focused on the continual development of our culture using industry-leading diagnostic tools developed by Human Synergistics. It is not by coincidence that these tools are used by many of the world's most successful businesses.

The most recent survey results confirm the overall organisational culture continues to be a positive, supportive and constructive experience for our employees who are engaged, energetic and motivated to achieve the organisation's goals.

Procurement Redesign and Improvements

In 2017-18, the City of Unley Procurement team:

- Implemented the use of a new contract management module;
- Partnered with LGA Procurement and Council Solutions to achieve savings associated with preferred supplier contracts; and
- Implemented a contract evaluation tool and engaged a Procurement Officer to assist with the restructuring of the Procure-to-Pay and contract review processes.

Technology Upgrades

During the year a large-scale replacement of Information Technology infrastructure and software was undertaken as part of Council's commitment to providing secure, efficient and reliable technology systems.

This included replacement of desktop and mobile computers, all servers and network security equipment and implementation of cloud services.

All corporate software systems were upgraded to the latest versions enabling more streamlined work processes for staff, and new mapping systems and development application software are delivering more accurate and efficient customer service.

Unley Central

In 2017-18 Council continued its master-planning for the Unley Central Precinct in an effort to facilitate a significant redevelopment in the heart of Unley.

Council has reiterated its position to the State Government that medium density development along Unley Road is best placed in the District Centre Zone, rather than being scattered at isolated sites along the corridor.

Electronic Assessment

Traditionally the planning, building and development approval process has been undertaken via the assessment of hard copy files. This year the development area completed the Electronic Assessment Project (EAP) which involved upgrades to existing systems and a comprehensive overview of workflows to enable development applications to be processed and assessed in an electronic format.

Benefits of the project include eliminating double handling and inefficiencies, and ensuring compatibility with future technology improvements, particularly online application submission and tracking.

Communication & Community Information

Each year, four seasonal issues of the Unley Life magazine are produced and distributed to residents and businesses within the Council area. This dynamic publication communicates community news and provides information to residents about Council's plans, programs and activities, and the benefits these have within the community.

The City of Unley website continues to be a key communication tool with an average of more than 36,000 visits to the site each month. Updates and enhancements were made throughout the year to continue to improve the online experience for our users.

Council's social platforms have all experienced steady growth indicating that they will continue to be an important means of delivering information on events and key services, and another way for residents to communicate with us. During the year, the Unley Council Facebook page grew from 3,145 likes to 4,793 likes while the Unley Council Twitter account grew from 3,590 followers to 3,726 followers.

The Your Say Unley community engagement website continues to be a valuable tool for gaining feedback from stakeholders and ensures the community has input in Council's decision-making processes. Sixteen consultations have been published on Your Say Unley during the past 12 months, with 3,745 people visiting the site and 545 of those visitors completing surveys and providing feedback. Council is committed to ensuring the community is informed about Council decisions, programs, special events and services.

Media releases promoting Council projects and decisions are distributed regularly to a range of media outlets. The City of Unley has developed effective relationships with local and state-wide media and endeavours to respond to media inquiries in an open and timely manner.

Stats/icons

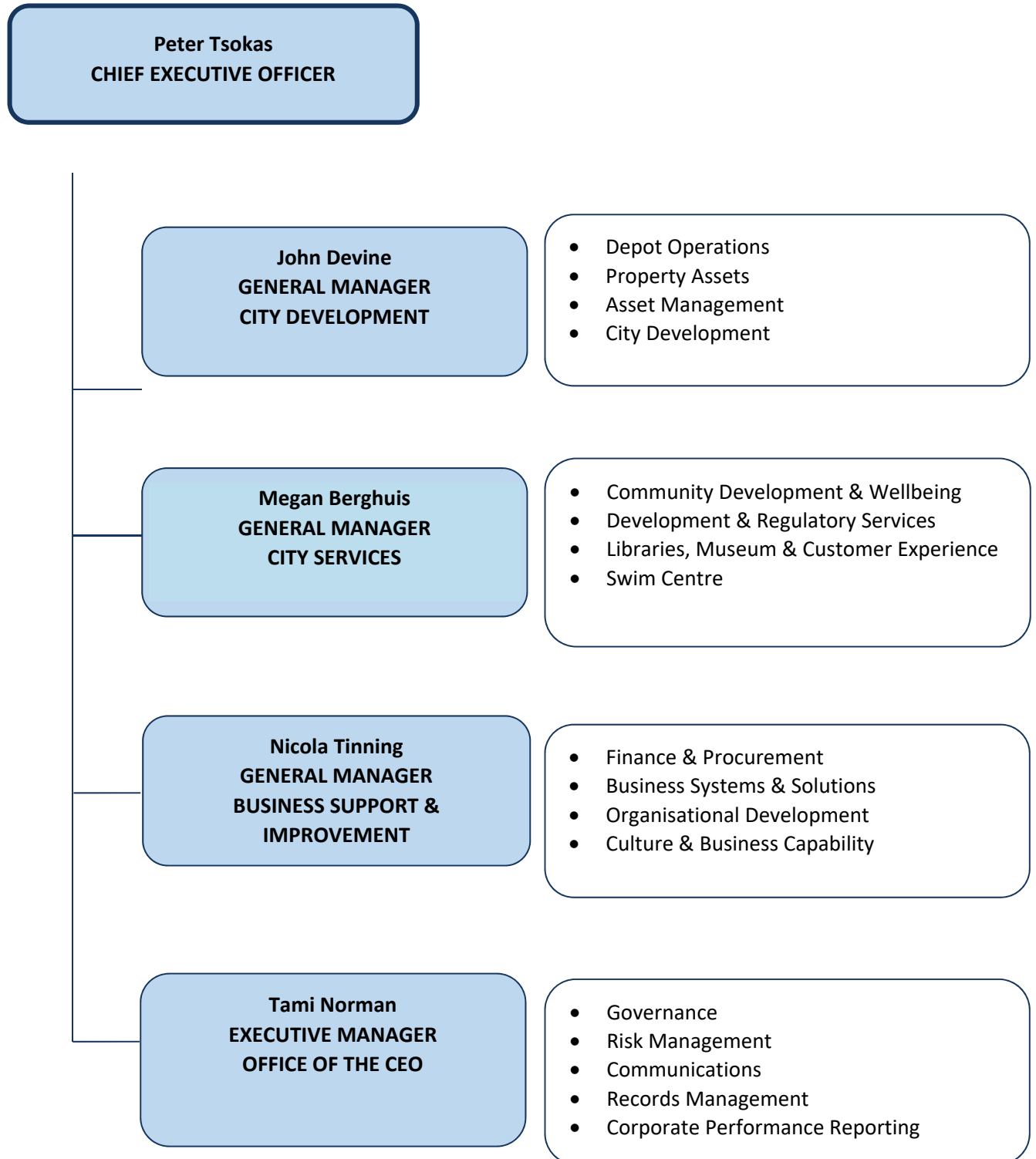
4,793 Council facebook followers

3,726 Council twitter followers

Average of 36,763 website visits per month

OUR ORGANISATION

ORGANISATIONAL STRUCTURE ORGANISATIONAL STRUCTURE (AS AT 30 JUNE 2018)



OUR EXECUTIVE TEAM

The City of Unley's Executive Team consists of the Chief Executive Officer, Executive Manager, and three General Managers. The team is responsible for leading and developing the administration, as well as building the organisational capability and culture required to deliver the vision, strategies and framework set out in Council's *Community Plan 2033*

The members of the executive team are paid a salary package, which varies for each individual. These packages include 9.5 per cent compulsory superannuation and the provision of a motor vehicle for unrestricted private use on a salary sacrifice basis.

OUR VALUES

The City of Unley has a clear vision for a constructive culture that is performance based and customer focused. This vision is supported by a set of organisation values that represent the way we want all employees and volunteers to behave.

A Workplace of Possibilities

- Customer First
- Be Progressive
- Achieve Together
- Pursue Excellence
- Demonstrate Integrity



STAFF OVERVIEW

Staff numbers as at 30 June 2018 are shown as Full-Time Equivalent (FTE) while the gender ratio is reflective of headcount. The difference in these figures reflects the number of part time staff employed by the City of Unley, and highlights the flexible working conditions that are offered to employees. Providing flexibility to our staff allows us to attract and retain high quality people.

Division	Staffing Numbers (FTE)
Office of the CEO	8.9
Business Support and Improvement	24
City Services	133
City Development	68.5
Total	234.4

Division	Female*	Male*	Total*
Office of the CEO	8	2	10
Business Support and Improvement	16	10	26
City Services	116	36	152
City Development	14	57	71
Total	154	105	259

*On a head count basis.

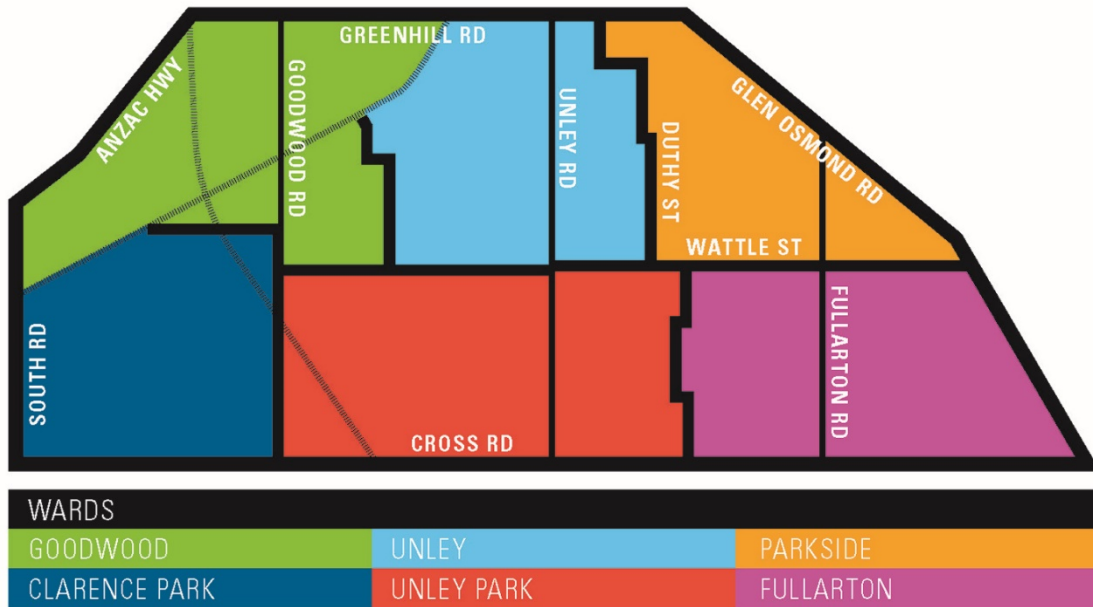
OUR COUNCIL

CITY OF UNLEY WARD OVERVIEW

The City of Unley is located immediately south of the City of Adelaide, and is bounded by Greenhill Road in the north, Glen Osmond Road in the east, Cross Road in the south and South Road and Anzac Highway in the west. The City is bounded by the local government areas of the City of Adelaide in the north, City of Burnside in the east, City of Mitcham in the south and the Cities of Marion and West Torrens in the west.

With a total land area of 14 square kilometres, our City is predominantly residential, with some commercial and industrial areas and includes the suburbs of Black Forest, Clarence Park, Everard Park, Forestville, Fullarton, Goodwood, Highgate, Hyde Park, Keswick (part), Kings Park, Malvern, Millswood, Myrtle Bank, Parkside, Unley, Unley Park and Wayville.

The six Council wards are Clarence Park, Fullarton, Goodwood, Parkside, Unley, and Unley Park.



City of Unley Ward Boundary Map

ELECTOR REPRESENTATION

The representation quota is the number of electors for the Council area divided by the number of Elected Members (including the Mayor). The City of Unley’s representation quota is 1:2,129 with 27,668 electors and compares with other similar councils.

Council	Electors	Representation
City of Burnside (13)	31,816	1:2,447
City of Campbelltown (11)	35,153	1:3195
City of Holdfast Bay (13)	27935	1:2148
City of Norwood, Payneham & St Peters (14)	25,443	1:1817

Source: 2017-18 Representation Quotas - Local Government Association of SA.

The legislation specifies that if a council is divided into wards, then the number of electors in each ward must fall within a ward quota so that there is fair representation on Council.

A council is required to conduct a review of its representation at least once in each relevant period as prescribed by the regulations of the *Local Government Act 1999* (The Act). The Minister for Local Government from time to time will publish a timing schedule for determination of the relevant period. At this stage it is anticipated that the next Representation Review for the City of Unley will occur in 2020.

ELECTED MEMBERS

Councils are part of the democratic framework of Australia and the community gets the chance to elect its Council Members every four years. The most recent Council Elections were held in November 2014, with the next election scheduled for November 2018.

More information about Council elections is available on the Council website.



Mayor Lachlan Clyne (until January 2018)

July 2017 – January 2018

CEO Performance Review Panel – Presiding Member

Unley Business and Economic Development Committee –
Ex officio

Strategic Property Committee – Ex officio

City Strategy and Development Policy Committee- Ex officio

Fullarton Ward Councillors



Anthony Lapidge

July 2017 – June 2018

Unley Business and Economic Development Committee –
Presiding Member

February 2018-June 2018

Strategic Property Committee



Peter Hughes

July 2017- January 2018

Strategic Property Committee

CEO Performance Review Panel

July 2017- June 2018

Centennial Park Cemetery Authority Board

Acting Mayor (from January 2018 – June 2018)

CEO Performance Review Panel – Presiding Member

Unley Business and Economic Development Committee – Ex officio
Strategic Property Committee – Ex officio
City Strategy and Development Policy Committee- Ex officio

Goodwood Ward Councillors



Luke Smolucha

July 2017- June 2018

Unley Business and Economic Development Committee
Strategic Property Committee
Centennial Park Cemetery Authority Board



Bob Schnell

Clarence Park Ward Councillors



Don Palmer

July 2017 – January 2018

Deputy Mayor

July 2017 – June 2018

Unley Business and Economic Development Committee
City Strategy and Development Policy Committee
CEO Performance Review Panel

February 2018-June 2018

Strategic Property Committee– Presiding Member



Jennie Boisvert

June 2017-September 2017

Development Assessment Panel

July 2017 - June 2018

CEO Performance Review Panel

City Strategy and Development Policy Committee

October 2017- June 2018

Council Assessment Panel (Deputy Member to Cr Salaman)

Parkside Ward Councillors



Mike Hudson



John Koumi (until January 2018)

July 2017 - January 2018

Unley Business and Economic Development Committee

Strategic Property Committee- Presiding Member

CEO Performance Review Panel

Unley Ward Councillors



Michael Hewitson AM

July 2017- June 2018

City Strategy and Development Policy Committee

January 2018 – June 2018

Deputy Mayor

CEO Performance Review Panel



Rufus Salaman

July 2017 – September 2017

Development Assessment Panel

October 2017- June 2018

Council Assessment Panel (Elected Member)

February 2018-June 2018

Strategic Property Committee

Unley Park Ward Councillors



Michael Rabbitt

July 2017 – June 2018

City Strategy and Development Policy Committee – Presiding Member

Audit and Governance Committee

CEO Performance Review Panel

February 2018 - June 2018

Strategic Property Committee

Unley Business and Economic Development Committee



Rob Sangster

July 2017-September 2017

Development Assessment Panel

July 2017 - June 2018

Audit and Governance Committee

ELECTED MEMBER ALLOWANCES & BENEFITS

Section 76 of the *Local Government Act 1999* provides that Elected Members are entitled to receive an allowance that is determined by the Remuneration Tribunal of South Australia, which is adjusted annually by formula prescribed by the *Local Government (Members Allowances and Benefits) Regulations 2010*.

Elected Member Allowances & Benefits	
1 July 2017 - 30 June 2018	
Mayoral Allowance	\$65,908 Plus a fully maintained vehicle for Council related business
Total amount paid to other Elected Members including Presiding Member Allowances and allowances for the members of the DAP Committee	\$192,431
Elected Member Annual Allowance	\$16,477
Presiding Member Annual Allowance (includes Elected Member allowance)	\$20,597

Elected Member Training Seminars & Conferences

In accordance with the City of Unley's Elected Member Training and Development Policy, Council members were provided with the opportunity to undertake training and development activities during 2017-18 as per the table below.

Elected Member Training Seminars & Conferences 2017-18

Name	Date	Details
Mayor Clyne	7 September 2017	SA Prayer Breakfast
Cr Hughes	25-27 October 2017	17 th International Cities, Town Centres and Communities Conference
	6 February 2018	Unley Business Breakfast
	10 April 2018	Unley Business Breakfast
	27 April 2018	SA Press Club Election Lunch
	10-11 May 2018	Mainstreet SA Business

Name	Date	Details
	5 June 2018	Unley Business Breakfast
Cr Palmer	28-29 July 2017	LGA Mayors and Chairpersons Forum Seminar
	September 2017	Planning Institute of Australia
	22 September 2017	OAM Function
	27 September 2017	KESAB Environmental Solutions Breakfast
	3-4 October 2017	Age Friendly Cities Forum, Hobart
	10 October 2017	Unley Business Breakfast
	15-16 November 2017	LGM AGM
	22 & 23 November 2017	Ageing Well Revolution
	December 2018	Unley Business Breakfast
	6 February 2018	Unley Business Breakfast
	10 April 2018	Unley Business Breakfast
	27 April 2018	SA Press Club Election Lunch
	5 June 2018	Unley Business Breakfast
	June 2018	Press Gallery- PR/Media Training
Cr Hewitson	10 October 2017	Unley Business Breakfast
	5 December 2017	Unley Business Breakfast
	10 April 2018	Unley Business Breakfast
	27 April 2018	SA Press Club Election Lunch
	5 June 2018	Unley Business Breakfast
Cr Boisvert	6 October 2017	Don't Forget Me Cobber- Fundraising Lunch
	25-27 October 2017	17 th International Cities, Town Centres and Communities Conference, Melbourne
Cr Hudson		
Cr Koumi	25-27 October 2017	17 th International Cities, Town Centres and Communities Conference, Melbourne
Cr Lapidge	1 August 2017	Unley Business Breakfast
	25-27 October 2017	17 th International Cities, Town Centres and Communities Conference, Melbourne
	6 February 2018	Unley Business Breakfast

Name	Date	Details
	10-11 May 2018	Mainstreet SA Business, Port Pirie
Cr Rabbitt	3-4 October 2017	Age Friendly Cities Forum, Hobart
	6 October 2017	Don't Forget Me Cobber- Fundraising Lunch
	June 2018	Press Gallery- PR/Media Training
Cr Sangster	September 207	Planning Institute of Australia
	27 April 2018	SA Press Club Election Lunch
	5 June 2018	Unley Business Breakfast
Cr Schnell	25-27 October 2017	17 th International Cities, Town Centres and Communities Conference, Melbourne
Cr Smolucha	6 February 2018	Unley Business Breakfast
	27 April 2018	SA Press Club Election Lunch
	5 June 2018	Unley Business Breakfast

DECISION MAKING STRUCTURE

The Local Government system is integral to the democratic system of government in Australia and provides vital infrastructure, social and environmental support for communities.

The City of Unley is responsible for providing strategic direction for the local area, planning and development control, setting policy, providing and maintaining infrastructure and services, and regulating activities whilst complying with and enforcing many diverse pieces of legislation.

The City of Unley operates autonomously within the framework of the *Local Government Act 1999*, and the elected body may delegate authority to the Chief Executive Officer in accordance with legislative requirements, budgets, strategic planning policy and corporate structure.

Unley Council has a number of committees that assist in the decision making process.

COUNCIL MEETINGS

Council Meetings are an important part of the Council's operations. The decisions made by the Elected Members at formal Council Meetings provide the direction and authority for the ongoing operation of the Council.

During the 2017-18 financial year, Council meetings were held on the fourth Monday of every month at 7pm at the Civic Centre, 181 Unley Road, Unley (entrance from Oxford Terrace), with appropriate adjustments to accommodate public holidays. When required, additional Council meetings were scheduled for the second Monday of each month to assist the decision-making process.

All Council Meetings were open to the public and were conducted in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*.

COUNCIL COMMITTEES

Under Section 41 of the *Local Government Act 1999*, the Council has the power to establish committees that will assist Council in the performance of its functions. These committees make recommendations to the Council.

For the period July 2017 to June 2018 the City of Unley had the following four Section 41 Committees:

- Audit and Governance Committee

- Unley Business and Economic Development Committee
- City Strategy and Development Policy Committee
- Strategic Property Committee

A brief summary of the functions, membership and meeting arrangements for each committee follows. The complete Terms of Reference for the Committees can be found on the Council's website.

Audit & Governance Committee

The City of Unley Audit and Governance Committee is appointed by Council and is tasked with reviewing the annual financial statements and Business Plan, monitoring financial indicators and targets in the Long Term Financial Plan, obtaining independent professional advice, and liaising with the Council's auditor. The Committee also has oversight of the City's risk management and audit initiatives, and is a source of advice to the Council and Chief Executive Officer. Membership comprises three independent members and two Elected Members.

Members

From July 2017 until June 2018

- Mr John Rawson (Presiding Member)
- Cr Rob Sangster
- Cr Michael Rabbitt
- Mr Ed Parker
- Mr Sean Tu

The Terms of Reference provide that the Committee will meet at least four times per year at appropriate times in the financial reporting cycle, and when the Committee may otherwise deem necessary. The committee met four times during 2017-18.

Sitting fees for independent members are as follows:

- Presiding Member \$450 per meeting attended
- Independent Members \$300 per meeting attended
- If Independent Members are required to attend a workshop, \$150 per workshop

Strategic Property Committee

The Committee is established to assist Council to investigate and make recommendations to Council on strategic opportunities for property acquisition or divestment to support Council's Community Plan.

Members

From July 2017 to June 2018

- Cr John Koumi (Presiding Member until January 2018)
- Cr Don Palmer (Presiding Member from February 2018)
- Cr Luke Smolucha
- Mayor Lachlan Clyne (Ex officio to January 2018)
- Acting Mayor Peter Hughes (Ex officio from January 2018)
- Cr Anthony Lapidge (from February 2018)
- Cr Rufus Salaman (from February 2018)
- Cr Michael Rabbitt (from February 2018)

The Presiding Member receives a sitting fee of \$154.00 per meeting attended, limited to an aggregate allowance of \$922.00 per annum.

City Strategy & Development Policy Committee

The Committee is established to;

- Provide advice to the Council in relation to proposals of, and the extent to which, the Council's strategic planning and development policies accord with the State Planning Strategy 30 Year Plan for Greater Adelaide;
- Assist the Council in strategic reviews of the City of Unley Development Plan and consider specific changes initiated by the State Government;
- Provide advice to the Council (or act as its delegate under Section 101A of the *Development Act 1993*) when preparing a Strategic Directions Report or Development Plan Amendment proposal;
- Review relevant State legislative, strategy and policy changes;
- Receive reports from the Development Assessment Panel;
- Provide advice to the Council regarding strategies and policies re major changes to urban form and changing demographics.

Members

From November 2017 to June 2018

- Cr Michael Rabbitt (Presiding Member)
- Cr Jennie Boisvert
- Cr Michael Hewitson
- Cr Don Palmer
- Mayor Lachlan Clyne (Ex Officio until January 2018)
- Acting Mayor Peter Hughes (Ex Officio from January 2018)

- Mr Doug Wallace
- Mr Lloyd Roberts
- Dr Iris Iwanicki

The sitting fees are as follows:

- Independent members \$300 per meeting attended

Unley Business & Economic Development Committee

The Unley Business and Economic Development (UBED) Committee has been established to provide advice and recommendations to the Council in relation to enhancing and sustaining the economic viability of the commercial and retail precincts and the City of Unley generally.

Members

From July 2017 until June 2018

Council Representatives

- Cr Anthony Lapidge (Presiding Member)
- Cr John Koumi (until January 2018)
- Mayor Lachlan Clyne (Ex Officio member until January 2018)
- Acting Mayor Peter Hughes (Ex Officio member from January 2018)
- Cr Don Palmer
- Cr Luke Smolucha
- Cr Michael Rabbitt (from February 2018)

Independent Representatives

- Mr Houssam Abiad
- Ms Alison Snel
- Mr Doug Strain

Trader Representatives

- Mr James Morris
- Mr Matthew Hassan
- Ms Susan Straschko

The Committee met four times during the financial year.

The sitting fees are as follows:

- Independent Members \$300 per meeting attended

Development Assessment Panel

The Development Assessment Panel (DAP) considered development applications and made planning decisions in accordance with *Section 56A of the Development Act 1993* (the Development Act). The Development Act required the City of Unley to act as the authority in relation to applications for development consent and all matters rising under Part 4 of the Development Act and associated *Development Regulations (2008)*.

The Panel was convened under the Development Act and operated under the Terms of Reference derived from the legislation.

Members

From July 2017 until September 2017

- Mr Brenton Burman (Presiding Member)
- Cr Jennie Boisvert
- Cr Rufus Salaman
- Cr Rob Sangster
- Mr Roger Freeman
- Mrs Ann Nelson
- Ms Nicole Dent

The sitting fees were as follows:

- Presiding Member \$520 per meeting attended
- Independent Member \$416 per meeting attended
- Elected Members \$400 per meeting attended
- If independent Members are required to attend formal Council training or workshops \$150 per workshop.

Following legislative change relating to the introduction of the *Planning, Development and Infrastructure Act 2016* the DAP ceased as of September 2017 and was replaced by the Council Assessment Panel.

Council Assessment Panel

The Council Assessment Panel (CAP) was established under the *Planning, Development and Infrastructure Act 2016* (the PDI Act) and commenced as of 1 October 2017. It replaces the Development Assessment Panel in assisting Council with the assessment of development applications against the relevant provisions of Council's Development Plan.

The CAP is convened under the PDI Act and operates under the Terms of Reference derived from the legislation.

Members

From October 2017 until June 2018

Mr Brenton Burman (Presiding Member)

Mr Roger Freeman

Mrs Ann Nelson

Ms Nicole Dent

Cr Rufus Salaman (Elected Member)

Cr Jennie Boisvert (Deputy Member – will only act if the Elected Member is unable to attend a meeting)

The sitting fees are as follows:

Presiding Member \$520 per meeting attended

Independent Member \$416 per meeting attended

Elected Members \$400 per meeting attended

If independent Members are required to attend formal Council training or workshops \$150 per workshop.

MEETING TIMES, DATES, AGENDAS & MINUTES

Agendas and minutes for the Unley Council and Council Committee meetings and information regarding Elected Members Briefings are available on the City of Unley website.

CONFIDENTIALITY

In accordance with Section 90(1) of the *Local Government Act 1999* all Council and Committee meetings were conducted in a place open to the public.

On every occasion that the provision to exclude the public within Section 90(2) of the *Local Government Act 1999* was utilised, the minutes included the proceedings for making a confidentiality order and the grounds on which the order was made.

The table below shows the number of confidentiality orders issued during the 2017/18 financial year.

Section 91(7) & (9) of the <i>Local Government Act 1999</i>	Number
Council	14
Audit & Governance	1
Unley Business & Economic Development	0
City Strategy and Development Policy Committee	0
Strategic Property Committee	5

The table below shows the confidentiality orders made during the financial year, the grounds for those orders, and on what date, if any, the order expired or was lifted.

Council/Committee	Subject	Grounds	Revoked/Expired
Strategic Property Committee Item 920 – Council 24 July 2017	Walter Street	Section 90(2)3(d) Commercial Information	Reviewed by CEO 15/9/17 – Maintain.
Strategic Property Committee Item 920 – Council-24 July 2017	King William Road	Section 90(2)3(d) Commercial Information	Reviewed by CEO 15/9/17 – Maintain.
Item 925 – Council – 24 July 2017	Centennial Park Cemetery Authority Operating Budget	Section 90(2)3(d) (i)(ii) Commercial Information	Reviewed by CEO 15/9/17 – Maintain.
Item 928 – Council – 24 July 2017	Strategic Property Development	Section 90(2) and (3)(b) Commercial advantage	Reviewed by CEO 15/9/17 – Maintain.
Item 938 – Council – 14 August 2017	Co-working Space Report still confidential	Section 90(2) and (3)(b) Commercial advantage	Report still in confidence. Confidentiality order removed by CEO on Minutes only 18 August 2017. Reviewed by CEO 15/9/17 – Maintain on report.
Item 967 – Council – 28 August 2017	CEO Remuneration 2016/17	Section 90(2)3(a) Personal Affairs	Reviewed by CEO 15/9/17 – Maintain on Report.
Item 1009 Council 23 October 2017	Appointment Independent Member City Strategy	Section 90(2)3(a) Personal Affairs	

Council/Committee	Subject	Grounds	Revoked/Expired
Strategic Property Committee Item 1012 – Council - 23 October 2017	Recommendation for Item 40 SPC Walter Street Property	Section 90(2) 3(b) Commercial advantage	
Item 1036 – Council - 27 November 2017	Unley Central Update	Section 90(2)(3)(b) Commercial advantage	
Item 1060 – Council - 11 December 2017	Property Acquisition Opportunity	Section 90(2) & (3)(b)(i)(ii) Commercial advantage	Remain until 11 December 2022
Strategic Property Committee Item 1088 – Council - 29 January 20	Strategic Property Acquisition Opportunities	Section 90(2) Commercial advantage	Remain until 27 January 2023
Audit & Governance Committee Item 1130 – Council - 26 March 2018	Minutes of the Audit and Governance Committee	Section 90(2)	Remain until 20 March 2023
Strategic Property Committee Item 1154 – Council - 23 April 2018	Minutes of the Strategic Property Committee	Section 90(2) & (3)(b)(i)(ii) Commercial advantage	
1165 Council 14 May 2018	Unley Central Precinct	Section 90(2) & (3)(b)(i) and (b)(ii) Commercial advantage	

A cumulative total of 59 confidentiality orders made by Council or its Committees under section 91(7) remained operative from the date the new reporting requirements under *Local Government (General) Regulation 22A* commenced.

The table below shows all items remaining in confidence from November 2010 up to and including June 2018, the grounds for those orders and on what date, if any, the order expired or was lifted.

Council/Committee	Date & Subject	Grounds	Revoked/Expired
Item 9 CEO Recruitment Committee	5 September 2011 Presentation by Stillwell Management Consultants re Applicants	Section 90(2) and (3)(a)	Reviewed by CEO 1 February 2018 – Maintain.
Item 12 CEO Recruitment Committee	15 September 2011 Applicants for the position of Chief Executive Officer	Section 90(2) and (3)(a)	Reviewed by CEO 1 February 2018 – Maintain.
Adjourned item 132 CSP Item 556 Council	27 August 2012 Street Tree Removal 26 Porter Street Parkside – Attachments 6 and 7 only remain confidential	Pursuant to Section 90(2) and (3)(h)(i) of the LGA. Legal advice and litigation	Reviewed by CEO 1 February 2018 – Maintain on Attachments 6 & 7.
Item 615 Council	26 November 2012 CPCA Provision of Services to Other Local Government Councils	Section 90(2) and (3)(d) of the LGA. Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 715 Council	March 2013 CPCA Strategic Plan 2012-2033	Section 90(2) and (3)(d) of the LGA. Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain on attachments.
Item 780 Council	May 2013 CPCA Operating Budget	Section 90(2) and (3)(d) of the LGA. Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain on Attachment 2 only.
Item 808 Council	24 June 2013 Council Owned Property 166 – 168 Unley Road Unley	Section 90(2) and 3(d) of the LGA. Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain on report and attachments.
Item 842 Council	22 July 2013 CPCA Operating Budget 2013-2014	Section 90(2) and 3(d) of the LGA. Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain on Attachment 1 only

Council/Committee	Date & Subject	Grounds	Revoked/Expired
Item 845 Council	22 July 2013 CPCA Operating Budget 2013-2014	Section 90(2) and 3(d) of the LGA. Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain on Attachment 1 only
Item 1161 Council	26 May 2014 CPCA Draft Operating Budget 2014-15	Section 90(2) and (3)(d) of the LGA. Commercial Advantage	Reviewed by CEO 1 February 2018 – Maintain on Attachment 2 only
Item 1226 Council	11 August 2014 Unley Central Precinct Property Development Options	Section 90(2) and (3)(b)(i) and (ii) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 151 Council	25 May 2015 CEO Employment Contract	Section 90(2) and (3)(a) Personal affairs	Reviewed by CEO 1 February 2018 – Maintain.
Item 173 Council	27 June 2015 Centennial Park Cemetery Authority Proposal	Section 90(2) and (3)(b)(i) and (ii) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 207 Council 27 July 2015	CEO Performance Review	Section 90(2) and (3)(a). Personal affairs.	Reviewed by CEO 1 February 2018 – Maintain.
Item 238 Council 24 August 2015	Strategic Land Acquisition Report and Attachments Recommendations 2 and 3 in Minutes.	Section 90(2) and (3)(b)(i) and (ii) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 241 Council 24 August 2015	CEO Contract Report and Attachments in confidence	Section 90(2) and (3)(a). Personal affairs.	Reviewed by CEO 1 February 2018 – Maintain.

Council/Committee	Date & Subject	Grounds	Revoked/Expired
Item 275 Council 28 September 2015	Unley Central	Section 90(2) and (3)(b)(i) and (ii) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 321 Council 23 November 2015	Centennial Park Cemetery Authority Quarterly Progress Report Attachment only in confidence	Section 90(2) and (3)(b)(i) and (ii) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 356 Council December 2015	Unley Central Property Development Opportunities	Section 90 (2) and 3(b) Commercial Advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 375 Council January 2016	Property Development Opportunities Unley Central	Section 90 (2) and 3(b) Commercial Advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 459 Council April 2016	Goodwood Community Centre Lease Attachment 3 only in confidence	Section 90(2) and 3(d) Commercial Information	Reviewed by CEO 1 February 2018 – Maintain.
Item 480 Council May 2016	Unley Central Property Development Report only in confidence	Section 90 (2) and 3(b) Commercial Advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 6 Special Council June 2016 Item 516 Council June 2016	CEO Remuneration Review	Section 90(2) and 3(a) Personal Affairs	Reviewed by CEO 1 February 2018 – Maintain.
Item 33 Audit & Governance Item 510 Council June 2016	Centennial Park Cemetery Authority – Upkeep Fund	Section 90(2) and 3(b) Commercial Advantage	Reviewed by CEO 1 February 2018 – Maintain.

Council/Committee	Date & Subject	Grounds	Revoked/Expired
Item 513 Council 27 June 2016	Centennial Park Cemetery Authority – Operating Budget	Section 90(2) and 3(b) Commercial Advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 569 Council 22 August 2016	Centennial Park Cemetery Authority Progress Report	Section 90(2) and 3(b) Commercial Advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 578 Council 22 August 2016	Unley Central Property Development Project	Section 90(2) and 3(b) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 592 Council 12 September 2016	Property Development Project Report and Attachment confidential	Section 90(2) and 3(b) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 619 Council 26 September 2016	Centennial Park Cemetery Authority Business Case	Section 90(2) and 3(b) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 622 Council 26 September 2016	Brown Hill Keswick Creek Update Report only confidential	Section 90(2) and 3(j) Information provided in confidence	Reviewed by CEO 1 February 2018 – Maintain.
Item 691 Council 28 November 2016	Strategic Property Development	Section 90(2) and 3(b) Commercial Advantage	Reviewed by CEO 1 February 2018– Maintain.
Item 688 Council 28 November 2016	Tree Prosecution	Section 90(2)3(f)(h)	Reviewed by CEO 1 February 2018 – Maintain.
Item 748 Council 23 January 2017	King William Road Traders Association	Section 90(2)3(g)	Reviewed by CEO 1 February 2018 – Maintain on report and minutes
Item 44 A&G Council 23 January 2017	Centennial Park Cemetery Authority Strategic Plan and Asset Management Plan	Section 90(2)3(d) Commercial Information	Reviewed by CEO 1 February 2018 – Maintain.

Council/Committee	Date & Subject	Grounds	Revoked/Expired
Item 4 Strategic Property Committee. Council 23 January 2017	Investigation of Potential Future Property Purchases	Section 90(2)3(b) Commercial advantage	Reviewed by CEO 1 February 2018 – Maintain.
Item 9 Strategic Property Committee Item 12 Strategic Property Committee Item 796 Council 27 March 2017	Item 9 – Property Details Item 12 – Other Business	Section 90(2) and (3)(b) Commercial advantage	
Item 16 Strategic Property Committee Item 798 Council 27 March 2017	Item 16 – Property Details Unley	Section 90(2) and (3)(b) Commercial advantage	
Item 19 Strategic Property Committee Item 22 Strategic Property Committee Item 798 Council 27 March 2017	Item 19 – Possible Strategic Land Acquisition – Multiple Properties Item 22 – Motion Without Notice – Potential Properties for Further Investigation	Section 90(2) and (3)(b) Commercial advantage	
Council / Strategic Property Committee	May 2017 Unley Road Property and Goodwood Road Property	Commercial Information	
Strategic Property Committee Item 920 – Council 24 July 2017	Walter Street	Section 90(2)3(d) Commercial Information	Reviewed by CEO 15/9/17 – Maintain.
Strategic Property Committee Item 920 – Council-24 July 2017	King William Road	Section 90(2)3(d) Commercial Information	Reviewed by CEO 15/9/17 – Maintain.

Council/Committee	Date & Subject	Grounds	Revoked/Expired
Item 925 – Council – 24 July 2017	Centennial Park Cemetery Authority Operating Budget	Section 90(2)3(d) (i)(ii) Commercial Information	Reviewed by CEO 15/9/17 – Maintain.
Item 928 – Council – 24 July 2017	Strategic Property Development	Section 90(2) and (3)(b) Commercial advantage	Reviewed by CEO 15/9/17 – Maintain.
Item 938 – Council – 14 August 2017	Co-working Space Report still confidential	Section 90(2) and (3)(b) Commercial advantage	Report still in confidence. Confidentiality order removed by CEO on Minutes only 18 August 2017. Reviewed by CEO 15/9/17 – Maintain on report.
Item 967 – Council – 28 August 2017	CEO Remuneration 2016/17	Section 90(2)3(a) Personal Affairs	Reviewed by CEO 15/9/17 – Maintain on Report.
Item 1009 Council 23 October 2017	Appointment Independent Member City Strategy	Section 90(2)3(a) Personal Affairs	
Strategic Property Committee Item 1012 – Council - 23 October 2017	Recommendation for Item 40 SPC Walter Street Property	Section 90(2) 3(b) Commercial advantage	
Item 1036 – Council - 27 November 2017	Unley Central Update	Section 90(2)(3)(b) Commercial advantage	
Item 1060 – Council - 11 December 2017	Property Acquisition Opportunity	Section 90(2) & (3)(b)(i)(ii) Commercial advantage	Remain until 11 December 2022

Council/Committee	Date & Subject	Grounds	Revoked/Expired
Strategic Property Committee Item 1088 – Council - 29 January 20	Strategic Property Acquisition Opportunities	Section 90(2) Commercial advantage	Remain until 27 January 2023
Audit & Governance Committee Item 1130 – Council - 26 March 2018	Minutes of the Audit and Governance Committee	Section 90(2)	Remain until 20 March 2023
Strategic Property Committee Item 1154 – Council - 23 April 2018	Minutes of the Strategic Property Committee	Section 90(2) & (3)(b)(i)(ii) Commercial advantage	
Item 1165 – Council - 14 May 2018	Unley Central Precinct	Section 90(2) & (3)(b)(i) and (b)(ii) Commercial advantage	

Section 56A(12) of the <i>Development Act 1993</i>	Number
Development Assessment [on the grounds of S.56A(12)(a)(ix) - litigation]	1

Regulation 13(2) <i>Planning, Development and Infrastructure (General) Regulations 2017 (from 1 October 2017)</i>	Number
Development Assessment	0

COUNCIL REPORTING

COUNCIL BY-LAWS

Council has by-laws for permits and penalties, the regulation of activities on roads, local government land, moveable signs and the keeping of dogs.

FREEDOM OF INFORMATION

During the 2017-18 financial year the City of Unley received 45 applications for information under the Freedom of Information legislation. The fee charged per application was \$33.50.

- 43 Development Applications
- 2 General Applications

INTERNAL REVIEW APPLICATIONS

During the 2017-18 financial year there were no requests for internal review under s270 of the *Local Government Act 1999*.

APPLICATION OF COMPETITION PRINCIPLES

The City of Unley has determined that the Centennial Park Cemetery Authority is the only activity assessed as a Significant Business Activity under the National Competition Policy.

To separate this activity from ordinary operations, the City of Unley has created a regional subsidiary in partnership with the City of Mitcham.

COMMUNITY LAND MANAGEMENT PLANS

Community Land Management Plans identify the purpose and objectives for each parcel of land contained within the City of Unley's Community Land Register.

These plans reflect existing policies and strategies, and operate under Section 196 of the *Local Government Act 1999*, grouping parcels of land that have similar purposes, objectives, management policies, and performance targets.

They are measured by four categories:

- Major parks
- Minor parks and streetscape areas
- Sports clubs and recreational facilities
- Other community land.

Community Land Management Plans and a register of Community Land Management Agreements can be viewed on the City of Unley website.

COMPETITIVE TENDERING ARRANGEMENTS

The City of Unley's Procurement Policy guides the practices and procedures for the acquiring of goods and services. It provides clear direction for procurement within the organisation to ensure consistency and control over procurement activities and to encourage best practice.

It also ensures that all procurement activities are conducted in accordance with five key principles, which are:

- Open and effective competition
- Value for money
- Ethical behaviour and fair dealing
- Social, economic and environmental sustainability, and
- Risk management.

The Policy and Framework guides the competitive tendering processes to ensure the Council obtains value for money when approaching the marketplace.

Procurements greater than \$10,000 are generally subject to a competitive process, which in 2017-18 resulted in a total of 132 tenders and quotations being sought.

Council is committed to maximising the positive impact of its activities to benefit the local economy and its community and will endeavour to, at its discretion and to the full extent permitted by law, support local businesses. Where all other considerations are equal, Council may give preference to local contractors and suppliers by:

- Actively promoting to local businesses opportunities to supply to Council
- Structuring the purchasing processes to be accessible to all businesses
- Giving preference to local business
- Ensuring, where possible, that specifications and purchasing descriptions are not structured so as to potentially exclude local suppliers and contractors.

RATING POLICY

Individual property rates are calculated by multiplying the property's capital valuation (as determined by the Valuer General) by a rate in the dollar that will be sufficient to achieve the amount of income required.

The total amount of income required to deliver the broad range of services provided by Council and achieve the outcomes in the 4 Year Plan, is derived from a number of sources. Rates provide the primary source of income, but other income sources include: statutory fees, user charges, grants and subsidies.

When the City of Unley establishes the level of income required from rates it considers the:

- 4 Year Plan
- Current economic climate
- Funding needs to deliver the agreed service levels
- Savings identified through the service review program and
- Specific issues and the impact of rates on the community

INCOME

During the 2017-18 financial year the City of Unley received income from:

- Rates \$38.6m
- Statutory Charges \$1.6m
- User Charges \$1.7m
- Operating Grants and Contributions \$3.6m
- Investments \$23k
- Reimbursements \$396k
- Other \$702k

SUBSIDIARY - CENTENNIAL PARK CEMETERY AUTHORITY

Centennial Park Cemetery was established on 8 June 1936 and is located on Goodwood Road, Pasadena.

With more than 50 themed gardens and award winning chapels, the Centennial Park Cemetery Authority (CPCA) is South Australia's largest provider of cremation, burial and memorial services.

With \$22.1m of net assets the Cemetery is jointly owned by the City of Unley and the City of Mitcham, and is managed by the CPCA.

The CPCA operates as a regional subsidiary under the *Local Government Act 1999* and is jointly administered by a Board comprising of three independent members and two councillors from each constituent Council. Councillors Hughes and Smolucha represented the City of Unley on the Subsidiary for the 2017-18 financial year.

In accordance with the Charter and responsible business management practices, the CPCA allocates a financial contribution to the City of Unley and City of Mitcham each financial year. A payment of \$200k was made to each Council during 2017-18.

The CPCA's Annual Report can be found at centennialpark.org.au/our-publications.html

SUBSIDIARY- BROWNHILL & KESWICK CREEKS STORMWATER BOARD

The City of Adelaide, the City of Burnside, the City of Mitcham, the City of Unley, and the City of West Torrens resolved to establish a subsidiary pursuant to Section 43 of the *Local Government Act 1999*, to implement or oversee the construction of stormwater infrastructure for the purpose of implementation of the Brown Hill and Keswick Creeks Stormwater Management Plan (the Plan); oversee the maintenance and repair and/or renewal of stormwater infrastructure; oversee implementation of associated or related infrastructure works; hold stormwater infrastructure; implement other non-infrastructure measures; provide a forum for the discussion and consideration of the constituent council's obligations and responsibilities under the

Plan; and enter into agreements with constituent councils for the purpose of managing the Plan.

Pursuant to clause 17 of Part 2 of Schedule 2 of the *Local Government Act 1999*, the Minister for Local Government, Geoff Brock MP, approved the establishment of the Brown Hill and Keswick Creeks Stormwater Board on 15 February 2018.

LIST OF REGISTERS & CODES

The following table provides a list of registers, policies, codes and other documents that legislation requires Council to make available for inspection without charge. The documents listed below are available at the Civic Centre and most are on the Council's website. When a hard copy is requested a fee may apply, or the item may be downloaded free of charge from the website.

Document	Section of Local Government Act 1999	Mandatory for public view	Website	Customer service	Hard copy
Annual Business Plan, Budget & Audited Financial Statements	123	√	√	√	√
Annual Report	131	√	√	√	√
Codes					
Code of Conduct for Council Employees	110	√	√	√	√
Code of Conduct for Council Members	63	√	√	√	√
Code of Practice for Access to Council Meetings and Documents	92	√	√	√	√
Code of Practice Meeting Procedures	Reg 6	√	√	√	√
Complaint handling procedure under Council Members Code of Conduct	S63	√	√	√	√
Council and Committee Agendas and Minutes	84 & 91(4)	√	√	√	√
Development Act					
Code of Conduct for Development Assessment Panel	S21A	√	√	√	√
Register of Interests for DAP members	56A(6) & Schedule 2	on request			
Building and Swimming Pool Inspection Policy	71A(1)		√	√	√

Planning, Development and Infrastructure Act					
Code of Conduct for Council Assessment Panel	Schedule 3	√	√	√	√
Register of Interests for CAP members	Schedule 1	on request			
Building and Swimming Pool Inspection Policy	S156(5)		√	√	√
Policies					
Caretaker [<i>Local Government (Elections) Act 1999</i>]	91A		√	√	√
Procurement (ie. Contracts & Tenders)	49	√	√	√	√
Elected Member Allowances and Benefits policy	76(2), 76(9) & 77	√	√	√	√
Elected Member Training and Development	80A	√	√	√	√

Document	Section of LGA'99 /Reg	Mandatory for public view	Website	Customer service	Hard copy
Policies					
Internal Financial Control (Various)	125				
Internal Review of Council Decisions Procedure	270	√	√	√	√
Order making	259	√	√	√	√
Prudential Project Management	48(aa1)		√	√	√
Public Consultation	50	√	√	√	√
Requests for services, compliments and complaints	270(a1)	√	√	√	√
Risk and Opportunity Management	134(4)(b)		√		
Naming of Roads & Council assets	219		√	√	√
Registers					
By-Laws	252	√	√	√	√
Campaign donations returns <i>Local Government (Elections) Act 1999</i>	80 & 87	on request	N/a	N/a	N/a
Community Land	207	√	√	√	√
Delegations	44	√	√		

Dogs (<i>Dog Cat Management Act 1995</i>)	26	√	N/a	√	√
Gifts and Benefits - Council Employees	Code of Conduct 2.21	√	√	√	√
Gifts and Benefits – Elected Members	Code of Conduct 3.10	√	√	√	√
List of Fees and Charges	188(6)	√	√	√	√
Land Management Agreements	196	√	√	N/a	√
Members Allowances and Benefits	79	√	√	√	√
Members' Interests	65+68	on request	N/a	N/a	N/a
Members' Interests – short form	70(a1)	√	√	√	N/a
Independent Members of Section 41 Committees Interests	65 & 66 & 72	on request	N/a	N/a	N/a
Officers' Interests	116	N/a	N/a	N/a	N/a

Document	Section of LGA'99 /Reg	Mandatory for public view	Website	Customer service	Hard copy
Registers					
Officer Salaries	105	√	N/a	√	√
Public Roads	231	√	√	√	√
Rate Assessment	172 & 174	√	N/a	√	√
Other Legislation					
<i>Freedom of Information Act 1991 – Annual Statement</i>	9		√		

INFORMATION REPORT

REPORT TITLE: COUNCIL ASSESSMENT PANEL ANNUAL REPORT 2017-18

ITEM NUMBER: 1320

DATE OF MEETING: 22 OCTOBER 2018

AUTHOR: PAUL WEYMOUTH

JOB TITLE: MANAGER DEVELOPMENT AND REGULATORY SERVICES

1. **PURPOSE**

The purpose of this report is to provide to Council the 2017-18 Annual Report for the City of Unley Council Assessment Panel (CAP).

The CAP is required by its Terms of Reference to report annually in respect of the following matters:

1. the use of the provisions of Regulation 13(2) of the *Planning, Development and Infrastructure (PDI) Regulations 2017*;
2. disclosure by CAP Members of interests pursuant to clause 7 of the Minister's Code of Conduct issued under Schedule 3 of the PDI Act 2016;
3. resignation of a CAP Member;
4. the incidence of items deferred by the CAP;
5. the adjournment of consideration of development applications;
6. any matter that would improve the effectiveness of, or expedite the decisions of the CAP; and
7. any other matters upon which the CAP is required to report to the Council or thinks fit to report.

The 2017-18 Annual Report was adopted by the CAP on 18 September 2018.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **BACKGROUND**

The CAP is established under Section 83 of the *Planning, Development and Infrastructure Act 2016*.

The functions of the City of Unley Council Assessment Panel (CAP) are:

- to act as a delegate of the Council in accordance with the requirements of the PDI Act 2016 and any relevant instrument of delegation;
- to provide advice and reports to the Council as it thinks fit on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of applications under the Development Act 1993; and
- to perform other functions (other than functions involving the formulation of policy) assigned to the CAP by the PDI Act 2016, or the PDI (General) Regulations 2017 from time to time.

The CAP is required by its Terms of Reference to report annually in respect of the following matters.

The 2017-18 Annual Report was adopted by the CAP on 18 September 2018.

4. DISCUSSION

The report indicates in summary:

- That 81 applications were considered by the Panel for the financial year. This compares to 80 the previous year.
- Of the 81 applications, the CAP concurred with officers recommendations on 66 occasions (81%).
- There was one instance of the use of Regulation 13(2) of the PDI Regulations (exclude public from attendance).
- There was one instance where a CAP Member disclosed a conflict of interest.
- There were no resignations from the CAP.
- There were ten instances where an item was deferred.
- There were two instances where an item was adjourned.
- There were five Environment, Resources and Development (ERD) Court appeals during the year, of which one was withdrawn, two for which a compromise was agreed, and two that were ongoing at the end of the financial year. This compares to two appeals the previous year.
- The numbers of appeals have declined significantly over the last few years. This is attributed to the introduction of the Village Living and Desirable Neighbourhoods DPA in 2009.

The attached CAP Annual Report 2017-18 (Attachment 1) reports on the above matters and was endorsed by the CAP on 18 September 2018.

Attachment 1

The recruitment process for the new CAP (commencing in March 2019) will begin with expressions of interest being advertised by Council during November 2018. A summary of the proposed recruitment process is detailed in the memorandum emailed to Elected Members on 15 October 2018.

CITY OF UNLEY

COUNCIL ASSESSMENT PANEL

ANNUAL REPORT 2017/2018

BACKGROUND

During the financial year 2017/18, the implementation of the Planning, Development and Infrastructure (PDI) Act 2016 resulted in a transition from the Development Assessment Panel (DAP) to the Council Assessment Panel (CAP).

On 1 August 2017, relevant sections of the PDI Act and associated regulations were proclaimed with a commencement date of 1 October 2017 by which time the new CAP must have been constituted and ready to operate.

On 28 August 2017, the City of Unley constituted a new CAP under Section 83 of the PDI Act 2016 consisting of four Independent Members and one Elected Member of the Council. The term of the Panel members was determined by the resolution of Council as follows

Council appoint Councillor Salaman to be a member of the Council Assessment Panel and appoint Councillor Boisvert to be a Deputy Member of the Council Assessment Panel commencing on 1 October 2017 and expiring at the end of the current Council term.

Council appoint the following four Independent Members to be members of the Council Assessment Panel commencing on 1 October 2017 and expiring on 28 February 2019. Independent Member Mr Brenton Burman (Presiding Member) Independent Member Mr Roger Freeman Independent Member Ms Ann Nelson Independent Member Ms Nicole Dent

The final meeting of the DAP was held on 15 August 2017 and the first meeting of the new CAP was held on 17 October 2017.

The functions of the CAP are:

- To act as a delegate of the Council in accordance with the requirements of the PDI Act, the Development Act and any relevant instrument of delegation;
- To provide advice and reports to the Council as it thinks fit on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of applications under the Development Act; and
- To perform other functions (other than functions involving the formulation of policy) assigned to the DAP by the PDI Act or the Planning, Development and Infrastructure (General) Regulations 2017 (“the PDI Regulations”) from time to time.

The CAP’s meetings are held in public each month.

TERMS OF REFERENCE

The CAP shall report to the Council annually in respect of the following matters:

- 1) The use of the provisions of Regulation 13(2) of the PDI Regulations;

- 2) Disclosure by CAP Members of interests pursuant to clause 7 of the Minister's Code of Conduct issued under Schedule 3 of the PDI Act;
- 3) Resignation of a CAP Member;
- 4) The incidence of items deferred by the CAP
- 5) The adjournment of consideration of development applications;
- 6) Any matter that would improve the effectiveness of, or expedite the decisions of the CAP; and
- 7) Any other matters upon which the CAP is required to report to the Council or thinks fit to report.

This report is submitted in accordance with these requirements.

DISCUSSION

Membership

The appointed members of the DAP (1 July to 30 September) were:

Brenton Burman (Presiding Member)
Roger Freeman (Independent Member)
Ann Nelson (Independent Member)
Nicole Dent (Independent Member)
Cr Jennifer Boisvert (Elected Member)
Cr Rufus Salaman (Elected Member)
Cr Rob Sangster (Elected Member)

The appointed members of the CAP (1 October to 30 June) were:

Brenton Burman (Presiding Member)
Roger Freeman (Independent Member)
Ann Nelson (Independent Member)
Nicole Dent (Independent Member)
Cr Rufus Salaman (Elected Member)
Cr Jennifer Boisvert (Deputy Elected Member)

The following information is provided in response to Items 1 to 7 from the DAP Terms of Reference:

Items 1 to 7

A summary of matters 1 to 7 is provided in Table 1 (refer attached)

Appeals

Table 2 provides a summary of appeals for the previous financial year as well as a graph showing historical comparisons (refer attached). The number of appeals lodged was five in 2017/2018 compared with two in 2016/2017. Of the five, one was withdrawn, two were a compromise and two were ongoing.

Applications and meetings data

Table 3 provides a summary of the number of applications considered by the CAP, concurrence with officers' recommendations, meeting attendance, site meetings and special meetings as well as a summary for the previous financial year for comparison purposes.

Overall 81 applications were considered by the Panel for the financial year compared to 80 the previous year. Of the 80 applications, 66 decisions by the CAP concurred with officers recommendations.

2017-2018	Use of the provisions of Regulation 13(2) of the PDI Regulations (public access to meetings)	Disclosure by Panel Members of interests pursuant to clause 7 of the Minister's Code of Conduct (Conflict of Interest)	Resignation of a Panel Member	Incidence of items deferred by the CAP	Adjournment of consideration of development applications	Any matter which would improve the effectiveness of the Panel or for which CAP is required to report to the Council or thinks fit to report
July	0	0	0	0	1	0
August	0	0	0	2	0	0
September	1	0	0	1	0	0
October	0	1	0	0	0	0
November	0	0	0	1	0	0
December	0	0	0	1	0	0
January	0	0	0	1	0	0
February	0	0	0	2	0	0
March	0	0	0	0	0	0
April	0	0	0	0	1	0
May	0	0	0	2	0	0
Special May	0	0	0	0	0	0
June	0	0	0	0	0	0
TOTAL	1	1	0	10	2	0

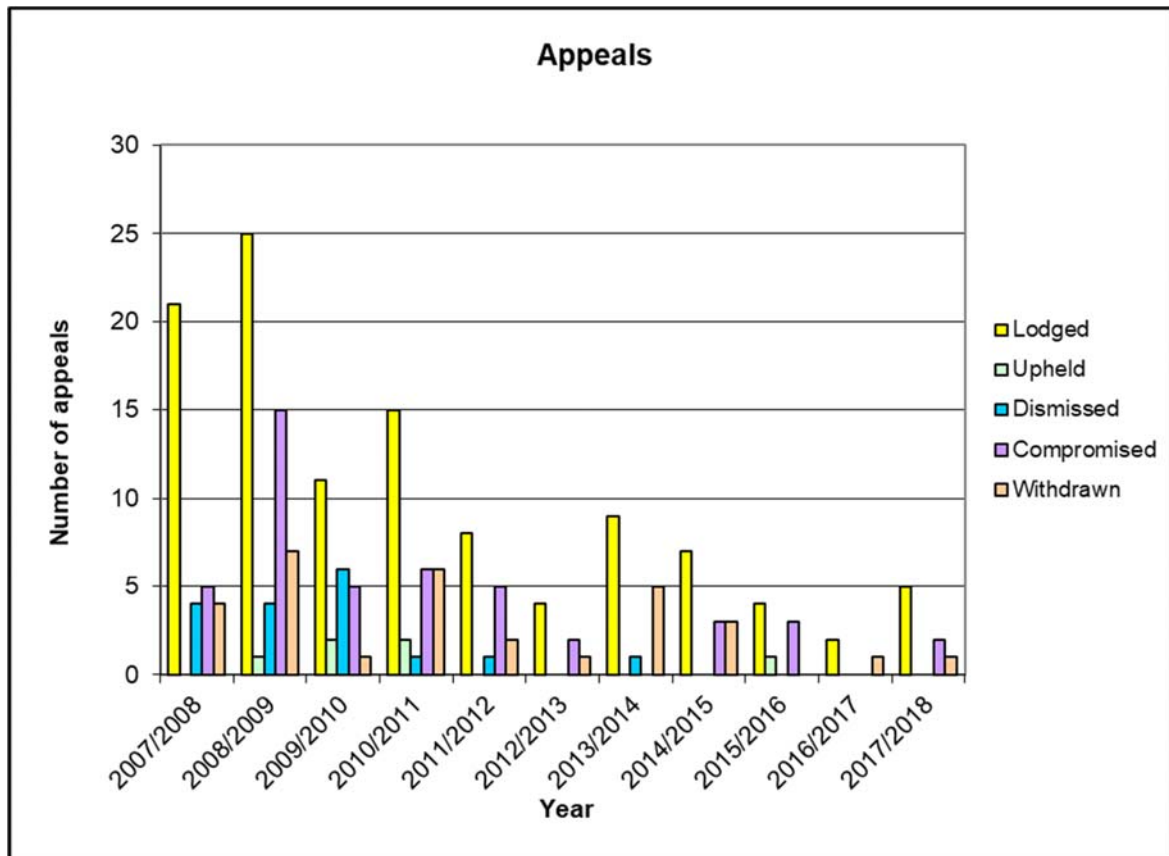
Table 1

Table 2

Summary of appeals

APPEALS							
YEAR	LODGED	Upheld	Dismissed	Withdrawn	Compromise	Ongoing	Total
2017/2018	5	0	0	1	2	2	5

(* Please note that the number of finalised appeals include appeals lodged in previous periods)



Year	Month	No. of Applications	No. where CAP concurred with Officer's Recommendation	Meeting Attendance (no. of CAP members)	Site Meetings	Special Meetings
2017	July	3	1	5	1	0
	August	5	3	7	0	0
	September	12	10	6	0	0
	October	9	9	4	0	0
	November	7	6	3	0	0
	December	15	14	5	1	0
2018	January	4	3	3	0	0
	February	4	2	5	0	0
	March	8	7	4	0	0
	April	2	2	5	0	0
	May	7	5	4	0	0
	Special May	1	1	4	1	1
	June	4	3	5	0	0
	Total	81	66	60	3	1
	Average	6.23	81%	4.6		

Table 3

INFORMATION REPORT

REPORT TITLE:	GOODWOOD OVAL GRANDSTAND REDEVELOPMENT INTERIM UPDATE
ITEM NUMBER:	1321
DATE OF MEETING:	22 OCTOBER 2018
AUTHOR:	BEN WILLSMORE
JOB TITLE:	MANAGER CITY DESIGN
ATTACHMENTS:	1. ORIGINAL CONCEPT 2. REVISED CONCEPT 3. REVISED DETAIL DESIGN LAYOUT 4. AREA COMPARISON OF CONCEPT DESIGN OPTIONS

1. **EXECUTIVE SUMMARY**

The purpose of this report is to provide an update on the progress of the Goodwood Oval Grandstand project, including:

- The review of initial concepts based on recommended amendments post consultation and Council endorsement in April 2018;
- The revised scope and detailed design of grandstand (sports facilities, clubrooms and public toilets), club storage (extension to adjacent ancillary building) and site / landscaping works;

The report identifies that whilst there is a funding shortfall in the order of \$700K based on the most recent design, it is intended that a development application for the works will be lodged in November 2018.

This will assist in Council meeting its proposed time frame in relation to meeting its obligations with respect to State Government funding received earlier this year.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

Community Living

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

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

Our City is connected and accessible.

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

- Living Active, Sport and Recreation Plan 2015-2020, City of Unley.
- Open Space Strategy, City of Unley.
- Disability Action Plan, City of Unley.
- Environment Sustainability Strategy, City of Unley.
- Long Term Financial Plan.

4. BACKGROUND

Following preparation of concepts for the new Goodwood Oval grandstand in late 2017 and comprehensive community engagement on a revised enlarged concept in early 2018, the Council considered the matter in April 2018 and resolved:

1. *The report be received and the results of the community engagement be noted.*
2. *Council endorse the concept designs for the new two-storey grandstand facility at Goodwood Oval, incorporating the recommended amendments to be included as part of detailed design development and proceed to detail design development and tender.*

The recommended amendments, in response to community and stakeholder feedback include:

1. *External Appearance and Streetscape Interface:*
 - a. *Material and colour selection of the building, in particular the Curzon Avenue frontage will be selected appropriate to the local neighbourhood character.*
 - b. *Detail design will include the development of landscape plans that address the streetscape interface and the external spaces associated with the new Grandstand Facility.*
 - c. *Where practical, all existing trees will be retained in the detail design.*
2. *Footprint of the Grandstand:*
 - a. *The final footprint of the grandstand structure is to remain, where practical, within the footprint of the existing building.*
3. *Leasing and License arrangements of the Facility.*
 - a. *Council staff to develop new agreements with both clubs, to meet the requirements of the new facility, as well as to explore opportunities to increase appropriate community use of the upgraded facility, noting local accessibility and the potential impact of noise and liquor license requirements.*
 - b. *The provision of gaming machines at the new facility will not be supported.*

4. *Provision of external storage:*
 - a. *The proposed storage facility on Fairfax Avenue not proceed.*
 - b. *The detail design process further engage with the Goodwood Saints Football Club and the Goodwood Cricket Club to identify their storage needs, with a view to providing the required storage capacity within the Grandstand and/or adjacent ancillary buildings (including potential extension of an ancillary building).*
5. *Provision of public toilets:*
 - a. *Public toilet provisions are to remain incorporated in the footprint of the ground floor of the new facility, with way finding signage incorporated across the park to direct public to the new facilities.*
3. *Residents be notified of Council's decision by letter, to the same catchment area as that of the community consultation, and a notice be placed at the existing grandstand as well as Council's web site.*
4. *Following the completion of detailed design development and in the event of no major variation to the project scope or total cost, the project proceed to tender for construction.*

In July 2018, a specialist consultant team led by Wiltshire + Swain were contracted following an open tender process, to prepare amended and detailed designs, obtain planning and building approvals, and provide design drawings and building specifications for the project in order to proceed with construction.

5. **DISCUSSION**

The resolution in April 2018 by Council provides key threshold points before a final commitment to proceed, providing that there is no major variation to project scope or total cost. This report provides an update on both project scope and costs for Council to consider.

Project Scope

The original concept for the new two-storey grandstand was prepared by Bell Architecture in October 2017 and included 1,015m² in total area over two levels.

The concept incorporated contemporary amateur Australian Football and Cricket sports "local" standards, including separate and secure male and female facilities, for players and officials, as well as expanded storage and medical areas.

The upper floor comprised a new clubroom with commercial kitchen, bar, public toilets and additional storage, with 30% of the upper floor retaining external viewing and seating areas.

In summary, key features of this concept included:

- Four player change rooms and two umpire rooms, each with separate amenities (toilet and shower facilities).
- Separate storage, medical and club office spaces.
- Unisex and accessible public toilets provided on the ground floor.
- 70% upper floor built area, to include Commercial kitchen, bar, toilet and storage facilities, including a lift and stairs (two sets of stairs).
- Remaining 30% of the upper area to be covered outdoor viewing and seating area.

Attachment 1

Following consultation with both stakeholder clubs (the Goodwood Saints Football Club and the Goodwood Cricket Club) and with the peak sporting bodies, AFL and SACA, a revised concept was prepared. This concept increased the total area to 1,219m² (+205m²) over the two levels and reflected the following key differences between the original and revised concept:

- Expansion of the total ground floor area, including the reorganisation of the internal spaces to include:
 - Expanded total area for change rooms, including two significantly larger (proportionally) change rooms, with separate amenities for each;
 - Increased area of umpire change rooms;
 - Addition of a gym and additional physio / strapping room; and
 - Single fire stair.
- Expansion of upper floor built area to include:
 - Expanded Club Room to accommodate up to 200 people;
 - Additional Club meeting room;
 - Larger kitchen and storage area;
 - Larger public toilets; and
 - External coaches boxes beneath the roof line.

Attachment 2

The revised concepts were subsequently endorsed by the Council for the purposes of community consultation and formed the basis of the Council's subsequent endorsement to proceed to detail design in April 2018. No further budget assessment was undertaken at this time.

Following the Council's direction to proceed, a brief was prepared for design services, with Wiltshire + Swain awarded the contract in July 2018. Integral to their methodology, the design team at Wiltshire + Swain undertook a detailed cost estimate of all works associated with the approved design, and in doing so identified a significant cost difference from the original budget estimate (see Project Cost discussion below). The design team then undertook a detailed review of the approved concept, with the aim of achieving cost savings by rationalising the scale and facilities of the building without compromising the key components and roles of the building.

The revised detail design layout now more closely aligns with the original concept design, with a total area of 1,094m², noting the following key differences:

- Reorganisation of the ground floor arrangements to include:
 - Four player change rooms and two umpire rooms (equal sizes);
 - Additional physio / strapping room;
 - Reduced storage capacity; and
 - Rationalisation of corridor and circulation areas.
- Expansion of upper floor built area to include:
 - Reduced Club Room area to accommodate for existing club licence;
 - Additional club meeting room;
 - Increased area for public toilets;
 - Reduced external areas and covered seating areas;
 - Additional external balcony for coaches viewing platforms; and
 - Single fire stair.

Attachment 3

Following the design team's investigations, peak bodies and both sporting clubs have now reviewed the revised design and confirm their continued support of the project.

Project Cost

The initial preliminary concept estimate was undertaken by WT Partnership, and based on preliminary concept designs prepared for City of Unley by Bell Architecture in October 2017. The works included overall cost estimates for a single storey building, and a two storey clubroom and change room facility. The estimates were indicative and a preliminary estimate of probable cost based on a concept without definition of design scope or quality. The high level estimate for the grandstand was based on a 2017 summary rate for the construction of a similar community facility at Glenunga, with a number of supporting PC Sums, as well as a number of exclusions. The 2017 estimate valued the works at \$3.6 million, excluding professional fees.

Following the Council's endorsement of the revised concept design, Wiltshire + Swain were engaged to lead a diverse project team in the detail design and documentation of the Grandstand. Rider Levett Bucknall were the cost consultants nominated as part of the project team, and they undertook a detailed breakdown of works associated with the revised concept design (Bell Architecture). This detailed assessment provided a Total Order of Cost Estimate of \$5.6 million in August 2018, which includes professional fees and the addition of a storage building extension.

Given the significant cost increase from the original proposal's estimate, the Wiltshire + Swain design team were instructed to undertake a detailed design review, developing a rationalised design, in consultation with the Council and stakeholders. This design review was subsequently priced by Rider Levett Bucknall in late August 2018. The revised cost estimate calculated a Total Order of Cost Estimate of \$4.5 million, inclusive of professional fees and the

addition of a storage building extension. Work on the review continued in September, further refining the design and seeking to identify further cost savings. This has resulted in a cost estimate of \$4.4M.

It should be noted that if Council were to make further costs savings in order to achieve alignment with the original project budget, this will compromise the original project brief and impact the needs of both clubs.

Attachment 4

The above discussion again illustrates the need to have detailed designs and cost estimates prepared for “spade ready” projects. Having said that, in this case, the Council received funding from the State Government for \$2.5M towards the cost of a new two-storey facility.

Next Steps

The current funding deed with the Office of Recreation, Sport and Racing, requires us to have commenced construction on the new facility by 30 June 2019.

The first step in the process is for lodgement of a development application in early November 2018. Public notification (Category 3) will occur through November with reply to any submissions by the project’s consultant team in December 2018. It is proposed that a planning consultant will be engaged to manage the application and to provide independent advice for assessment by the Council Assessment Panel (CAP) in January or February 2019.

Once the development assessment process has been completed documentation will be completed and tenders for the work will be called (assuming the project is approved in its current or a modified form). Once tenders have been received, a report will be provided to Council for a decision as to whether to proceed or not given the cost increase from the budgeted amount.

The above process is tight and is likely to limit us to awarding the construction contract by this time meaning that we may need to carry forward the current budget funds to 2019/20. The Council can make this decision in 2019 once it has a better “picture” of the cost of the project.

6. POLICY IMPLICATIONS

6.1 Financial/Budget

- Improving the grandstand facility at Goodwood Oval is a specific action within Council’s 4 Year Plan and Sport and Recreation Plan. The Concept Design for Goodwood Oval was established based on an overall first order budget estimate of \$3.6M.
- Council has allocated \$950K in its 2018/19 budget and has received the following funding from external sources:
 - \$2.5M – State Government (received)
 - \$150K – combined funding from both clubs
 - \$75K – Australian Football League (AFL)
 - \$15K – SA Cricket Association funding

- The latest design has a cost estimate of \$4.4M which means that there is a funding shortfall of approximately \$700K.
- An application for grant funding of up to \$500K has been submitted and we will be advised over the next few months if we have been successful or not.
- The Federal election will be in the first half of 2019 and there may be some funding opportunities in the lead up to the election.
- A final cost will be known once tenders have been received.
- There may still be a funding shortfall which Council will need to decide if it wishes to increase its funding contribution. Any additional funding will require borrowings.

6.2 Legislative/Risk Management

- Once documentation has been completed, the proposed Grandstand Facility will require Development Approval.
- There is a risk that the conditions of the funding agreement with the State Government are not met if the development assessment process is not commenced in November 2018.

6.3 Staffing/Work Plans

- The Council will be responsible for the management of the detail design and construction of the facility and these are budgeted for. Management of the new facility will be investigated and further information and recommendations on this matter will be provided to Council in the future.

6.4 Environmental/Social/Economic

- The new facilities will provide a higher level of service to meet the needs of the clubs, as well as accommodate for future membership growth, and will thereby have a positive social and economic impact.
- To maximise the wider social and economic benefit of the new facility to the local community, Council will review the current lease agreements of both clubs, to reflect the enhanced facilities, as well as encourage greater use by other community groups. This approach is in accordance with the goals of Council's Sport and Recreation Plan.
- The concept design did not incorporate specific environmental design initiatives, however opportunities to consider locally or sustainably sourced materials, low energy fittings, water efficient fittings, water storage and reuse, as well as solar panels will be considered in the detail design and specification process (subject to budget).

6.5 Stakeholder Engagement

- Community consultation has been undertaken to inform Council's decision making process in relation to the new grandstand facility at Goodwood Oval grandstand.
- There will be additional community consultation as part of the development approval process (Category 3).
- In anticipation of the construction commencement, as well as during the construction process, there will be regular project information distributed by the Council to the local community as the project progresses, in co-ordination with the builder.

- Additionally, as stipulated by the State Government, Council must establish a Steering Committee for governance and monitoring of the project, and invite a representative from the Office for Recreation and Sport as observers only.

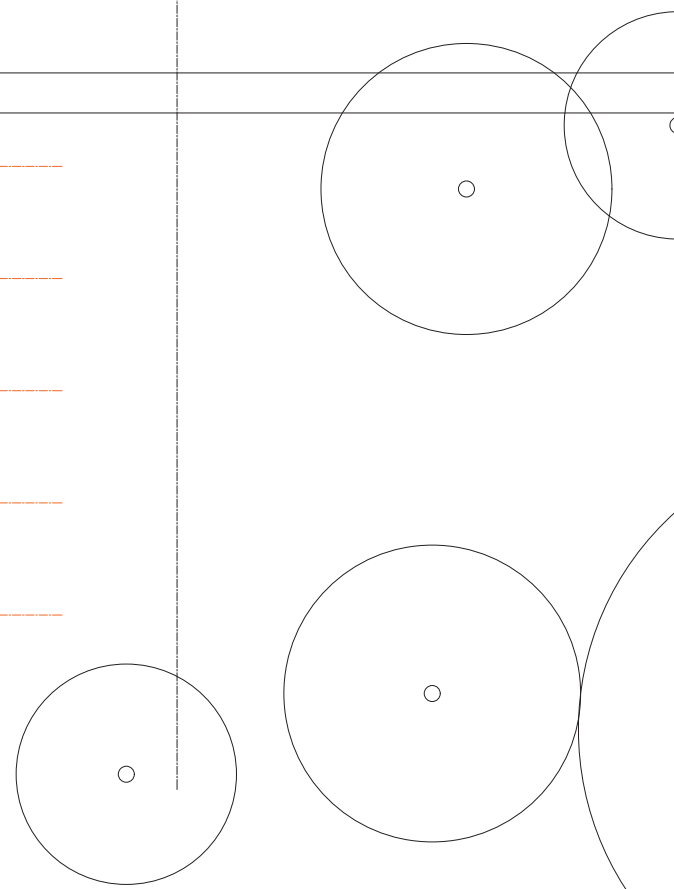
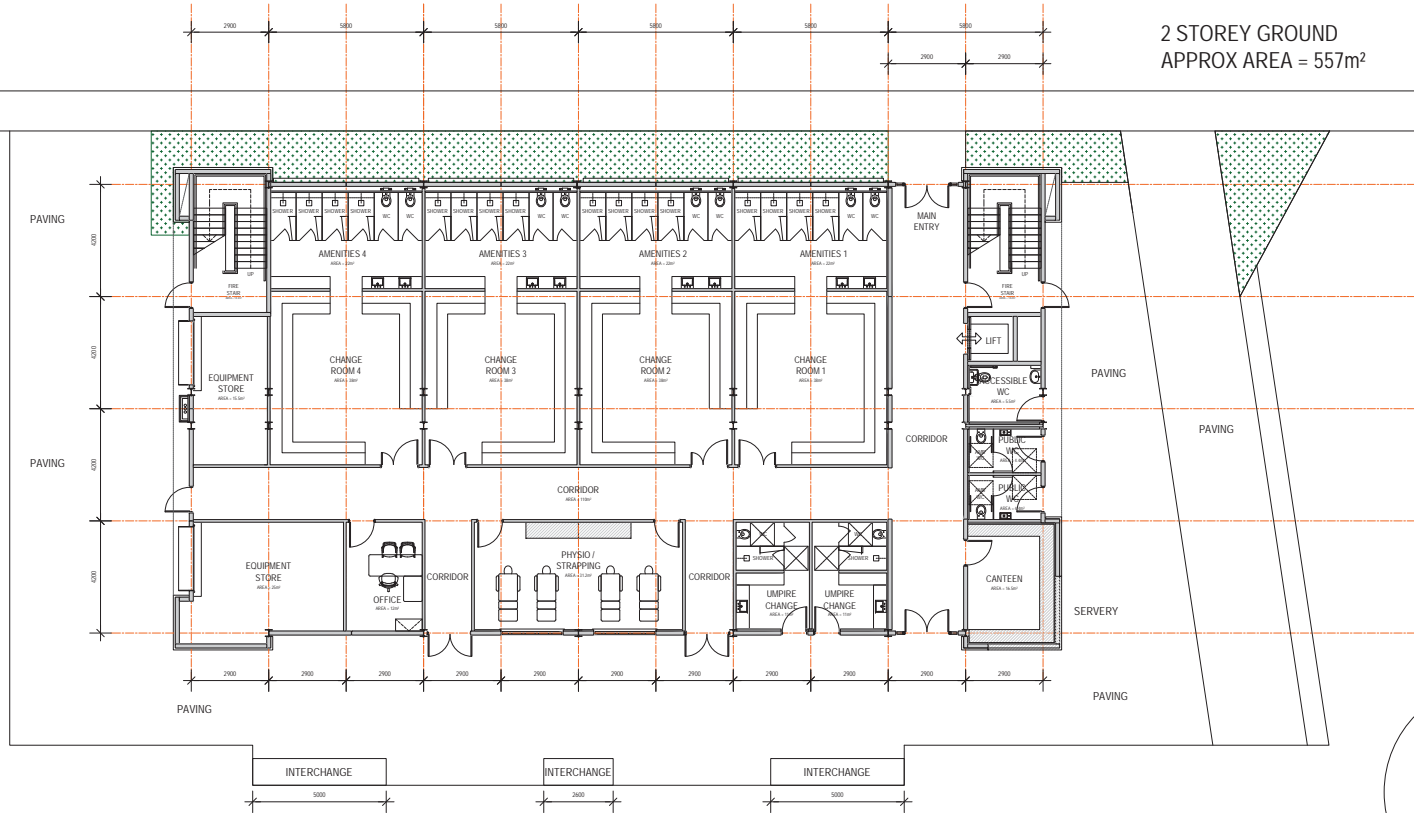
7. ATTACHMENTS

- Attachment 1 – Original Concept
- Attachment 2 – Revised Concept
- Attachment 3 – Revised Detail Design Layout
- Attachment 4 – Area Comparison of Concept Design Options

8. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Ben Willsmore	Manager City Design
John Devine	General Manager City Development
Tami Norman	Executive Manager Office of the CEO
Peter Tsokas	Chief Executive Officer

2 STOREY GROUND
APPROX AREA = 557m²



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ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY

ORIENTATION

 TRUE NORTH

CLIENT
 UNLEY COUNCIL

BELL Architecture
 Suite 1, 77 King William Road Unley SA 5061 PO Box 3091 Unley SA 5061 P 08 8373 3873 F 08 8337 2939

JOB TITLE
 UNLEY COUNCIL
 GOOD WOOD OVAL

DRAWING TITLE
 NEW BUILDING
 2 STOREY OPTION
 GROUND LEVEL

JOB NO
 BA170001

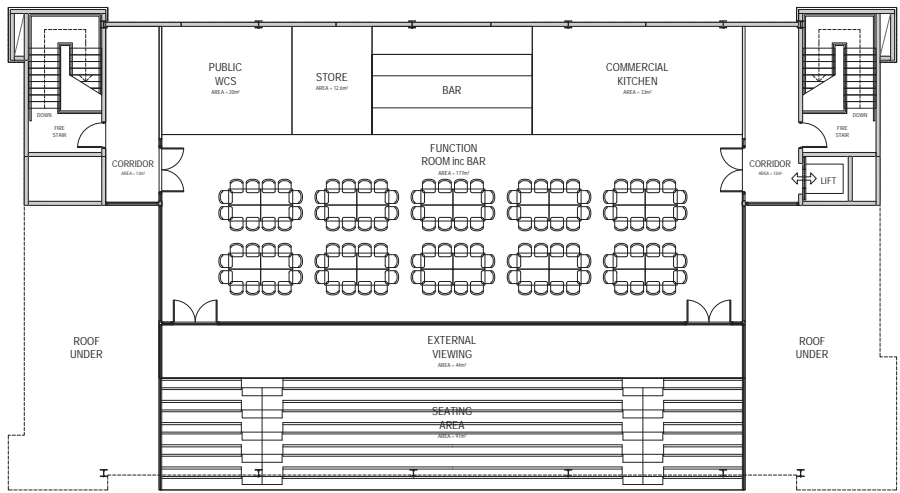
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 JAA

DRAWING NO
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BELL



2 STOREY FIRST FLOOR
APPROX AREA = 458m²

2 STOREY
TOTAL APPROX AREA = 1015m²

BUILT AREA = 323m²

EXTERNAL VIEWING = 44m²

SEATING AREA = 90m²

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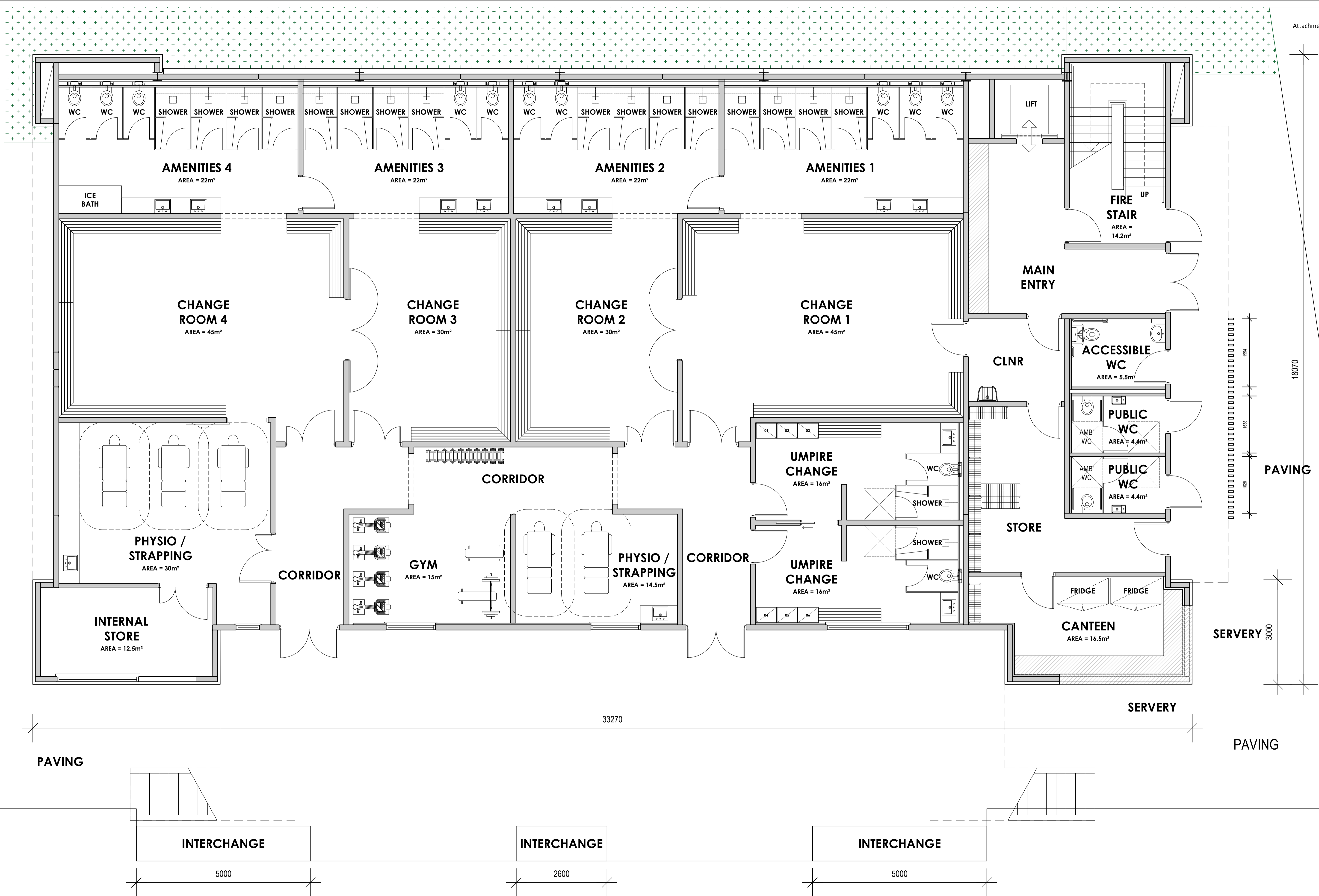
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ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY



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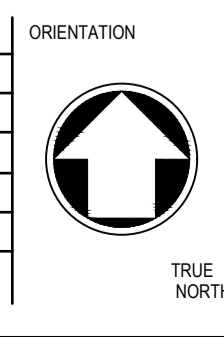




PRELIMINARY

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ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY
P1	03/05/2018	PRELIMINARY ISSUE					



CLIENT
UNLEY COUNCIL

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



JOB TITLE
**UNLEY COUNCIL
GOOD WOOD OVAL**

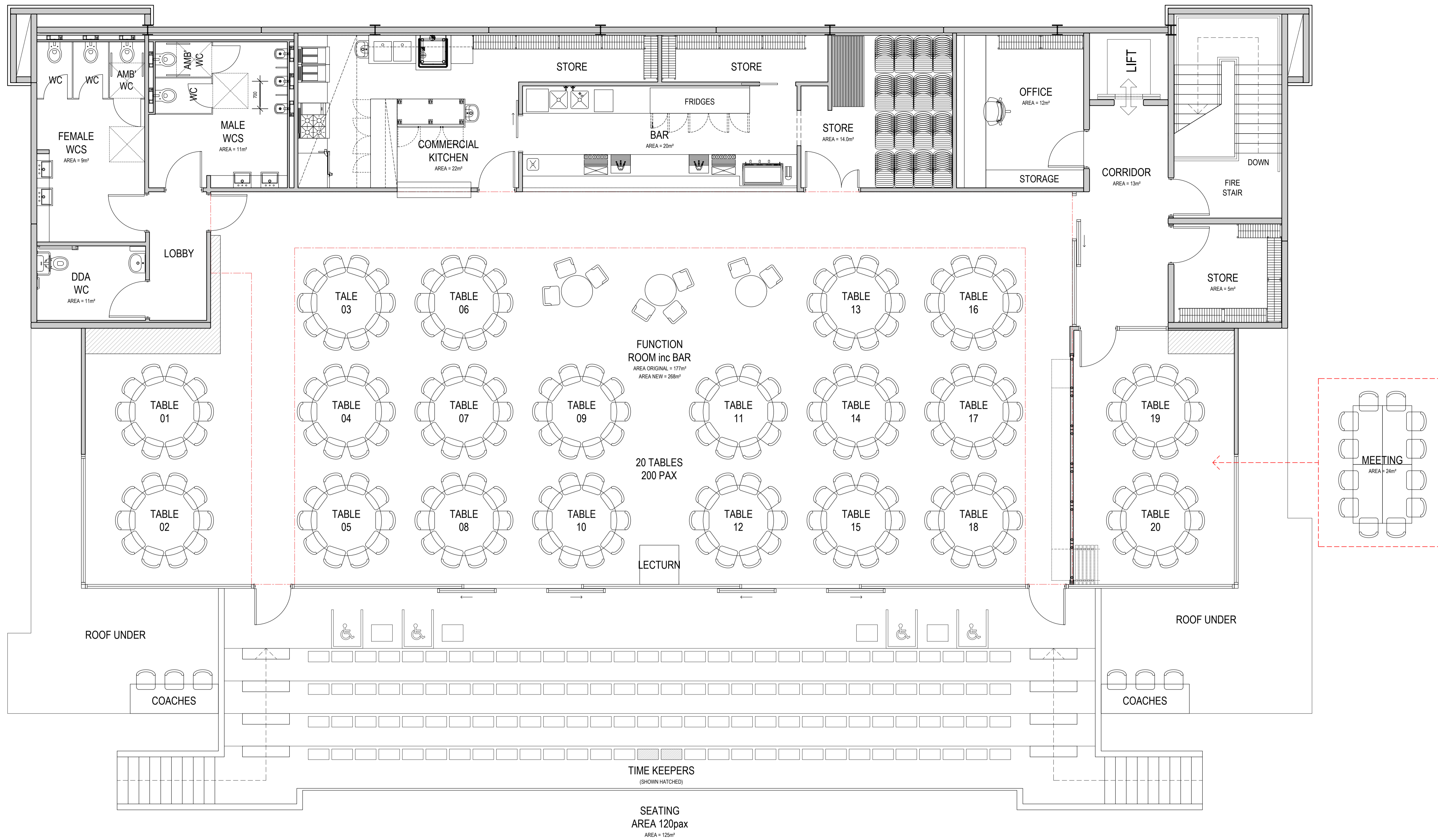
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JAA

DRAWING TITLE
**PROPOSED GROUND
FLOOR PLAN**

DRAWING NO
BA170001_SK9009

REVISION
P1

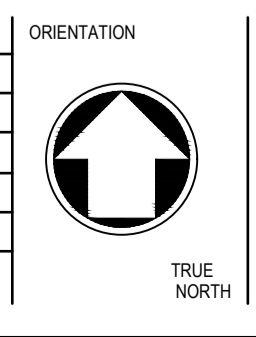


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PRELIMINARY

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ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY
P1	03/05/2018	PRELIMINARY ISSUE					



CLIENT
UNLEY COUNCIL

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



JOB TITLE
**UNLEY COUNCIL
GOOD WOOD OVAL**

JOB NO
BA170001

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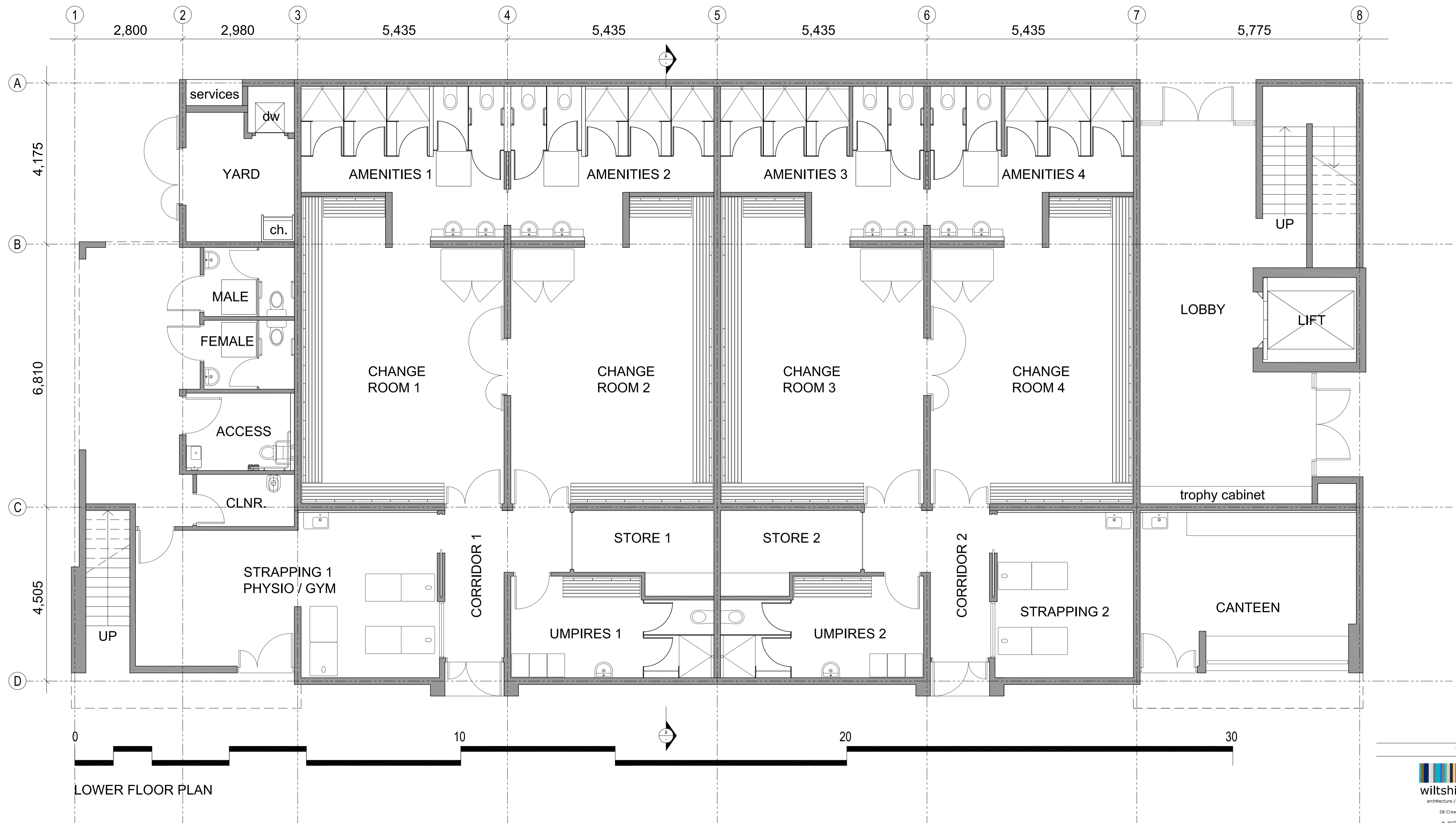
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JAA

DRAWING TITLE
**PROPOSED UPPER
FLOOR PLAN**

DRAWING NO
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REVISION
P1

PRELIMINARY



LOWER FLOOR PLAN



NEW GRANDSTAND AT GOODWOOD OVAL MILLSWOOD, SA



CONCEPT PLAN
1:50 @ A1

NOTES

1. Floor plan for indicative and reference information only. Do not scale off drawing.
2. All dimensions are approximate and to be confirmed and checked on site.

COMMENT DATE REVISION



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The City of Unley
Goodwood Oval
New Grandstand

PROJECT
Curzon Avenue
Millswood SA 5034

ADDRESS

CONCEPT PLAN

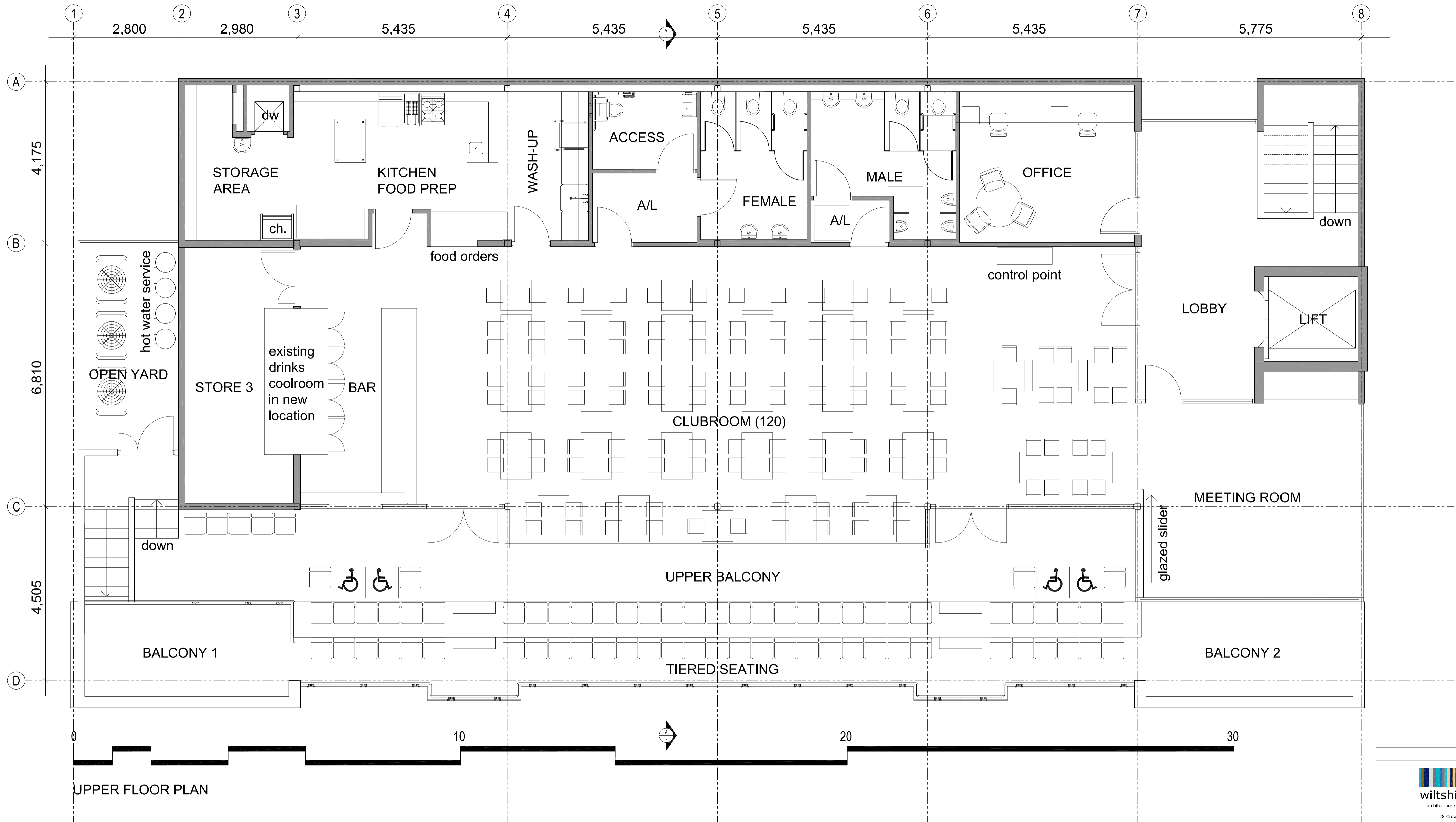
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JOB NO.	18027	REVISION	C
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DWG NO.	CP01
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UPPER FLOOR PLAN



NEW GRANDSTAND AT GOODWOOD OVAL MILLSWOOD, SA

CONCEPT PLAN
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- NOTES**
1. Floor plan for indicative and reference information only. Do not scale off drawing.
 2. All dimensions are approximate and to be confirmed and checked on site.

COMMENT DATE REVISION

wiltshire + swain
architecture / design / health facility design
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The City of Unley
Goodwood Oval
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ADDRESS
CONCEPT PLAN

TITLE			
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SCALE	As Shown	CHECK DATE	17.9.2018
JOB NO.	18027	REVISION	C
DWG NO.	CP02		

Goodwood Oval Grandstand Redevelopment

Area Comparison of Concept Design Options (October 2017 – March 2018 – August 2018)

	Existing Clubroom facilities (m2)	AFL Preferred 'local' facility Guidelines (m2)	New building – Original 2-storey Concept (October 2017)	New building – revised 2 storey concept (March 2018)	New building – 2 storey detail design (August 2018)
Social Room	151	100	177	268	145
Office	13	15	12	12	16
First Aid	N/A	15	31.2 Included in Physio / Strapping Room 1	44.5 Included in Physio/Strapping areas (2 rooms)	40 Included in Physio/Strapping areas (2 rooms)
Kitchen	13	20	33	22	26
Storage	29	20	1 x 15.5 on ground floor 1 x 25 on ground floor 1 x 12.6 on upper floor Total – 53.1	1 x 12.5 on ground floor 1 x 12.5 on ground floor 1 x 12.5 on upper floor Total – 37.5	2 x 10.8 on ground floor 1 x 20.4 on upper floor 1 x 12.6 on upper floor Total - 45
Umpires Room	12 (SINGLE AREA)	20-25	2 x 11 Total = 22	2 x 16 Total = 32	2 x 12 Total = 24
Public Toilet	37	25	44.4 (Upper and ground floor)	44.4 (Upper and ground floor)	41 (Upper and ground floor)
Change Room 1	49	45-55	38	45	38
Amenity Room 1	6	25	22	22	18
Massage Room 1 (optional)	N/A	10	Included in Physio / Strapping Room 1	Included in Physio / Strapping Room 1	Included in Physio / Strapping Room 1
Doctors Room 1 (optional)	N/A	10	Included in Physio / Strapping Room 1	Included in Physio / Strapping Room 1	Included in Physio / Strapping Room 1
Change Room 2	43.6	45-50	38	30	38
Amenity Room 2	6	25	22	22	18

	Existing Clubroom facilities (m2)	AFL Preferred facility Guidelines (m2)	New building – Original 2-storey Concept (October 2017)	New building – revised 2 storey concept (March 2018)	New building – 2 storey detail design (August 2018)
Massage Room 2 (optional)	N/A	10	N/A	Included in Physio / Strapping Room 2	Included in Physio / Strapping Room 2
Doctors Room 2 (optional)	N/A	10	N/A	Included in Physio / Strapping Room 2	Included in Physio / Strapping Room 2
Change Room 3			38	30	38
Amenity Room 3			22	22	18
Change Room 4			38	45	38
Amenity Room 4			22	22	18
Meeting Room			N/A	24	25
Canteen			16.5	16.5	19
Lift			1 Lift	1 Lift	1 lift
Fire Stairs			2 Fire Stair	1 Fire Stair	1 Fire Stair
Gymnasium (optional)	N/A	20-25	N/A	15	N/A
External Covered Areas	268	50	135	125	95

Note: The above table does not include areas allocated to Circulation, Utilities, Fire Stairs, Lifts or Building Elements (Walls, columns, shafts, etc)

INFORMATION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 1322
DATE OF MEETING: 22 OCTOBER 2018
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT OFFICE OF THE CEO
ATTACHMENT: 1. COUNCIL ACTION RECORDS

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.
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COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2018					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/01/17	744	<p>Notice of Motion Councillor Rabbitt re Vacant Land at 251 Goodwood Road</p> <p>1. Administration investigates ownership of the vacant land at 251 Goodwood Road, Kings Park (believed to be owned by the Department of Planning Transport and Infrastructure).</p> <p>2. On the basis of 1. above being confirmed, Administration requests the transfer of ownership of this land to the City of Unley 'gratis', on the basis that council will maintain the land in a tidy state.</p> <p>3. Administration prepares a concept plan and costing for a low maintenance, dry garden area that would provide an additional 'green space', enhance the western approach to the Millswood Train Station and hopefully discourage the regular dumping of rubbish at the site.</p> <p>4. Administration identifies funding sources as part of the 2017/18 budget process.</p>	GM City Development	<p>This matter has been escalated to the General Manager Property at DPTI for follow up. A draft agreement showing the conditions that would be imposed on Council by DPTI if the land was leased is being prepared by DPTI. This was expected to be available for discussions with DPTI at the end of June however at this time has not yet been received.</p> <p>Note that this agreement will require Ministerial approval.</p> <p>Following receipt of the report from DPTI, we will conduct soil testing on-site to check for contamination.</p> <p>October 2018 - still awaiting report from DPTI.</p>	January 2019
27/02/17	773	<p>Proposed Road Closure of Pieces of Rugby Street (Haslop Reserve) and Cremorne Street Malvern</p> <p>1. The report be received. 2. In accordance with the process under the Roads Opening and Closing Act 1991 that sections of the public roads known as Rugby Street (currently known as Haslop Reserve) and Cremorne Street, Malvern be closed as a public road and a Certificate of Title be issued in the ownership of Council. 3. Subject to the response to the Community Consultation process to close portions of Rugby Street and Cremorne Street, Malvern (currently known as Haslop Reserve), the CEO and Mayor be approved to sign and Seal where necessary, any documents to complete the roads closing process. 4. The sections of the public road proposed to be closed be excluded from the classification of community land. 5. Notice of this resolution, be published in the Government Gazette in accordance with S193 (6) (a) of the Local Government Act. 6. Administration discuss with the Department of Education and Child Development their interest in purchasing this portion land or contributing towards the cost of the land transfer.</p>	GM City Development	<p>Documentation has been finalised and lodged with the LTO (Lands Titles Office). Now waiting for LTO to process documents.</p>	Early 2019
27/03/17	799	<p>42 Ferguson Avenue and Ferguson Avenue Reserve Myrtle Bank - Proposed Land Swap and Road Closure</p>	GM City Development	<p>Documentation has been finalised and lodged with the LTO (Lands Titles Office). Now waiting for LTO to process documents.</p>	Early 2019
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 Grandstand Refer to Item 1136.</p> <p>Tennis SA Lighting - With Tennis SA approval and funding contributions, State Government funding applications have been lodged for lighting upgrades, court resurfacing and interior building upgrades. There is currently no budget for this work in 2018/19. - According to the Office for Recreation and Sport website, the outcome of the funding application will be advised in 2019. - No further action at this stage.</p> <p>Croquet Club Building - Work will be undertaken to this progress this project once the Goodwood Oval grandstand project has been completed.</p>	TBA

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2018					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/02/18	1102	<p>MOTION OF WHICH NOTICE HAS BEEN GIVEN</p> <p>1. The Administration commence investigations into the possible future uses of the hockey playing field and building at the Goodwood Oval complex in order to ensure that this site is used appropriately, at such a time that Forestville Hockey Club should vacate the site. To enable the proposed review of alternative uses of the Forestville hockey playing field and building to be completed, Council is to consider a budget bid of \$30K during its 2018/19 budget deliberations.</p> <p>2. The Administration liaise with the State Government to obtain further information on the redevelopment of the Women's Memorial Playing Fields, including timelines and possible funding contributions, and that further updates be provided to Council once this information is obtained.</p>	GM City Development	Investigation will be undertaken by Administration. Work will commence following the appointment of the new Recreation Planner in early 2019.	Ongoing
26/03/18	1116	<p>SHARED Street Opportunities</p> <p>1. The report be received.</p> <p>2. The criteria in Attachment 1 to Item 1116/18 (Council Meeting, 26/03/2018) be endorsed for use to assist with identification and prioritisation of streets that are suitable candidates for conversion to shared streets.</p> <p>3. Following the prioritisation of shared street opportunities, residents in prioritised streets be consulted. The results will then be used as a further criterion for determining which streets proceed to concept design and community engagement.</p> <p>4. Concept design and community engagement be undertaken in 2018/19 for one or more of the streets listed as 'priority' shared street conversion opportunities, with implementation to be considered as part of the 2019/20 budget process.</p>	GM City Development	<p>Community consultation will be undertaken in the second half of 2018/2019 as per the Council endorsement.</p> <p>Based on the community feedback, the concept and designs will be developed for implementation of changes in FY 19/20.</p>	June 2019
26/03/18	1117	<p>POCKET PARKS</p> <p>1. The report be received.</p> <p>2. Designs be prepared for up to two pocket parks in 2018/19 from the options contained within Attachment 1 "Potential Pocket Park Locations", (Item 1117/18, Council, 26/03/2018).</p>	GM City Development	<p>Community consultation will be undertaken in the second half of 2018/2019 as per the Council endorsement.</p> <p>Based on the community feedback, the concept and designs will be developed for implementation of changes in FY 19/20.</p>	June 2019

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2018

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/04/18	1136	<p>GOODWOOD OVAL GRANDSTAND REDEVELOPMENT – RESULTS OF COMMUNITY CONSULTATION</p> <p>1. The report be received and the results of the community engagement be noted.</p> <p>2. Council endorse the concept designs for the new two-storey grandstand facility at Goodwood Oval, incorporating the recommended amendments to be included as part of detailed design development and proceed to detail design development and tender.</p> <p>The recommended amendments, in response to community and stakeholder feedback include:</p> <p>1. External Appearance and Streetscape Interface:</p> <p>a. Material and colour selection of the building, in particular the Curzon Avenue frontage will be selected appropriate to the local neighbourhood character.</p> <p>b. Detail design will include the development of landscape plans that address the streetscape interface and the external spaces associated with the new Grandstand Facility.</p> <p>c. Where practical, all existing trees will be retained in the detail design.</p> <p>2. Footprint of the Grandstand:</p> <p>a. The final footprint of the grandstand structure is to remain, where practical, within the footprint of the existing building.</p> <p>3. Leasing and License arrangements of the Facility.</p> <p>a. Council staff to develop new agreements with both clubs, to meet the requirements of the new facility, as well as to explore</p> <p>4. Provision of external storage:</p> <p>a. The proposed storage facility on Fairfax Avenue not proceed.</p> <p>b. The detail design process further engage with the Goodwood Saints Football Club and the Goodwood Cricket Club to identify their storage needs, with a view to providing the required storage capacity within the Grandstand and/or adjacent ancillary buildings (including potential extension of an ancillary building).</p> <p>5. Provision of public toilets:</p> <p>a. Public toilet provisions are to remain incorporated in the footprint of the ground floor of the new facility, with way finding signage incorporated across the park to direct public to the new facilities.</p> <p>3. Residents be notified of Council's decision by letter, to the same catchment area as that of the community consultation, and a notice be placed at the existing grandstand as well as Council's web site.</p> <p>4. Following the completion of detailed design development and in the event of no major variation to the project scope or total cost, the project proceed to tender for construction.</p>	GM City Development	Information report updating Council on this project has been included in this Agenda.	June 2019
23/04/18	1138	<p>USE OF LAND – 41 OXFORD TERRACE</p> <p>1. The report be received.</p> <p>2. A Development Application be prepared for 41 Oxford Terrace to change the use to a car park, as shown in Attachment 1, and if approval is obtained, proceed with design and construction of a car park.</p> <p>3. Funding for the works be identified during the 2018/19 budget quarterly review process.</p>	GM City Development	Plan for the car park has been prepared. Application has not yet been submitted, pending the outcome of the Expression of Interest process for 18 Trimmer Terrace. Pending the outcome of this process, a further report may be required to vary this decision of Council.	TBA

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2018						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
28/05/18	1174	<p>INCREASED USE OF SPORT AND RECREATION FACILITIES</p> <p>1. The report and attachments be received.</p> <p>2. A master plan for Ridge Park be developed in 2018/19 to establish a long-term vision for the park, considering:</p> <p>a. Football and cricket to suit female and junior participation, integrated into the existing amenity of the park</p> <p>b. Informal recreation opportunities, trees and vegetation, biodiversity and the management of Glen Osmond Creek.</p> <p>c. Further consultation with selected City of Unley clubs as potential users of future upgraded facilities, including Goodwood Saints Football Club, Goodwood Cricket Club and Glen Osmond scouts, as well as consideration of the Open Space Survey findings.</p> <p>3. Continue to work with City of Unley based clubs, particularly those based at Goodwood Oval, to facilitate the increased use of Orphanage Park in order to reduce the overuse of Goodwood Oval and do not undertake any improvements to sports infrastructure at Orphanage Park until designs for Brownhill Keswick Creek in this park are finalised.</p> <p>4. Review lease and licence documents to investigate opportunities to increase facility use after club hours.</p> <p>5. Develop individual four year management plans for each surveyed park to integrate the findings of the Open Space Survey with asset renewal and maintenance programs. These plans will identify possible actions for consideration as part of the 2019/20 budget process.</p> <p>6. Repeat the Open Space Survey in four years to enable an evaluation of Council's initiatives.</p>	GM City Development	Work will be progressing on each of these items throughout 2018/19.	Ongoing	
28/05/18	1176	<p>MOTION ON NOTICE – UNLEY ROAD REVITALISATION</p> <p>1. A report be prepared that documents initiatives/projects currently underway (or approved) to inform future consideration of revitalisation activities for Unley Road.</p>	CEO	Discussion held with local member (David Pisoni MP) who is to arrange a meeting with relevant DPTI staff to discuss potential initiatives for Unley Road.	January 2019	
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	Study to be undertaken of issues on Greer Street, with report to be brought back to Council.	December 2018	
27/08/18	1256	<p>18 TRIMMER TERRACE – LEASE OF PROPERTY PROCESS</p> <p>2. Staff conduct an Expressions of Interest process, seeking interest from prospective tenants for the lease of the property at 18 Trimmer Terrace, Unley on a commercial basis</p>	Director Strategic Projects	Expressions of Interest process underway - launched on 04/09/18 and closing 05/10/18. - Proposals are currently being assessed.	October 2018	
27/08/18	1260	<p>UNLEY GOURMET GALA AND TOUR DOWN UNDER ROAD CLOSURES 2019</p> <p>2. In order to stage the 2019 Unley Gourmet Gala and Tour Down Under Stage Start, the temporary closure of King William Road from Arthur Street to approximately 50 metres south of the intersection with Park and Mitchell Streets (and associated side streets) from 6am on Thursday 17 January 2019 until 1.30pm Friday 18 January 2019 be endorsed.</p> <p>3. Businesses and residents impacted by the event be notified of road closures and changes to public transport and waste management services.</p>	GM City Services	Traffic management plan developed and resident/business notifications are scheduled for December 2018 and January 2019.	January 2019	
27/08/18	1265	<p>LED STREET LIGHTING BULK REPLACEMENT</p> <p>2. The street lighting on key strategic routes/roads as depicted in Attachment 1 (Item 1265, Council Meeting 27/08/2018) be upgraded during 2018/19 to an appropriate level.</p> <p>3. Subject to available funding within the endorsed \$1.5M budget, and in addition to the P-Category lighting changeover, the existing V-Category street lights (Council-owned only) along Council's collector roads be upgraded to an appropriate standard.</p> <p>4. Communication of the LED Street Lighting Bulk Replacement be undertaken, using a range of communication strategies, including direct mail out, council publications, website and social media.</p> <p>5. A new fee be created for inclusion in the Fees and Charges Schedule relating to the conduct of a review of, and/or modification to, luminaires at the request of a customer, with the value of the fee to be determined by Council once the contract negotiations with SA Power Networks have been finalised.</p>	GM City Development	<ul style="list-style-type: none"> - Implementation of LED rollout. - Creation of a new fee for luminaire shades to be included in Council's fees and charges schedule. - Finalising installation dates with SAPN for bulk replacement. At this stage due to insufficient stock of the LED Lights the commencement of the roll out will probably be in the new year. - Finalising contract details with SAPN. - Ironbark Sustainability currently working on lighting upgrade designs for compliance with regard to P category roads and traffic control devices. 	June 2019	

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2018

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/08/18	1270	<p>MOTION ON NOTICE: INCLUSION OF WINE BOTTLES IN THE CONTAINER DEPOSIT LEGISLATION</p> <p>1. The suggestion by KESAB that wine bottles be added to the Container Deposit Legislation (incorporated into the Environment Protection Act 1993) be supported.</p> <p>2. A letter be sent to the Minister for Environment and Water expressing Council's support for the inclusion of wine bottles in the Container Deposit Legislation (incorporated into the Environment Protection Act 1993); and</p> <p>3. That the City of Unley submit a Notice of Motion to the Local Government Association Annual General Meeting (Friday 26 October 2018) whereby it requests the LGA to seek the support of member councils and lobby the Government to achieve the inclusion of wine bottles in the Container Deposit Legislation (incorporated into the Environment Protection Act 1993), with staff authorised to liaise with the LGA in relation to the wording of the motion, and if required, modify the wording to facilitate acceptance of the motion for consideration at the Annual General Meeting and to ensure legislative compliance.</p>	Executive Manager	Completed LGA have advised the the matter would be best referred to GAROC for consideration prior to it being considered in the wider context.	Completed
10/09/18	1291	<p>MOTION ON NOTICE:</p> <p>1. Council Administration research options to reduce the use of plastic bottled drinks dispensed at Council venues.</p> <p>2. A report be presented to Council in 2019</p>	Executive Manager	Report will be prepared for Council in early 2019.	Early 2019
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	Community was informed regarding change of Council decision. Parking signage installation is scheduled to commence from end of October 2018 as per field staff work. - Letter will shortly be distributed to residents of Meredyth and Graham Avenues. - Report will be presented to Council on need for further parking controls.	Mid 2019

COUNCIL ACTION REPORTS - ACTIONS TO OCTOBER 2018

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
24/09/18	1300	<p>TREE CANOPY COVER ASSESSMENT</p> <p>1. Opportunities to advocate for changes to planning policy mechanisms and better design in relation to green cover in the private realm be pursued, including writing to relevant Ministers and Members of Parliament highlighting the importance of matters such as:</p> <ul style="list-style-type: none"> a. Seeking more space around buildings to allow for larger plantings, including deep soil zones and medium/large trees; b. Regulated and significant trees and their retention; c. Green canopy criteria for more landscaping and trees, eg in and around buildings and car parks; d. Ensuring a strategic approach to maintain more lower density areas and limit increased densities in selected areas; e. Re-balancing the value and priority in development for retention of trees; f. Recognising the financial value of retaining existing trees as part of development or seeking commensurate offset payment (eg amenity/ market value); and g. Reviewing State Government Open Space funding models, including strengthening partnerships with developers and local governments to increase green cover, including streetscape enhancements and offset schemes; <p>on the achievement of Tree Canopy Cover targets within the City of Unley.</p> <p>2. A subsequent report be provided to Council with a recommended Tree Canopy Priority Action Plan, including detailed initiatives and supporting costings, to inform the development of the 2019/20 Business Plan and associated update of the long term financial plan</p>	GM City Development	<p>Write letters to relevant Ministers and Members.</p> <p>Report to Council on Tree Canopy Action Plan.</p>	February 2019
24/09/18	1301	<p>UNDERGROUNDING OF POWER LINES</p> <p>2. A briefing be presented to the new Council, providing details of potential power line undergrounding projects that may be suitable for submission to the Power Line Environment Committee, to enable consideration of such projects for inclusion in the Long Term Financial Plan/future years budgets</p>	GM City Development	<p>Briefing to Council on PLEC options.</p> <p>Consideration of PLEC projects during Long Term Financial Plan preparation.</p>	March/April 2019

CORRESPONDENCE

TITLE: CORRESPONDENCE
ITEM NUMBER: 1325
DATE OF MEETING: 22 OCTOBER 2018
ATTACHMENTS: 1. CORRESPONDENCE

The correspondence from:

- Senator the Hon Bridget McKenzie – introduction
- Australian Local Government Association and LGA (coalition) – essential initiatives for the sector

be noted.

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(8)
 24 SEP 2018
 J. Jones

Senator the Hon Bridget McKenzie

Deputy Leader of The Nationals
 Minister for Regional Services
 Minister for Sport
 Minister for Local Government and Decentralisation
 Senator for Victoria

Ref No: MS18-002417

12 September 2018

Mayor Peter Hughes
 Mayor
 City of Unley
 PO Box 1
 UNLEY SA 5061

Dear Mayor Hughes

Following the recent changes to the Coalition Government's Ministerial team I am delighted to have been appointed the Minister for Regional Services, Sport, Local Government and Decentralisation. Over my time as Senator for Victoria and in my role as Deputy Leader of the Nationals I have already met many local government representatives in the context of progressing rural health and regional communications issues and look forward to continue working with local governments as part of my expanded portfolio responsibilities.

Local governments play an important role in ensuring Australians from all walks of life – from our big cities to our regions and smaller rural communities – continue to prosper and come together as a community. Local government is the closest tier of government to the community, playing an essential role in delivering services and infrastructure for all Australians.

The Australian Government has a long history of supporting the work of local governments. In this year's Budget, the Australian Government committed over \$2.4 billion in untied funds to 546 local governments under the Financial Assistance Grant program. The Government has already paid out over \$1.5 billion of this funding, which allows local governments to deliver local priorities like infrastructure, health, recreation, environmental and employment projects.

The Government is also currently working to ensure the benefits of national economic growth are not restricted to major cities through our decentralisation agenda. Decentralisation of government jobs and business sector combined with policy settings to support skilled migration will provide benefits to regional communities through the creation of jobs, economic diversification, and stimulation of regional economic growth, whilst also reducing congestion in our cities.

In order to further support the economic development of your regions please continue to work collaboratively with your local leaders in the Regional Development Australia Committees.

I look forward to working closely with you. Please feel free to contact my office at 02 2677 7495 or via minister.mckenzie@health.gov.au.

Yours sincerely

Bridget McKenzie

Parliament House, Canberra ACT 2600

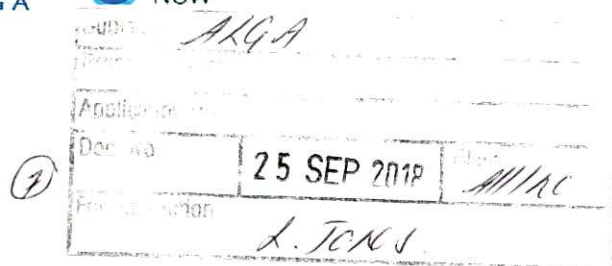
Telephone (02) 6277 7495

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17 September 2018

Mayor Peter Hughes
City of Unley
PO Box 1
UNLEY SA 5061



Dear Colleagues,

RE: WHEN THE NATION VOTES, LOCAL COMMUNITIES CAN MAKE A DIFFERENCE

According to a YouGov Galaxy poll commissioned by the Australian Local Government Association (ALGA), 81% of Australians agree that 'political candidates should focus on local issues and local communities at the next federal election'.

The lead up to the federal election, due by 18 May 2019, is a key opportunity for our sector to band together and ensure all political parties contesting the election recognise that when it comes to identifying local needs and local solutions, local government are the experts.

State and territory local government associations have collaborated with ALGA to develop 12 essential initiatives for the sector, and these are outlined in ALGA's enclosed federal election document *All politics is local – 12 ways to deliver for Australian communities* (www.allpoliticsislocal.com.au).

The major policy change that we're seeking at the election is for the funds distributed under Financial Assistance Grants (FAGs) to be at least equal to 1 percent of total Commonwealth taxation revenue and your council can play a critical role in championing this initiative at the local level with your local federal representatives and election candidates.

Now is the time to tell them what more money for local infrastructure means for your region. Now is the time to call for FAGs to be restored to at least 1% of total Commonwealth revenue. And now is the time to show the difference that extra money can make. On the ground. Where you and your communities live.

It is you and your local communities that politicians in this election will be listening to the most.

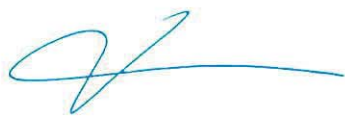
That is why we've made it simple for your council to pitch in to the advocacy happening at the national level by preparing you a federal election advocacy kit, which is available at this link: <http://allpoliticsislocal.com.au/council-advocacy-kit/>. Using the resources provided in the kit, you can make the issues local – and make them matter.

We encourage you to use the key theme 'All Politics is Local'. This theme highlights that all politics comes down to local people and communities and it is perfect to draw attention to the federal election priorities of local government.

Your support of our sector's advocacy efforts is critical and we urge you to lend your voice to the sector's call to all federal political parties to respond to ALGA's election initiatives, and in particular, our push to restore FAGs to at least 1 percent of Commonwealth tax revenue, like it was in 1996.

If we can get enough election candidates championing your local priorities, the candidates will carry our combined calls into their party rooms and we will ultimately get national programs funded by government and more projects delivered for our communities at the local level.

Yours sincerely,



Mayor David O'Loughlin
President, ALGA



Mayor Damien Ryan
President, LGANT



Mayor Doug Chipman
President, LGAT



Cr Sue Clearihan
President, LGA of SA



Mayor Mark Jamieson
President, LGAQ



Cr Mary Lalios
President, MAV



Cr Lynne Craigie
President, WALGA



Cr Linda Scott
President, LGNSW

MAYOR'S REPORT

REPORT TITLE:	MAYOR'S REPORT FOR MONTH OF OCTOBER
ITEM NUMBER:	1326
DATE OF MEETING:	22 OCTOBER 2018
ATTACHMENTS:	1. REPORT INCLUDING FUNCTIONS ATTENDED

1. RECOMMENDATION

That:

1. The report be received.
-

19th Sept – Attended the ERA Mayors and CEO's bi-monthly meeting. The main Agenda item was a presentation from the Eastern Health Authority. Meetings regularly provide briefings from the various joint ventures between ERA Councils.

20th Sept – Met with officials of the Unley Concert Band to explore opportunities for greater promotional opportunities within the City. The Band are the State A Grade Champions and Jeff Hale is the Best Drum Major for 2018.

20th Sept – Together with Mayors and CEOs of the Keswick Brownhill Creek Catchment I met with the newly appointed Board here in the Unley Civic Centre.

23rd Sept – Attended the SANFL Grand Final as a guest of the SA Football Commission Chairman the Hon John Olson AO.

26th Sept – Attended the KESAB Annual Breakfast addressed by Minister Speirs, State and National Leaders and Cr. Sue Clearihan the LGA President. South Australia is a leading state in the recycling industry but there is more to do at all levels of government.

26th Sept - Attended our UBED Committee meeting that will probably be the last until the new Council establishes its preferred approach to Business and Economic Development.

28th Sept – Together with our CEO we met with Minister Pisoni for the second time to explore projects, mutual interests and concerns.

28th Sept – Met with representatives of the Unley RSL to assist the planning of the Remembrance Day Ceremony.

28th Sept – Attended the Hong Kong Australia Business Awards night.

2nd Oct – Met with the winner of Council's Royal Show Art Prize, Colleen Duffy. Council has purchased her winning entry in the category of 'STUDIES IN URBAN LIFE. Capturing the characteristics of city life and human interaction in the metropolitan area'.

4th Oct – Attended a presentation evening for organisations who had received Community Grants during 2014/8. Cr Smolucha was also in attendance.

5th Oct – Attended a meeting with our CEO and Sturt Football Club officials and with Steve Georganas Federal MP to discuss the Unley Oval Stage 2 Project.

9th Oct – Attended the final SALA event for 2018 at which the winner was announced for the Sala Festival Patron's Art Writer's Prize. This is a significant prize as the winner receives a 4 week study tour to Berlin. The concept was created to promote literature about South Australian artists.

11th Oct – Recorded a video welcome message for the Muslim Deepavali 2018 Festival of Lights scheduled for the Goyder Pavilion on Oct 20th.

11th Oct – Attended a Reception in the Adelaide Town Hall Meeting Hall to welcome delegates and for the opening of the Second International Park Cities Conference. As the City of Unley has a very low percentage of open space, the principles should apply to us. It was also an opportunity to ensure that senior staff from the Department of Environment, Water and Natural Resources are aware of Unley.

12th Oct – Attended the Mercedes Benz Fashion Festival Long Lunch on King William Road. Cr Lapidge as Chair of UBED was also in attendance.

DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF OCTOBER
ITEM NUMBER: 1327
DATE OF MEETING: 22 OCTOBER 2018
ATTACHMENTS: 1. REPORT

1. RECOMMENDATION

That:

1. The report be received.
-

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

Date	Function/Event Description
24 September	Goodwood Community Centre AGM
27 September	Parkside Candidate meeting
28 September	Residents meeting Culross Avenue
30 September	Grow Grow Grow
6 October	U BUG tour of Unley Walking and Cycling Plan
8 October	Clarence Park Candidate meeting
9 October	Business breakfast Unley Town Hall.
9 October	Goodwood Road Traders AGM
	Goodwood Rd business 1st Birthday

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