

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

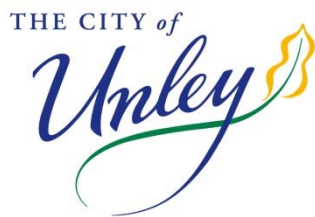
25 February 2019

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 the land we meet on today is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their Country.

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

PRAYER AND SERVICE ACKNOWLEDGEMENT

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

1394 CONFLICT OF INTEREST

Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and, if so, a Conflict of Interest Disclosure Form is to be submitted for each Item

1395 MINUTES

Minutes of the Council meeting held on
29 January 2019

Minutes issued separately

DEFERRED / ADJOURNED ITEMS

Nil

PETITION

Nil

DEPUTATIONS

Nil

PRESENTATION

Nil

REPORTS OF COMMITTEES

Nil

REPORTS OF OFFICERS

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	QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN	
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1412 **QUESTIONS WITHOUT NOTICE**

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

1413 **CORRESPONDENCE** 162-164

- Minister for Human Services – announcement re Nominations for the 2019 Premier's Certificate of Recognition for Outstanding Volunteer Service
- Unley Park Lawn Tennis Club – letter of thanks for support

1414 **MAYOR'S REPORT** 165-167

1415 **DEPUTY MAYOR'S REPORT** 168

1416 **REPORTS OF MEMBERS** 169-174

Council to note the attached reports from Members:

- Councillor N Sheehan
- Councillor M Broniecki
- Councillor E Wright
- Councillor J Russo

CONFIDENTIAL ITEMS

Nil

FUTURE ITEMS – March-May (subject to change)

Reduction of Plastic Bottled Drinks Dispensed at Council Venues
Non-smoking in Fenced Play Spaces
Enforcement Policy
Canopy Cover – 2nd Report
Draft LATM 3 – Clarence Park
Leah Street Update – Resurface Project and Funds
Waste Management Plan
Shared Streets
King William Road Tender
Community Land Management Plan
Future Tree Strategy
Banner Poles
Consultation for Sturt Football Club Lease
Fund My Neighbourhood Parkside Primary School Crossing
Outcomes of Community Engagement

NEXT MEETING

Monday 25 March 2019 – 7.00pm

DECISION REPORT

REPORT TITLE: CENTENNIAL PARK CEMETERY AUTHORITY:
BOARD MEMBER APPOINTMENT – FEBRUARY
2019

ITEM NUMBER: 1396

DATE OF MEETING: 25 FEBRUARY 2019

AUTHOR: PETER TSOKAS

JOB TITLE: CHIEF EXECUTIVE OFFICER

1. **EXECUTIVE SUMMARY**

This report seeks a decision from Council in relation to appointment of two Board Members to the Centennial Park Cemetery Authority.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. Councillor _____ and Councillor _____
be appointed as Board Members to the Centennial Park Cemetery
Authority for the period commencing from the date of this resolution and
concluding _____.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership
4.1 – we have strong leadership and governance.

4. **BACKGROUND**

Centennial Park Cemetery Authority (CPCA) is a regional subsidiary established under Section 43 of the *Local Government Act 1999* (the Act) by the Cities of Mitcham and Unley.

The purpose of the CPCA is:

“to care for, protect, manage, operate and improve Centennial Park and its associated facilities and services located either at Centennial Park Cemetery or elsewhere in an efficient and effective manner.”

The CPCA Charter provides that the Board of Management (the Board) is the Authority’s governing body and has the responsibility for the administration of the affairs of the Authority ensuring that the Authority acts in accordance with the Charter and all relevant legislation including the Act.

The membership of the Board comprises seven members being:

- Two members appointed by each of the Constituent Councils under Clause 3.3.5 of the Charter; and
- Three independent members appointed under Clause 3.3.7.

Board Members are to be selected on the basis that the Board as a whole will possess a diverse range of skills appropriate for the strategic needs of the Authority.

Constituent Councils must appoint two Board Members for a maximum period of two years, and on such other conditions as the Constituent Council may determine. Both Council Members and Council employees are eligible for appointment, however, each Constituent Council must ensure that one of its appointees is a Council member.

A copy of the CPCA Charter is provided as Attachment 1 to this report.

Attachment 1

Remuneration for CPCA Board members is based on the State Government's Remuneration Framework for Boards and Committees, with Elected Member payments currently set at \$6,844.60 per annum.

At the September 2018 Council meeting Council resolved the following in relation to CPCA Board Member appointments:

That:

1. *The report be received.*
2. *City of Unley Chief Executive Officer, Peter Tsokas, be appointed as an interim Board Member to the Centennial Park Cemetery Authority for the period commencing 12 November 2018 until such time as Council formalises appointments to the Board from members of the new Council, with no Board fees payable for the duration of the appointment.*
3. *Cr Peter Hughes be appointed as an interim Board member of the Centennial Park Cemetery Authority for the period commencing 12 November 2018 until such time as Council formalises appointments to the Board from members of the new Council, with current Elected Member Board fees to be paid to Cr Hughes for the duration of the appointment.*

Resolution 1303/2018

5. DISCUSSION

On 3 December 2018 Elected Members received a presentation from Janet Miller, CEO Centennial Park Cemetery Authority (CPCA) providing information on the operation/activities of the CPCA. Members also attended a joint information session with Mitcham Council representatives on-site at the CPCA on 13 February 2019. Both activities were intended to ensure all members have an understanding of the operations of the subsidiary which will enable an informed decision regarding new Board Member appointments.

The current City of Unley representatives on the CPCA Board are CEO Peter Tsokas and Cr Peter Hughes. These appointments were made on an interim basis in September 2018, due to the timing of the November 2018 Local Government elections.

Prior to September 2018 Board Member representatives have included:

- Councillor P Hughes (January 2017 to November 2018)
- Councillor L Smolucha (January 2015 to November 2018)
- Councillor A Lapidge (November 2010 to January 2017)*
- Councillor M Hudson (December 2008 – November 2014)
- Councillor R Sangster (November 2006 - November 2010)

** Councillor A Lapidge also served on the Board for a number of years prior to 2008*

Council is now required to consider and determine two Board appointments for a maximum of a two year term. Members appointed will be required to attend a CPCA Board Meeting on Thursday 28 February 2019.

6. ANALYSIS OF OPTIONS

Option 1 –

That:

1. Councillor _____ and Councillor _____
be appointed as Board Members to the Centennial Park Cemetery
Authority for the period commencing from the date of this resolution and
concluding _____. *(term may not exceed two years).*

This option meets the requirements of the CPCA Charter for Constituent Councils to appoint two Board Members.

Option 2 –

On the basis that the CPCA Charter requires two representatives from the City of Unley to be appointed to the Board, no alternative option is proposed.

Should Council choose not to make Board appointments at this time the interim appointments made in September 2018 will continue until such time as Council determines new appointments.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. REPORT CONSULTATION

Nil

9. ATTACHMENTS

- Attachment 1 – Centennial Park Cemetery Authority – Regional Subsidiary Charter

10. REPORT AUTHORISERS

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

LOCAL GOVERNMENT ACT 1999

CENTENNIAL PARK CEMETERY AUTHORITY

*Regional Subsidiary Charter 2015***1. INTRODUCTION****1.1 Name**

The name of the subsidiary is the Centennial Park Cemetery Authority.

1.2 Definitions

Act means the Local Government Act 1999 and includes all regulations made under that Act;

Authority means the Centennial Park Cemetery Authority;

Board means the Board of Management of the Authority provided for in Clause 3;

Board Member includes a Constituent Council Board Member and an Independent Board Member;

Budget means the annual budget adopted by the Authority pursuant to Clause 5.1;

Business Plan means the business plan adopted by the Authority pursuant to Clause 6.2;

Centennial Park means the Centennial Park Cemetery and its associated facilities and services;

Chairperson means the member of the Board appointed to that office for the purposes of Clause 3.8;

Chief Executive Officer means the person appointed pursuant to Clause 4.1 as the Chief Executive Officer of the Authority;

Constituent Council Board Member means a member of the Board appointed under Clause 3.3.5;

Constituent Councils means those Councils identified in Clause 1.4;

Council means a Council constituted under the Act;

CPCA Owners' Executive Committee means a Committee comprised of the Chief Executive Officers and Mayors of the Constituent Councils.

Date of Withdrawal means the date a Constituent Council's withdrawal from the Authority becomes effective pursuant to Clause 7.1;

Deputy Chairperson means the member of the Board appointed to that office for the purposes of Clause 3.8;

Executive Meetings means the meetings convened for the purposes of Clause 6.7.1;

Financial Statements has the same meaning as in the Act;

Financial Year means 1 July in each year to 30 June in the subsequent year;

Independent Board Member means a member of the Board appointed under Clause 3.3.7;

Liability Guarantee Fee means the annual fee paid to the Constituent Councils by the Authority in accordance with Clause 1.9;

Long Term Financial Plan means the long term financial plan prepared by the Authority for the purposes of Clause 5.4;

Minister means the Minister for State/Local Government Relations;

Model Financial Statements has the meaning given in the Regulations.

Net Assets means total assets (current and non-current) less total liabilities (current and non-current) of the Authority as reported in the annual audited financial statements of the Authority;

Nominations Committee is the Committee convened by the Board from time to time under Clause 3.3.7.1;

Operating Costs means all expenses incurred in the delivery of the Authority's services;

Regulations means the Local Government (Financial Management) Regulations 2011;

Strategic Plan means the strategic plan adopted by the Authority for the purposes of Clause 6.1;

Third Party Venture means the power to undertake a commercial project with a third party (exceeding any contract or arrangement for the supply of goods or services to the Authority) such venture requiring the prior consent of the Constituent Councils.

1.3 Interpretation

In this Charter, unless the context otherwise requires:

1.3.1 headings do not affect interpretation;

1.3.2 singular includes plural and plural includes singular;

1.3.3 words of one gender include any gender;

1.3.4 a reference to a person includes a partnership, corporation, association, government body and any other entity;

1.3.5 a reference to legislation includes any amendment to it, any legislation substituted for it and any subordinate legislation made under it;

1.3.6 an unenforceable provision or part of a provision of this Charter may be severed and the remainder of this Charter continues in force, unless this would materially change the intended effect of this Charter;

1.3.7 the meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and

1.3.8 a reference to a 'clause' means a Clause of this Charter.

1.4 Establishment

The Authority is a regional subsidiary established under Section 43 of the Act by the City of Mitcham and the Corporation of the City of Unley.

1.5 Local Government Act 1999

This Charter must be read in conjunction with Parts 2 and 3 of Schedule 2 to the Act. The Authority shall conduct its affairs in accordance with Parts 2 and 3 of Schedule 2 to the Act except as modified by this Charter in a manner permitted by the Act.

1.6 Purpose

The purpose of the Authority is to care for, protect, manage, operate and improve Centennial Park and its associated facilities and services located either at Centennial Park Cemetery or elsewhere in an efficient and effective manner.

1.7 Objects of the Authority

The Authority is established for the following objects:

- 1.7.1 to ensure that the assets and facilities at Centennial Park and of the Authority are developed, maintained and operated in a sustainable and efficient manner;
- 1.7.2 to deliver effective and sustainable service provision for the Constituent Councils, customers of Centennial Park and the community of South Australia;
- 1.7.3 to manage the facilities of Centennial Park and the services provided by the Authority utilising sound business concepts;
- 1.7.4 to establish and demonstrate ethical policies and standards, in accordance with the rights of customers and industry standards;
- 1.7.5 to provide security of tenure for all interment licences at Centennial Park through sound financial and business management;
- 1.7.6 to proactively manage the business of Centennial Park in a competitive and changing environment;
- 1.7.7 to undertake key strategic and policy decisions for the purpose of enhancing and developing Centennial Park; and
- 1.7.8 to be financially self-sufficient.

1.8 National Competition Policy

- 1.8.1 The Authority is involved in a significant business activity.
- 1.8.2 The Authority will implement principles of competitive neutrality in respect of significant business activities to the extent that the benefits to be realised from the implementation of the principles of competitive neutrality outweigh the costs associated with the implementation.

1.9 Liability Guarantee

- 1.9.1 Pursuant to Clause 31 of Schedule 2 to the Act, the liabilities incurred or assumed by the Authority are guaranteed by the Constituent Councils.
- 1.9.2 The Authority must pay an annual Liability Guarantee Fee, to each Constituent Council, on account of the guarantee under Clause 1.9.1.
- 1.9.3 Subject to Clause 1.9.4, the Liability Guarantee Fee is fixed at whichever amount is the lesser of:
 - 1.9.3.1 \$195 000 to each Constituent Council for the 2010-2011 Financial Year. Each year thereafter the Liability Guarantee Fee will be increased by a percentage equivalent to CPI—All Groups Adelaide March Quarter; or
 - 1.9.3.2 2.5% of the total gross liabilities of the Authority as at 1 July of the Financial Year that the Liability Guarantee Fee is to be paid, which amount will be distributed evenly between the Constituent Councils.
- 1.9.4 The Constituent Councils may in their absolute discretion unanimously agree to increase or waive or reduce the Guarantee Fee for any particular financial year(s) either on their own initiative or based on a submission by the Authority to the Constituent Councils.

2. FUNCTIONS, POWERS AND DUTIES OF THE AUTHORITY

The functions, powers and duties of the Authority are to be exercised in the performance and furtherance of the Authority's purpose and objects.

2.1 Functions

The Authority has the following functions:

- 2.1.1 to provide, equip, operate and maintain one or more public cemetery facilities, crematoriums, mausoleums and mortuaries;
- 2.1.2 to provide, sell, lease or hire monuments, tombstones, trees, flowers and other things incidental to interment and memorialisation of cremated remains and burials;
- 2.1.3 to promote the services and facilities of Centennial Park and to carry out any business or operation the Authority considers can enhance the value and render profitable any of the facilities or services of Centennial Park;
- 2.1.4 establish other facilities and services incidental or ancillary to the establishment, operation and management of cemeteries, crematoriums, mortuaries and mausoleums; and
- 2.1.5 to promote, investigate or utilise alternative lawful methods of disposing of human remains.

2.2 Powers

The Authority has the following discretionary powers:

- 2.2.1 to accumulate surplus funds for investment purposes;
- 2.2.2 to establish and maintain a reserve fund or funds clearly identified for the upkeep and/or replacement of fixed assets of the Authority or meeting any deferred liability of the Authority;
- 2.2.3 to establish and maintain a cash reserve development fund or funds clearly identified for future initiatives supported by the Strategic Plan;
- 2.2.4 to provide for an investment reserve fund clearly identified for the future upkeep obligations of the Authority and, subject to Clause 2.5, to borrow against such fund;

- 2.2.5 subject to Clause 2.5, to enter into any kind of contract or arrangement, including Third Party Ventures;
 - 2.2.6 subject to Clauses 2.5 and 2.6, to purchase, sell, lease, hire, rent or otherwise acquire or dispose of any real or personal property or interests therein;
 - 2.2.7 to borrow funds and incur expenditure in accordance with Clause 2.5;
 - 2.2.8 subject to Clause 2.5, to employ, engage determine conditions of employment/engagement, remunerate, remove, suspend or dismiss/terminate the Chief Executive Officer of the Authority;
 - 2.2.9 subject to Clause 2.5, to employ, engage or retain professional advisers to the Authority;
 - 2.2.10 to directly market the skills and expertise of its employees and its products and services for the benefit of the Authority and the Constituent Councils;
 - 2.2.11 to charge whatever fees the Authority considers appropriate for services rendered to any person, body or Council (other than a Constituent Council) provided that such fees charged by the Authority shall be sufficient to at least cover the cost to the Authority of providing the services;
 - 2.2.12 subject to Clause 2.5, to institute, initiate and carry on legal proceedings;
 - 2.2.13 to adopt and use a trading name provided that the Authority must first register the trading name with the Office of Consumer and Business Affairs in accordance with the Business Names Act 1996;
 - 2.2.14 subject to Clause 2.5, to agree to undertake a project in conjunction with any Council or government agency or authority and in so doing to participate in the formation of a trust, partnership or joint venture with any Council or government agency or authority to give effect to the project;
 - 2.2.15 to open and operate bank accounts;
 - 2.2.16 to make submissions for and accept grants, subsidies and contributions to further its objects and purposes;
 - 2.2.17 to invest any funds of the Authority in any investment provided that:
 - 2.2.17.1 in exercising this power of investment the Authority must exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
 - 2.2.17.2 the Authority must avoid investments that are speculative or hazardous in nature;
 - 2.2.18 without limiting the power in Clause 2.2.17, to lend money to a Constituent Council on terms determined by agreement between the Authority and the Constituent Council;
 - 2.2.19 to with the prior approval of the Board of the Authority, undertake its functions and exercise its powers outside the areas of the Constituent Councils to the extent considered necessary or expedient to the performance of its functions by the Board, including by providing services ancillary to the purpose of the Authority;
 - 2.2.20 provided that the consent of the Constituent Councils has first been obtained to participate in a trust, including by becoming and exercising the powers of a trustee, not inconsistent with this Charter or the objects and purposes of the Authority;
 - 2.2.21 to promote, investigate or utilise alternative lawful methods of disposing of human remains;
 - 2.2.22 the power to do anything else necessary or convenient for or incidental to the exercise, performance or discharge of its powers, functions or duties or the attainment of its objects and purposes.
- 2.3 Other Powers, Functions and Duties**
- The Authority may exercise such other functions, powers and duties as are delegated to or imposed on the Authority by the Constituent Councils from time to time.
- 2.4 Common Seal**
- 2.4.1 The Authority will have a common seal.
 - 2.4.2 The common seal of the Authority must not be affixed to a document except to give effect to a resolution of the Board.
 - 2.4.3 The affixation of the common seal of the Authority must be attested by two Board Members.
 - 2.4.4 The Chief Executive Officer must maintain a register which records the resolutions of the Board giving authority to affix the common seal and details of the documents to which the common seal has been affixed with the particulars of persons who witnessed the fixing of the seal and the date that the seal was affixed.
 - 2.4.5 The Authority may by instrument under common seal, authorise a person to execute documents on behalf of the Authority subject to any limitations specified in the instrument of authority.
- 2.5 Borrowings and Expenditure**
- 2.5.1 The Authority has the power to incur expenditure as follows:
 - 2.5.1.1 in accordance with a budget adopted by the Authority under Clause 5.1; or
 - 2.5.1.2 with the prior approval of both of the Constituent Councils; or
 - 2.5.1.3 in accordance with the Act, in respect of expenditure not contained in a budget adopted by the Authority for a purpose of genuine emergency or hardship.
 - 2.5.2 Subject to Clause 2.5.3, the Authority has the power to borrow money as follows:
 - 2.5.2.1 in accordance with a budget adopted by the Authority under Clause 5.1; or
 - 2.5.2.2 in respect of an overdraft facility or facilities up to a maximum amount of \$100 000; or
 - 2.5.2.3 with the prior approval of both of the Constituent Councils.
 - 2.5.3 Unless otherwise approved by both of the Constituent Councils, any and all borrowings (except overdraft facilities) taken out by the Authority:
 - 2.5.3.1 must be from the Local Government Financial Authority or a registered bank or financial institution within Australia; and
 - 2.5.3.2 must be drawn down within a period of 24 months from the date of approval.

2.6 Property

- 2.6.1 All property held by the Authority is held by it on behalf of the Constituent Councils.
- 2.6.2 No property of the Authority may be sold, encumbered or otherwise dealt with outside of the ordinary course of business unless authorised by:
 - 2.6.2.1 the Strategic Plan or Financial Plan; or
 - 2.6.2.2 the prior approval of both Constituent Councils.

2.7 Delegation by the Constituent Councils

The Authority may exercise such other functions and powers as are delegated to the Authority by the Constituent Councils from time to time.

3. BOARD OF MANAGEMENT**3.1 Role of the Board**

The Board is the Authority's governing body and has the responsibility for the administration of the affairs of the Authority ensuring that the Authority acts in accordance with this Charter and all relevant legislation including the Act.

3.2 Functions of the Board

In addition to the functions of the Board set out in the Act, the functions of the Board include:

- 3.2.1 striving to position the Authority as the premier provider of cemetery services;
- 3.2.2 the formulation of Strategic and Business Plans in accordance with Clauses 6.1 and 6.2 and the development of strategies aimed at improving the business of Centennial Park;
- 3.2.3 providing professional input and policy direction to the Authority;
- 3.2.4 ensuring strong accountability and stewardship of the Authority;
- 3.2.5 monitoring, overseeing and measuring the performance of the Chief Executive Officer of the Authority;
- 3.2.6 ensuring that ethical behaviour and integrity is established and maintained by the Authority, the Board and Board Members in all activities undertaken by the Authority;
- 3.2.7 subject to Clause 3.9.6, ensuring that the business of the Authority is undertaken in an open and transparent manner;
- 3.2.8 paying the Liability Guarantee Fee in accordance with Clause 1.9;
- 3.2.9 developing and adopting such policies and procedures as give effect to good governance and administrative practices;
- 3.2.10 exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons;
- 3.2.11 avoiding investments that are speculative or hazardous by nature; and
- 3.2.12 developing and giving effect to policies that reflect the Authority's responsibilities under the National Competition Policy and the Competition and Consumer Act 2010 (Commonwealth) and ensuring that the Authority operates in accordance with this Charter and all relevant legislation.

3.3 Membership of the Board

- 3.3.1 The Board shall consist of seven members being:
 - 3.3.1.1 two members appointed by each of the Constituent Councils under Clause 3.3.5; and
 - 3.3.1.2 three independent members appointed under Clause 3.3.7, appointed on the basis set out in this Clause 3.3.
- 3.3.2 A person who is or has been affected by any of the circumstances set out in Clauses 3.4.3.1, 3.4.3.2 and 3.4.3.4 is ineligible for appointment or reappointment as a Board Member.
- 3.3.3 No Deputy Board Members will be appointed.
- 3.3.4 Board Members will be selected on the basis that the Board as a whole will possess a diverse range of skills appropriate for the strategic needs of the Authority. To facilitate this outcome, a gap analysis of the skills possessed by the Board will be undertaken by Nominations Committee prior to a vacancy on the Board being filled.
- 3.3.5 Subject to Clause 3.3.9, each Constituent Council must appoint for a maximum period of two years and on such other conditions as the Constituent Council may determine, two Board Members. Council members and council employees are eligible for appointment, however each Constituent Council must ensure that one of its appointees is a Council member.
- 3.3.6 Each Constituent Council must give notice in writing to the Authority of its appointment of Board Members, the term of appointment and of any termination or revocation of those appointments.
- 3.3.7 Subject to Clause 3.3.9, the Board will appoint three Independent Board Members as follows:
 - 3.3.7.1 the Board will convene a committee for the purposes of sourcing, assessing and recommending candidates for the position of Independent Board Member;
 - 3.3.7.2 the Board will consider the recommendations of the Nominations Committee and determine a preferred candidate for position as Independent Board Member;
 - 3.3.7.3 the Board will obtain the approval of the CPCA Owner Executive Committee prior to appointing a person as an Independent Board Member; and
 - 3.3.7.4 a person approved for appointment under Clause 3.3.7.3 may be appointed for a period of three years on conditions determined by the Board.
- 3.3.8 The Nominations Committee may utilise external expertise when fulfilling its role under Clause 3.3.7.1.
- 3.3.9 The terms of the Independent Board Members will be determined so that no more than one Independent Board Member's term expires in any calendar year.

- 3.3.10 A notice in writing signed by the Chief Executive Officer of a Constituent Council will be sufficient evidence of an appointment, termination or revocation of the appointment of a Board Member.
- 3.3.11 A notice in writing signed by the Chief Executive Officer of the Authority will be sufficient evidence of an appointment, termination or revocation of an appointment of an Independent Board Member.

3.4 Office of Board Member

- 3.4.1 The maximum periods that a person can serve as a Board Member is:
 - 3.4.1.1 in respect of a Board Member appointed by a Constituent Council, eight continuous years;
 - 3.4.1.2 in respect of an Independent Board Member (except where Clause 3.4.1.3 applies), nine continuous years; and
 - 3.4.1.3 in respect of an Independent Board Member who has served as the chairperson of the Authority, twelve years provided there is a recommendation of the Board to this effect.
- 3.4.2 A Board Member is, subject to Clauses 3.3.2 and 3.4.1, eligible for re-appointment at the conclusion of his or her term of office.
- 3.4.3 A Board Member will cease to hold office and his or her position will become vacant:
 - 3.4.3.1 if any of the grounds or circumstances set out in the Act as to when a Board Member's office becomes vacant arises;
 - 3.4.3.2 if he or she is convicted of an indictable offence punishable by imprisonment;
 - 3.4.3.3 in relation to a Constituent Council Board Member, immediately upon:
 - (a) the Constituent Council which appointed the Board Member ceasing to be a Constituent Council;
 - (b) the Board Member ceasing to be an elected member or employee (as appropriate) of the Constituent Council that appointed him or her;
 - (c) in the case of an elected member, the conclusion of the next periodic local government election following their appointment; or
 - 3.4.3.4 upon the happening of any other event through which the Board Member would be ineligible to remain as a Board Member.
- 3.4.4 At any time:
 - 3.4.4.1 a Constituent Council may revoke the appointment of a Board Member appointed by that Council by providing written notice to the other Constituent Council and the Authority; and
 - 3.4.4.2 the Board of the Authority may revoke the appointment of an Independent Board Member with the prior approval of the CPCA Owner Executive Committee.
- 3.4.5 Where, for any reason, the office of a Board Member becomes vacant, a replacement Board Member will be appointed in accordance with Clause 3.3, excepting that the person appointed to fill a vacancy will be appointed for the balance of the term of the original appointment and at the expiry of that term shall be eligible for re-appointment.
- 3.4.6 Notwithstanding any other provision of this Charter, the Constituent Councils may remove the Board of the Authority at any time by both Constituent Councils passing a resolution to this effect.

3.5 Remuneration of Board Members

- 3.5.1 The Authority will pay each Board Member an annual fee based upon relevant State Government benchmarks and approved by the CPCA Owners' Executive Committee.
- 3.5.2 All Board Members will receive from the Authority reimbursement of expenses properly incurred in performing or discharging official functions and duties as determined by the Authority and set out in a policy adopted by the Authority for the purposes of this clause.
- 3.5.3 The CPCA Owners' Executive Committee will review the annual fee to be paid to the Board Members and advise the Chief Executive Officer by notice in writing signed by the Chief Executive Officers of the Constituent Councils of the outcome of the review and any alteration to such annual fees.

3.6 Insurance

The Authority must take out a suitable policy of insurance insuring Board Members and their spouses or another person who may be accompanying a Board Member, against risks associated with the performance or discharge of their official functions and duties or on official business of the authority.

3.7 Propriety of Members of the Board

- 3.7.1 Subject to the express provisions of Schedule 2 to the Act and this Charter, all provisions governing the propriety and duties of elected members of a Council and public officers under the Act and other South Australian legislation apply to Board Members.
- 3.7.2 Board Members will not be required to submit returns under Chapter 5, Part 4, Division 2 of the Act.
- 3.7.3 Subject to Clauses 20 (6) and 20 (7) of Schedule 2 to the Act, the provisions regarding conflict of interest prescribed in the Act apply to all Board Members as if they were elected members of a Council and the Authority was a Council.
- 3.7.4 Board Members must act in accordance with their duties of confidence and confidentiality and other legal and fiduciary duties, to the Authority at all times while acting in their capacity as a Board Member including honesty and the exercise of reasonable care and diligence as required by Part 4, Division 1, Chapter 5 of the Act and Clause 23 of Schedule 2, Part 2 of the Act.

3.8 Chairperson and Deputy Chairperson

- 3.8.1 The CPCA Owners' Executive Committee must appoint from among the Independent Board Members a Chairperson and a Deputy Chairperson for a term respectively of no more than three years and on such other conditions as determined by the CPCA Owners' Executive Committee.

- 3.8.2 Subject to Clause 3.4.1, a Chairperson or Deputy Chairperson will be eligible for re-appointment at the conclusion of his or her term of office.
- 3.8.3 The Chairperson or Deputy Chairperson will cease to hold office as Chairperson or Deputy Chairperson (as relevant) in the event:
 - 3.8.3.1 the Chairperson or Deputy Chairperson resigns from that office;
 - 3.8.3.2 the Chairperson or Deputy Chairperson ceases to be a Board Member; or
 - 3.8.3.3 the CPCA Owners' Executive Committee terminates the Chairperson or Deputy Chairperson's appointment.
- 3.8.4 In the event that the office of Chairperson or Deputy Chairperson becomes vacant, then the CPCA Owners' Executive Committee must appoint a new Chairperson or Deputy Chairperson (as relevant) who shall hold office for the balance of the original term or until such later date as the CPCA Owners' Executive Committee may determine.
- 3.8.5 The Chairperson must preside at all meetings of the Board and, in the event the Chairperson is absent from a meeting, the Deputy Chairperson must preside. In the event that neither the Chairperson nor the Deputy Chairperson are present then the Board must select another Independent Board Member to preside at that meeting only. If there is no Independent Board Member present, the Board must appoint a Constituent Council Board Member present to preside at that meeting only.
- 3.8.6 During an extended absence of the Chairperson, the Deputy Chairperson will fulfil the role of Chairperson under this Charter.
- 3.9 **Proceedings of the Board**
 - 3.9.1 All meetings of the Authority shall be meetings of the Board.
 - 3.9.2 Ordinary meetings of the Board will be held at such times and places as determined by the Board except that there must be at least one ordinary meeting of the Board every two months.
 - 3.9.3 An ordinary meeting of the Board will constitute an ordinary meeting of the Authority. The Board shall administer the business of the Authority at the ordinary meeting.
 - 3.9.4 For the purpose of this Clause 3.9, the contemporary linking together by telephone, audio-visual or other instantaneous means (telecommunications meeting) of the Board Members provided that at least a quorum is present, is deemed to constitute a meeting of the Board. Each of the Board Members taking part in the telecommunications meeting must at all times during the telecommunications meeting be able to hear and be heard by each of the other Board Members present. At the commencement of the meeting, each Board Member must announce his/her presence to all other Board Members taking part in the meeting. A Board Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Board Member has previously notified the Chair of the meeting.
 - 3.9.5 A proposed resolution in writing and given to all Board Members in accordance with procedures determined by the Board will be a valid decision of the Board and will constitute a valid decision of the Authority where a majority of Board Members vote in favour of the resolution by signing and returning the resolution to the Chief Executive Officer or otherwise giving written notice of their consent and setting out the terms of the resolution to the Chief Executive Officer. The resolution will be deemed a resolution of the Board and will be as valid and effective as if it had been passed at a meeting of the Board duly convened and held.
 - 3.9.6 Subject to Clause 3.9.7, meetings of the Board will not be open to the public unless the Board resolves otherwise.
 - 3.9.7 The Chief Executive Officer and other employees of the Authority as determined by the Chief Executive Officer may attend meetings of the Board unless the Board resolves otherwise. The Board may determine that other specific persons may attend a meeting of the Board without opening the meeting to the public.
 - 3.9.8 The Chief Executive Officer must within one calendar month following a local government periodic election, call an ordinary meeting of the Board at which meeting the time, date and place of ordinary meetings of the Board over a period as agreed by the Board shall be determined.
 - 3.9.9 Subject to Clause 3.9.14, notice of an ordinary meeting of the Board will be given by the Chief Executive Officer to each Board Member not less than three clear days prior to the holding of the meeting.
 - 3.9.10 The Chief Executive Officer must, in relation to a notice of meeting of the Board for the purpose of considering the making of a recommendation to the Constituent Councils to wind up the Authority, provide the notice to all Board Members at least four months before the date of the meeting.
 - 3.9.11 Notice of meeting of the Board must:
 - 3.9.11.1 be in writing; and
 - 3.9.11.2 set out the date, time and place of the meeting; and
 - 3.9.11.3 be signed by the Chief Executive Officer; and
 - 3.9.11.4 contain, or be accompanied by, the agenda for the meeting.
 - 3.9.12 Any Constituent Council, the Chairperson or three Board Members may by delivering a written request to the Chief Executive Officer require a special meeting of the Board to be held and any such special meeting shall constitute a special meeting of the Authority. The written request must be accompanied by the agenda for the special meeting and if an agenda is not provided the request has no effect.
 - 3.9.13 On receipt of a written request pursuant to Clause 3.9.12, the Chief Executive Officer and Chairperson must determine the date and time of the special meeting and the Chief Executive Officer must give notice to all Board Members at least four hours prior to the commencement of the special meeting.
 - 3.9.14 The Chief Executive Officer must, insofar as is reasonably practicable:
 - 3.9.14.1 ensure that items on an agenda given to Board Members are described with reasonable particularity and accuracy; and
 - 3.9.14.2 supply to each Board Member at the time that notice of a meeting is given, a copy of any documents or reports that are to be considered at the meeting (so far as this is practicable).

- 3.9.15 Notice of a meeting of the Board may be given to a Board Member:
 - 3.9.15.1 personally; or
 - 3.9.15.2 by delivering the notice (whether by post or otherwise) to the usual place of residence of the Board Member or to another place authorised in writing by the Board Member; or
 - 3.9.15.3 in the case of a Constituent Council Board Member, by leaving the notice for the Board Member at an appropriate place at the principal office of the Constituent Council which appointed the Board Member; or
 - 3.9.15.4 by a means authorised in writing by the Board Member as being an available means of giving notice.
- 3.9.16 A notice that is not given in accordance with Clause 3.9.15 is taken to have been validly given if the Chief Executive Officer considers it impracticable to give the notice in accordance with that Clause and takes action the Chief Executive Officer considers reasonably practicable in the circumstances to bring the notice to the attention of the Board Member.
- 3.9.17 The Chief Executive Officer must maintain a record of all notices of Board meetings given under Clause 3.9.11 to Board Members.
- 3.9.18 A meeting of the Board must not commence until a quorum of Board Members is present and a meeting must not continue if there is not a quorum of Board Members present. A quorum of Board Members will comprise one half of the Board Members in office, ignoring any fraction, plus one.
- 3.9.19 Unless otherwise required at law or by this Charter, all matters for decision at a meeting of the Board will be decided by a simple majority of the Board Members present and entitled to vote on the matter. All Board Members including the Chairperson present and entitled to vote on a matter are required to vote. All Board Members including the Chairperson are entitled to a deliberative vote and if the votes are equal the Chairperson or other Board Member presiding at the meeting has a casting vote.
- 3.9.20 All Board Members must at all times keep confidential all documents and any information provided to them for their consideration prior to a meeting of the Board.
- 3.9.21 The Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board and ensure that the minutes are presented to the next ordinary meeting of the Board for confirmation. Where the Executive Officer is absent or excluded from attendance at a meeting of the Board pursuant to Clause 3.9.6, the person presiding at the meeting shall cause the minutes to be kept.
- 3.9.22 The Executive Officer must, within five days after a meeting of the Board, provide to each Board Member a copy of the minutes of the meeting of the Board.
- 3.9.23 The Board must adopt a Code of Practice for Meeting Procedures to apply to the proceedings at and conduct of meetings of the Board. The Code of Practice for Meeting Procedures must not be inconsistent with the Act or this Charter.
- 3.9.24 The Code of Practice for Meeting Procedures may be reviewed by the Board at any time and must be reviewed at least once every three years.
- 3.9.25 In the event of any inconsistency between this Charter and the Code of Practice for Meeting Procedures, this Charter shall prevail.
- 3.9.26 The Board may establish Committees as it considers necessary, and determine the membership and terms of reference and meeting procedures of such committees as it sees fit.
- 3.10 **Board Annual Performance Review**
 - 3.10.1 The Board of the Authority will undertake an annual performance evaluation of the Authority.
 - 3.10.2 Every third year, the evaluation undertaken by the Board under Clause 3.10.1 will include the engagement of an external adviser to assist the Board to undertake the review.
 - 3.10.3 An external adviser appointed for the purpose of Clause 3.10.2:
 - 3.10.3.1 will have regard to requirements of the Act and the Regulations;
 - 3.10.3.2 will be provided with access to Board papers, minutes, budgets, financial results, plans and procedures;
 - 3.10.3.3 may interview Board members individually or collectively;
 - 3.10.3.4 may make recommendations as to the:
 - (a) workings of the Board;
 - (b) replacement of individual Board members; and
 - (c) addition of Board members;
 - 3.10.3.5 will consult with Board members before issuing the final report.
 - 3.10.4 The Board will submit external performance evaluation reports received at the conclusion of a review under Clause 3.10.2 to the CPCA Owners' Executive Committee.
- 4. **CHIEF EXECUTIVE OFFICER AND APPOINTMENT OF OTHER STAFF**
 - 4.1 The Authority must appoint a Chief Executive Officer on a fixed term performance based employment contract which does not exceed five years in duration. The Authority may at the end of the contract term enter into a new contract not exceeding five years in duration with the same person.
 - 4.2 In the absence of the Chief Executive Officer for any period exceeding one week, the Chief Executive Officer must appoint a suitable person as Acting Chief Executive Officer. If the Chief Executive Officer does not make or is incapable of making such an appointment, a suitable person must be appointed by the Board.
 - 4.3 The Authority delegates responsibility for day to day management of the Authority to the Chief Executive Officer, who will ensure that sound business and human resource management practices are applied in the efficient and effective management of the operations of the Authority.
 - 4.4 The functions of the Chief Executive Officer include:
 - 4.4.1 ensuring that the decisions of the Authority are implemented in a timely and efficient manner;

- 4.4.2 providing information to assist the Authority to assess the Authority's performance against its Strategic, Long Term Financial and Business Plans;
- 4.4.3 appointing, managing, suspending and dismissing the other employees of the Authority;
- 4.4.4 providing advice and reports to the Authority on the exercise and performance of its powers and functions under this Charter or any Act;
- 4.4.5 co-ordinating and initiating proposals for consideration of the Authority including, but not limited to, continuing improvement of the operations of the Authority;
- 4.4.6 ensuring that the assets and resources of the Authority are properly managed and maintained;
- 4.4.7 ensuring that records required under the Act or any other legislation are properly kept and maintained;
- 4.4.8 exercising, performing or discharging other powers, functions or duties conferred on the Chief Executive Officer by or under the Act or any other Act and performing other functions lawfully directed by the Authority; and
- 4.4.9 achieving financial outcomes in accordance with adopted plans and budgets.
- 4.5 **Delegations and sub-delegations:**
 - 4.5.1 the Chief Executive Officer may delegate or sub-delegate to an employee of the Authority or a committee comprising employees of the Authority, any power or function vested in the Chief Executive Officer. Such delegation or sub-delegation may be subject to conditions or limitations as determined by the Chief Executive Officer;
 - 4.5.2 where a power or function is delegated to an employee, the employee is responsible to the Chief Executive Officer for the efficient and effective exercise or performance of that power or function;
 - 4.5.3 a written record of delegations and sub-delegations must be kept by the Chief Executive Officer at all times.
- 5. **FINANCIALS**
 - 5.1 **Budget**
 - 5.1.1 The Authority must before 30 April of each year, prepare a draft Budget in accordance with the Act and Regulations.
 - 5.1.2 The Authority must adopt after 31 May, a Budget in accordance with the Act and Regulations for the ensuing Financial Year.
 - 5.1.3 The Authority may in a Financial Year, after consultation with the Constituent Councils, incur spending before adoption of its budget for the year, but the spending must be provided for in the appropriate budget for the year.
 - 5.1.4 The Authority must provide a copy of the annual budget to the Constituent Councils within five business days of the budget being approved by the Board of the Authority.
 - 5.1.5 The Authority must, in accordance with the Act and the Regulations, prepare and consider reports presented in a manner consistent with the Model Financial Statements showing a revised forecast of:
 - 5.1.5.1 the Authority's operating and capital investment activities for the relevant financial year; and
 - 5.1.5.2 each line item set out in the Authority's budgeted financial statements for the relevant financial year, compared with the estimates set out in the approved budget.
 - 5.2 **Financial Standards and Reporting**
 - 5.2.1 The Authority must ensure that the Financial Statements of the Authority for each Financial Year are audited by the Authority's auditor.
 - 5.2.2 The Financial Statements must be finalised and audited in sufficient time to be included in the Annual Report to be provided to the Constituent Councils pursuant to Clause 6.3.
 - 5.3 **Financial Transactions**
 - 5.3.1 The Authority must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
 - 5.3.2 The Board will develop and maintain appropriate policies for all financial transactions.
 - 5.3.3 The Chief Executive Officer must act prudently in the handling of all financial transactions for the Authority.
 - 5.4 **Long Term Financial Plan**
 - 5.4.1 The Authority must prepare a Long Term Financial Plan in accordance with this Clause 5.4 and submit the Long Term Financial Plan to the Constituent Councils for their approval.
 - 5.4.2 The Long Term Financial Plan must cover a period of five years and be updated by the Authority on a rolling twelve month basis.
 - 5.4.3 The Long Term Financial Plan must be in a form which, as relevant, is consistent with Section 122 of the Act and Regulation 5 of the Regulations and include:
 - 5.4.3.1 an estimated income statement, balance sheet, statement of changes in equity and statement of cash flows with respect to the period of the Long Term Financial Plan presented in a manner consistent with the Model Financial Statements;
 - 5.4.3.2 a summary of proposed operating and capital investment activities presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances;
 - 5.4.3.3 estimates with respect to an operating surplus ratio, an asset sustainability ratio and a net financial liabilities ratio presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.
 - All defined terms in this Clause take their meaning from the Regulations.
 - 5.4.4 The Authority may at any time review the Long Term Financial Plan but must undertake a review of the Long Term Financial Plan as soon as practicable after the annual review of its Business Plan and concurrently with any review of its Strategic Plan.

5.4.5 The Authority must undertake a comprehensive review of its Long Term Financial Plan every five years.

5.4.6 The Long Term Financial Plan will be taken to form part of the Authority's Strategic Plan.

6. MANAGEMENT FRAMEWORK

6.1 Strategic Plan

Consistent with the Long Term Financial Plan set out above, the Authority must:

6.1.1 prepare and adopt a Strategic Plan with a minimum operational period of five years which sets out the goals, objectives, strategies and priorities of the Authority over the period of the Strategic Plan; and

6.1.2 submit the Strategic Plan to the Constituent Councils for their approval.

6.2 Business Plan

The Authority:

6.2.1 Must, in consultation with the Constituent Councils, prepare and adopt a Business Plan for a minimum three year period which will continue in force for the period specified in the Business Plan or until the earlier adoption by the Authority of a new Business Plan;

6.2.2 Must, in consultation with the Constituent Councils, review the Business Plan annually and following such a review, the Business Plan shall continue to operate for the period for which the Business Plan was adopted pursuant to Clause 6.2.1;

6.2.3 may, after consultation with the Constituent Councils, amend its Business Plan at any time; and

6.2.4 must ensure the contents of the Business Plan is in accordance with the Act.

6.3 Annual Report

6.3.1 The Authority must each year produce an Annual Report summarising the activities, achievements and financial performance of the Authority for the preceding Financial Year.

6.3.2 The Annual Report must incorporate the audited financial statements of the Authority for the relevant Financial Year.

6.3.3 The Annual Report must be provided to the Constituent Councils by 31 October each year.

6.4 Audit

6.4.1 The Authority must cause adequate and proper books of account to be kept in relation to all the affairs of the Authority and must establish and maintain effective auditing of its operations.

6.4.2 The Authority must appoint an Auditor in accordance with the Act on such terms and conditions as determined by the Authority.

6.4.3 The audited Financial Statements of the Authority, together with the accompanying report from the Auditor, shall be submitted to both the Board and the Constituent Councils by 30 September in each year.

6.5 Audit and Risk Management Committee

6.5.1 The Board must establish an Audit and Risk Management Committee to be comprised of three persons being:

6.5.1.1 an Independent Board Member with qualifications and experience in finance;

6.5.1.2 any other Independent Board Member; and

6.5.1.3 a person with skills appropriate to the role who is not a member of the Board.

6.5.2 The Chairperson for the Risk and Audit Management Committee will be the person described in Clause 6.5.1.1.

6.5.3 Professionally qualified officers of the Constituent Councils are permitted to attend meetings of the Risk and Audit Management Committee as observers.

6.5.4 The term of appointment of a member of the Audit and Risk Management Committee shall be for a term not exceeding two years at the expiry of which such member will be eligible for re-appointment.

6.6 Insurance and Superannuation Requirements

6.6.1 The Authority shall register with the Local Government Mutual Liability Scheme and the Local Government Workers Compensation Scheme and comply with the rules of the schemes.

6.6.2 The Authority shall register with the Local Government Asset Mutual Fund or otherwise advise Local Government Risk Management Services of its insurance requirements relating to Local Government Special Risks including buildings, structures, vehicles and equipment under the management, care and control of the Authority.

6.7 Executive Meetings

6.7.1 The CPCA Owners' Executive Committee, the Chairperson of the Authority and the Chief Executive of the Authority will meet to discuss the performance of the Authority.

6.7.2 The Executive Meetings will occur quarterly or as otherwise determined by the Executive Committee.

6.7.3 The agenda for the Executive Meeting will be based on a standard template performance and issues report developed by the Executive Committee.

6.7.4 The Authority must complete a performance and issues report in anticipation of each Executive Meeting and provide a copy of the report to each Executive Meeting participants no less than five days prior to the Executive Meeting.

7. MISCELLANEOUS PROVISIONS

7.1 Withdrawal of a Constituent Council

7.1.1 The withdrawal of either Constituent Council is inconsistent with the requirements of Section 43 of the Act.

7.1.2 Upon a Constituent Council providing no less than six months notice of its intention to withdraw from the Authority to the other Constituent Council and the Authority, the Authority on behalf of the Constituent Councils will notify the Minister for Planning and request that the Authority be wound up under Clause 33 (2), Schedule 2 of the Act.

7.2 New Members

Subject to the provisions of the Act, and in particular to obtaining the Minister's approval, a Council may become a Constituent Council by agreement of both Constituent Councils and this Charter may be amended to provide for the admission of a new Constituent Council or Councils, with or without conditions.

7.3 Winding Up

7.3.1 A special meeting will be convened in accordance with Clause 3.9.12 if either the Board or a Constituent Council proposes the winding up of the Authority.

7.3.2 On a winding up of the Authority, the surplus assets or liabilities of the Authority, as the case may be, must be distributed between or become the responsibility of the Constituent Councils in proportion to each Constituent Councils' equity in the Authority as set out in the Authority's balance sheet for the current financial year.

7.4 Non-derogation and Direction by Constituent Councils

7.4.1 The establishment of the Authority does not derogate from the power of any of the Constituent Councils to act independently in relation to a matter within the jurisdiction of the Authority.

7.4.2 Provided that the Constituent Councils have all first agreed as to the action to be taken, the Constituent Councils may jointly direct and control the Authority.

7.4.3 Where the Authority is required pursuant to the Act or this Charter to obtain the approval of one or more of the Constituent Councils, that approval must only be granted and must be evidenced by a resolution passed by either or each of the Constituent Councils granting such approval.

7.4.4 Unless otherwise stated in this Charter, where the Authority is required to obtain the consent or approval of the Constituent Councils this means the consent or approval of both of the Constituent Councils expressed in the same or similar terms.

7.4.5 For the purpose of this Clause 7.4, any direction given by the Constituent Councils must be communicated by notice in writing provided to the Chief Executive Officer of the Authority together with a copy of the relevant resolutions of the Constituent Councils.

7.5 Review of Charter

7.5.1 The Authority must review this Charter at least once in every four years.

7.5.2 This Charter may be amended with the approval of both of the Constituent Councils.

7.5.3 The Chief Executive Officer must ensure that the amended Charter is published in the *Gazette* in accordance with the Act and a copy of the amended Charter provided to the Minister.

7.5.4 Before the Constituent Councils vote on a proposal to alter this Charter, they must take into account any recommendation of the Board.

7.6 Disputes**7.6.1 General**

7.6.1.1 Where a dispute arises between the Constituent Councils or between a Constituent Council and the Authority (the parties to this Charter) which relates to this Charter or the Authority (Dispute), the parties will use their best endeavours to resolve the Dispute and to act at all times in good faith.

7.6.2 Mediation

7.6.2.1 A party is not entitled to initiate arbitration or court proceedings (except proceedings seeking urgent equitable or injunctive relief) in respect of a Dispute unless it has complied with this Clause 7.6.2.

7.6.2.2 If the parties are unable to resolve the Dispute within thirty days, the parties must refer the Dispute for mediation in accordance with the Mediation Rules of the Law Society of South Australia Incorporated, within seven days of a written request by any party to the other party that the Dispute be referred for mediation to:

(a) a mediator agreed by the parties; or

(b) if the parties are unable to agree on a mediator at the time the Dispute is to be referred for mediation, a mediator nominated by the then President of the Law Society or the President's successor.

7.6.2.3 In the event the parties fail to refer the matter for mediation in accordance with Clause 7.6.2.2, one or more of the parties may refer the matter for mediation in accordance with the Mediation Rules of the Law Society of South Australia Incorporated to a mediator nominated by the then President of the Law Society or the President's successor.

7.6.2.4 The role of any mediator is to assist in negotiating a resolution of the dispute. A mediator may not make a decision that is binding on a party unless that party has so agreed in writing.

7.6.2.5 If mediation does not resolve the Dispute within 28 days of referral of the Dispute for mediation or such longer period agreed unanimously by the parties as evidenced by resolutions of each of the parties, any party may then refer the Dispute to Arbitration in accordance with Clause 7.6.3.

7.6.3 Arbitration

7.6.3.1 An arbitrator may be appointed by agreement between the parties.

7.6.3.2 Failing agreement as to an arbitrator, the then Chairperson of the South Australian Chapter of the Institute of Arbitrators or his successor shall nominate an Arbitrator pursuant to these conditions.

7.6.3.3 A submission to arbitration shall be deemed to be a submission to arbitration within the meaning of the Commercial Arbitration Act 1985 (South Australia).

7.6.3.4 Upon serving a notice of arbitration, the party serving the notice shall lodge with the arbitrator a deposit by way of security for the cost of the arbitration proceedings.

7.6.3.5 Upon each submission to arbitration, the costs of and incidental to the submission and award shall be at the discretion of the arbitrator who may in his or her sole discretion determine the amount of costs, how costs are to be proportioned and by whom they are to be paid.

- 7.6.4 Whenever reasonably possible, performance of the obligations of the parties pursuant to this Charter shall continue during the mediation or arbitration proceedings and no payment by or to a party shall be withheld on account of the mediation and arbitration proceedings.

Dated 10 August 2015.

M. PEARS, Chief Executive Officer, City of Mitcham

P. TSOKAS, Chief Executive Officer, Corporation of the City of Unley

PETROLEUM AND GEOTHERMAL ENERGY ACT 2000

Surrender of Petroleum Exploration Licence—PEL 606

NOTICE is hereby given that I have accepted surrender of the abovementioned Petroleum Exploration Licence under the provisions of the Petroleum and Geothermal Energy Act 2000, pursuant to delegated powers dated 21 March 2012:

No. of Licence	Licensee	Locality	Date of Surrender	Reference
PEL 606	SAPEX Limited	Stansbury Basin, South Australia	10 August 2015	F2012/274

Dated 10 August 2015.

B. A. GOLDSTEIN,
Executive Director
Energy Resources Division
Department of State Development
Delegate of the Minister for Mineral Resources and Energy

DECISION REPORT

REPORT TITLE: NOMINATIONS FOR THE LOCAL GOVERNMENT
MINISTERIAL ADVISORY COMMITTEE

ITEM NUMBER: 1397

DATE OF MEETING: 25 FEBRUARY 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER OFFICE OF THE CEO

1. **EXECUTIVE SUMMARY**

The Minister for Planning has written to the LGA requesting nominations for a local government member on the Local Government Ministerial Advisory Committee for a term commencing immediately upon appointment and expiring 30 June 2020. The Committee will meet at least four times in a calendar year.

Nominations must be forwarded to the LGA by COB Friday 8 March 2019.

This report seeks a decision regarding any nomination to be made by the City of Unley.

2. **RECOMMENDATION**

That:

1. The report be received.
2. _____ be nominated for consideration by the LGA local government member on the Local Government Ministerial Advisory Committee.

3. **RELEVANT CORE STRATEGIES/POLICIES**

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. **DISCUSSION**

The Local Government Ministerial Advisory Committee is pursuant to the *Planning, Development and Infrastructure Act 2016*.

The objective of the Committee is to:

1. Meet the requirements set out in Section 244 of the *Planning, Development and Infrastructure Act 2016* (the Act)
2. Provide advice on and represent the interests of local government in South Australia on matters related to the implementation of the Act as referred to it by the Minister
3. Act as a conduit for information and assist in the facilitation of engagement activities between local government and the DPTI Planning Reform Project team through the implementation process.

The Committee will work together to support the successful implementation of the Planning Reform Project by:

- Working with purpose and alignment to achieve quality outcomes for the new system;
- Creating an environment of participation, where honest, open and robust discussions are encouraged;
- Remaining open, acting with integrity and providing frank and fearless advice;
- Being professional on all fronts, including in the respectful recognition of differing views and opinions; and
- Recognising that Communication, information sharing and consultation are the keys to facilitating effective cooperation and a spirit of trust.

A copy of the Terms of Reference is available as Attachment 1.

Attachment 1

Appointment to the Local Government Ministerial Advisory Committee commences immediately and expires on 30 June 2020. The position is available due to the resignation of one of the LGA nominated persons, Mayor Michael Lange (The Barossa).

It's vital that local government from across the State is represented on this Committee, and the LGA encourages people within the local government sector with the relevant expertise and an interest in serving to consider putting their name forward. Nominations are sought from inner, middle and outer metropolitan councils and regional councils.

Membership of the Local Government Ministerial Advisory Committee is on a voluntary basis with the Committee meeting at least four times during the year. The Committee is only required to operate during the implementation phase of the new planning system as outlined in the Act.

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or council staff. The LGA Nominations to Outside Bodies Policy is available as Attachment 2.

Attachment 2

Nominations addressing the Selection Criteria provided in Part A for the Local Government Ministerial Advisory Committee must be forwarded to lgasa@lga.sa.gov.au by a council using the attached Part B along with an up-to-date CV/resume by close of business Friday 8 March 2019.

Attachment 3

Attachment 4

The LGA Board of Directors will consider nominations received at its meeting on Thursday 21 March 2019.

Council is under no obligation to make a nomination.

At the time of writing this report Cr Kay Anastassiadis and Cr Don Palmer had indicated an interest in being nominated to the Committee.

5. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. _____ be nominated for consideration by the LGA local government member on the Local Government Ministerial Advisory Committee.

This Option provides an opportunity for an elected member/staff member of the City of Unley to contribute to the implementation of Planning Reform.

Option 2 –

1. The report be received.

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

6. RECOMMENDED OPTION

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

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

7. ATTACHMENTS

- Attachment 1 – Terms of Reference: Local Government Advisory Committee
- Attachment 2 – LGA Appointments or Nominations to Outside Bodies Policy
- Attachment 3 – LGA Nominations to Outside Boards – Part A.
- Attachment 4 – LGA Nominations to Outside Boards – Part B.

8. **REPORT AUTHORISERS**

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



Terms of Reference – Local Government Advisory Committee

OBJECTIVE

The objective of the Local Government Advisory Committee is to:

- Meet the requirements set out in Section 244 of the *Planning, Development and Infrastructure Act 2016* (the Act).
- Provide advice on and represent the interests of Local Government in South Australia on matters related to the implementation of the Act as referred to it by the Minister.
- Act as a conduit for information and assist in the facilitation of engagement activities between Local Government and the DPTI Planning Reform Project team through the implementation process.

PRINCIPLES

The Committee will work together to support the successful implementation of the Planning Reform Project by:

- Working with purpose and alignment to achieve quality outcomes for the new system;
- Creating an environment of participation, where honest, open and robust discussions are encouraged;
- Remaining open, acting with integrity and providing frank and fearless advice;
- Being professional on all fronts, including in the respectful recognition of differing views and opinions; and
- Recognising that Communication, information sharing and consultation are the keys to facilitating effective cooperation and a spirit of trust.

MEMBERSHIP

The Local Government Advisory Committee will be constituted of no more than 12 persons appointed by the Minister.

Each member will be appointed for a term not exceeding 12 months.



Government of South Australia
Department of Planning,
Transport and Infrastructure

Membership is on a voluntary basis and, as such, will not be remunerated.

Membership will include an independently appointed Chair, an Executive Officer from within DPTI and no less than 10 representatives from Local Government to be selected from a pool of nominees provided to the Minister by the Local Government Association. The membership of this Committee shall be broadly inclusive of all areas of the state, including regions, as far as practicable.

Presiding member (Chairperson)

The Minister will appoint an independent Member of the Committee to act as the Presiding Member (Chairperson).

ROLES & RESPONSIBILITIES

Minister

In accordance with the Act, the Minister will be responsible for determining:

- The membership of the Committee
- The procedures of the Committee
- The functions and scope of operation of the Committee; and
- Any other matters of interest.

Chairperson

The primary role and function of the Chairperson is to lead and manage the processes and practices of the Committee and ensure the effective delivery of the group's Objectives.

Executive Officer

An Executive Officer shall be assigned from the DPTI Planning Reform management team to support the Committee.

The Executive Officer will ensure agendas, minutes, including a record of agreed actions, and other appropriate documentation for each meeting are recorded, prepared and distributed.

The Executive Officer provides advice in relation to project management aspects of planning reform.

Guests

The Minister or Executive Officer may arrange for guests to attend or contribute to scheduled meetings for the purpose of providing specialised expertise or guidance on a particular item.

Conflict of Interest

Committee Members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item. The Chairperson will determine whether the Committee member should:

- Not take part in any discussion by the Board relating to the matter; and
- Not vote in relation to the matter; and
- Be absent from the meeting room when any such discussion or voting takes place.

Independent Commission Against Corruption

In accordance with the Directions and Guidelines published by the Independent Commissioner Against Corruption, members of the Committee are classified as 'public officers' because they are:

- A person who is a member of a local government body; and
- A person who is an officer or employee of a local government body.

In accordance with the Commissioner's Directions and Guidelines all 'public officers' have an obligation to report a matter that is reasonably suspected of involving corruption, misconduct or maladministration in public administration to the OPI. The process for reporting such a matter to the OPI is outlined in the Directions and Guidelines document and on the Independent Commissioner Against Corruption internet site at www.icac.sa.gov.au.

Confidentiality

Committee Members must ensure confidential information received in the process of acting as a Committee Member remains confidential and is not disclosed improperly to others.

Committee Members must refer all enquiries from all external parties (including media) directly to the Executive Officer for action.

MEETINGS & PROCEEDINGS

Meeting schedule

The Committee shall meet at least four times in a calendar year or more frequently as required by the Minister or his delegate.

Special meetings may be held at any time as required and agreed by the Minister or his delegate.

Agendas and supporting documentation

An agenda and any associated papers for prior reading will be distributed through the Executive Officer not less than one week (five working days) prior to the next scheduled meeting.

Proceedings

The Chairperson presides at meetings of the Committee. If the Chairperson is absent, an Acting (Alternate) Chairperson or a Committee Member chosen by the Committee Members present presides at the meeting.

A quorum of the Committee consists of a number ascertained by dividing the total number of appointed Members by half, ignoring any fraction resulting from the division, and adding one (and no business may be transacted at a meeting of the Board unless a quorum is present).

Meetings are carried out in such a manner as to ensure the fair and full participation of all Committee Members

If required, Committee business may be conducted 'out-of-session' by electronic correspondence between the Executive Officer on behalf of the Chairperson and Committee Members.

Proxy

If a Member is not able to attend a scheduled meeting, a proxy of appropriate level and experience may attend in their place, otherwise an apology is to be tendered.

Minutes

Minutes are to be collated and distributed electronically by the Executive Officer to the Minister's office, Chairperson and Committee Members no later than one week after the meeting was held.

REVIEW

These Terms of Reference, including membership composition, shall be reviewed:

- Every 12 months, or more frequently at the discretion of the Minister; and
- The review will include an assessment of the effectiveness of the Committee and individual members with particular reference to the group meeting its Objectives and its interface with the CAT.

TERMS

Minister	Minister for Planning
DPTI	Department of Planning, Transport and Infrastructure
LGA	Local Government Association

ADOPTED

.....

Date: / /

ADOPTED by the Chairperson

Title: Appointments or Nominations to Outside Bodies

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

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

Appointments by Minister/Governor

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

Right to Decline Nomination

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

Nominees to be Current Council Members or Staff

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

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

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

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

Submitting Nominations to the LGA

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

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

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

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

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

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

Advising of LGA Nominees and Policy

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

Responsibilities of Appointees

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

Insurance for LGA Appointees

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

Review

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

Nominations to Outside Bodies



PART A

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

Nominations to Outside Bodies



PART B: This form must be completed by Council electronically and emailed as a word document to:

##@lga.sa.gov.au

(Nominee's details must not exceed this single page)

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

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

DO NOT EXCEED ONE PAGE

An email confirming receipt of your nomination will be forwarded

{Insert name of body}				
Number of Nominees/ Appointments Required				
Selection Criteria:				
Name of Nominee	Qualifications	Industry Experience	Board/Committee Experience	Key Expertise

Attachment 4

Extract from the *Acts Interpretation Act 1915*

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

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

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

Attachment 5

Local Government Women's Board and Committee Membership Register

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

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

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

Nominations to Outside Bodies - Part A

Local Government Ministerial Advisory Committee	
Legal Status of Body	Advisory Committee
Summary Statement	<p>The objectives of the LGAC are to:</p> <ol style="list-style-type: none"> 1. Meet the requirements set out in Section 244 of the Planning Development and Infrastructure Act 2016 2. Provide advice on and represent the interests of local government in South Australia on matters related to the implementation of the Act as referred to it by the Minister 3. Act as a conduit for information and assist in the facilitation of engagement activities between local government and the DPTI Planning Reform Project team through the implementation process.
Selection criteria	
<i>The following selection criteria must be addressed when completing Part B</i>	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	No formal qualifications required
Industry Experience	Experience and knowledge of the Local Government Act and Development Act.
Board / Committee Experience	n/a
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Description of likely contribution in terms of skills and experience with local government sector.
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Nominations to Outside Bodies - Part B

This form:

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

Local Government Ministerial Advisory Committee

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



Yes ☐ No ☐

Signature of Nominee: _____

DECISION REPORT

REPORT TITLE: CHIEF EXECUTIVE OFFICER REVIEW PANEL –
TERMS OF REFERENCE AND MEMBERSHIP –
ADDITIONAL MEMBER

ITEM NUMBER: 1398

DATE OF MEETING: 25 FEBRUARY 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER OFFICE OF THE CEO

1. **EXECUTIVE SUMMARY**

The Chief Executive Officer (CEO) employment contract requires the CEO to undergo an annual performance review in accordance with an agreed evaluation system and that a Performance Review Committee, comprising the Mayor and a number of Councillors, conduct the performance review.

At the Council's meeting in January 2019, Councillors Hughes and Russo were appointed to the Committee. Subsequent to that decision, the Mayor and CEO have agreed that it would be beneficial to the process if a third elected member was appointed to the panel and have agreed on a variation to the CEO Employment Agreement to reflect the changed composition of the CEO Review Panel.

This report presents an updated Terms of Reference for the Chief Executive Officer Review Panel to allow for three elected members (plus the mayor) to be appointed to the Panel and seeks a decision from Council in relation to the appointment of one additional Elected Member to the Panel.

2. **RECOMMENDATION**

That:

1. The report be received.
2. The Chief Executive Officer Review Panel – Terms of Reference as set out in Attachment 1 to this report (Item 1398, Council Meeting 25/02/2019) be endorsed.
3. Councillor, be appointed to the Chief Executive Officer Review Panel for the period commencing from the date of this resolution and concluding 30 June 2021.

3. **RELEVANT CORE STRATEGIES/POLICIES**

Civic Leadership

- 4.1 We have strong leadership and governance.

4. BACKGROUND

The CEO Employment Agreement includes a requirement to establish a performance review committee (referred to as the CEO Review Panel) to review the performance of the CEO.

The Employment Agreement also specifies that the Panel will comprise the Mayor and two (2) Elected Members appointed by Council. Councillors Hughes and Russo were appointed to the Panel; at the Council's January meeting.

5. DISCUSSION

During debate at the Council Meeting in January a desire to increase the number of members on the CEO Review Panel was noted. Subsequent to the Council Meeting, discussions between the Mayor and the CEO occurred and both parties agreed it would be beneficial if the Panel membership was increased to include three (3) Elected Members in addition to the Mayor, to allow broader input in relation to CEO performance from the elected body.

With this in mind, a variation to the CEO Employment Agreement has been signed by the Mayor and CEO to allow up to three (3) Elected Members to be appointed, along with the Mayor, to the CEO Performance Review Panel.

A copy of the revised Chief Executive Officer Review Panel Terms of Reference is provided as Attachment 1 to this report.

Attachment 1

As the Panel is not established as a section 41 Committee under the *Local Government Act 1999*, the Remuneration Tribunal Determination does not apply. Members appointed do not receive any additional payment for roles held on the Panel.

6. ANALYSIS OF OPTIONS

Option 1

1. The report be received.
2. The Chief Executive Officer Review Panel Terms of Reference as set out in Attachment 1 to this report (Item 1398, Council Meeting 25/02/2019) be endorsed.
3. Councillor _____, be appointed to the Chief Executive Officer Review Panel for the period commencing from the date of this resolution and concluding 30 June 2021.

The above option provides for the appointment of an additional (third) elected member to the CEO Review Panel to facilitate the performance review process for the remainder of the 2018/19 period. It meets the requirements of the recently varied CEO Employment Agreement in relation to performance review, and allows for information to be presented to Council by the Panel in relation to CEO performance.

Option 2

1. The report be received.

This option provides for continuation of the existing arrangement with the Panel comprising of the Mayor and two (2) Elected Members as determined by Council at the 29 January 2019 Council meeting.

7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

8. **REPORT CONSULTATION**

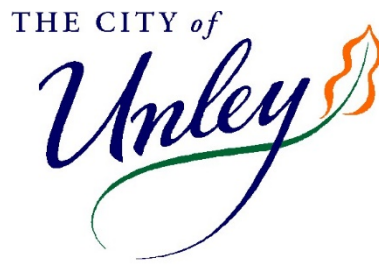
Nil

9. **ATTACHMENTS**

- Attachment 1 – Chief Executive Officer Review Panel – Revised Terms of Reference

10. **REPORT AUTHORISERS**

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



CHIEF EXECUTIVE OFFICER REVIEW PANEL - TERMS OF REFERENCE -

1. ESTABLISHMENT

- 1.1. The Chief Executive Officer Review Panel (the Panel) is established pursuant clause 13 of the Chief Executive Officer (CEO) Employment Agreement.

2. OBJECTIVES

- 2.1. The function of the Panel is to:
 - 2.1.1. Conduct the CEO Performance Review process in accordance with the requirements of the CEO Employment Agreement.
 - 2.1.2. Assess the CEO's performance by reference to the Personal Evaluation System measured against the CEO's duties as outlined in the CEO Employment Agreement and any other factors considered relevant by the Panel.
 - 2.1.3. As part of the performance review, review the CEO's position description and key performance indicators through the Personal Evaluation System.
- 2.2. Specifically, the Panel will:
 - 2.2.1. To engage with the CEO in undertaking a developmental process to determine relevant key performance criteria for, and formal performance review of, the CEO.
 - 2.2.2. Establish strategic Key Result Areas (KRA's) aligned to the 4 Year Plan and Community Plan. The KRA's should be broad in context. Likely KRAs may include Finance, Strategic Projects, Customer Service, Stakeholder relations, People and Governance.
 - 2.2.3. In conjunction with the CEO, determine agreed Key Performance Indicators (KPIs) that align with strategic KRAs and enable progress and measurement of performance. KPIs may span multiple years.
 - 2.2.4. Provide opportunities for the CEO to undertake development that supports the maintenance and improvement of the CEO's professional capability.
 - 2.2.5. Support and encourage the CEO in maintaining key stakeholder relationships that maximise Council's objectives.

- 2.2.6. Negotiate with the CEO an in-principle agreement in relation to the CEO's remuneration and provide recommendations to Council.

3. MEMBERSHIP

- 3.1. The Panel will comprise the Mayor and ~~two~~three Elected Members appointed by Council.
- 3.2. The Panel will use the services of an agreed external consultant to facilitate an objective performance review process.
- 3.3. Panel member appointments are for a term determined by Council.
- 3.4. Membership of the Panel continues for the term of appointment *unless* a member resigns, is otherwise incapable of continuing as a member, or is removed from office by the Council.
- 3.5. Members of the Panel are eligible for re-appointment at the expiration of their term of office.

4. PRESIDING MEMBER

- 4.1. The Mayor will be the Presiding Member of the Panel.

5. OPERATIONAL MATTERS

5.1. Frequency of Meetings

- 5.1.1. The Panel meets as required but must meet at least twice per year (December and July).

5.2. Delegation

- 5.2.1. The Panel is not delegated any of the decision making powers, functions or duties of the Council. All decisions of the Panel will therefore constitute recommendations to the Council to consider and determine.

5.3. Meeting Procedures

- 5.3.1. The Panel may establish its own meeting procedures.

5.4. Reporting and Records

- 5.4.1. The Panel is responsible to and reports direct to Council. This is by way of report and recommendations documented as minutes of the Panel's meeting.
- 5.4.2. The records of the Panel and reports provided to the Panel by any consultants are official records of Council and are subject to the *State Records Act 1997* and the General Disposal Schedule No. 20 as it applies to local government.

5.5. Public Access to Meetings

- 5.5.1. The Committee shall meet at the Offices of the Council located at 181 Unley Road, Unley SA 5061.
- 5.5.2. Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

Responsible Department:	Office of the CEO
--------------------------------	-------------------

Date Adopted	
Reference/Version Number	
ECM Doc set I.D.	

DECISION REPORT

REPORT TITLE: UNLEY OVAL REDEVELOPMENT STAGE 2:
LIFECHANGER LETTER OF INTENT

ITEM NUMBER: 1399

DATE OF MEETING: 25 FEBRUARY 2019

AUTHOR: PETER TSOKAS

JOB TITLE: CHIEF EXECUTIVE OFFICER

1. EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement to enter into a Letter of Intent with the LifeChanger Foundation in order to explore accommodating their South Australian Head Office and community programs in the Unley Oval Complex, as well as jointly seek alternative funding to undertake the Stage 2 redevelopment of Unley Oval.

Stage 1 of the Unley Oval redevelopment is now complete, with the launch of the upgraded facility scheduled for 10 March 2019. Stage 1 comprised upgrades to both the Oatey and McKay stands, including player facilities, and a new canteen. The City of Unley, State Government, AFL and Sturt Football Club (SFC) jointly funded this stage of the project.

The planned Stage 2 redevelopment is currently in discussion and includes a spectator viewing area with a bar space, and open plan community facilities which are envisaged to be utilised by the community and SFC (on match days).

In order to progress this second Stage, identification of funding sources is underway, noting thus far the interest for funding is contingent on community use of the proposed space.

Concurrently, in January 2019 the Mayor and Chief Executive Officer met with the CEO and Founder of the LifeChanger Foundation ("LifeChanger"), Scott Watters, who is looking for a potential site to base their new South Australian operations. LifeChanger is a youth development initiative that provides programs to empower communities to positively affect the lives of Australian teenagers through workshops and mentoring. This mission has direct synergies with our own strategic objectives, particularly in the areas of youth development, healthy communities and active ageing.

After visiting the site in January, LifeChanger have now confirmed in writing their intention and commitment to work in partnership with the City of Unley to realise the Stage 2 redevelopment of Unley Oval.

To facilitate this partnership, a Letter of Intent is proposed to be signed by both parties to commence further discussions. The Letter of Intent is not a binding contract, but rather a formal understanding and commitment to exploring an opportunity for mutually beneficial outcomes.

2. RECOMMENDATION

That:

1. The report be received.
 2. The Chief Executive Officer be endorsed to exchange a Letter of Intent with the LifeChanger Foundation, who are seeking to explore establishing their South Australian operations in the Unley Oval Complex, which commits to working collaboratively to seek alternative funding sources to undertake the Stage 2 redevelopment of Unley Oval.
 3. Work commence on the development of detailed designs for Stage 2 of the Unley Oval redevelopment, to support discussions with possible sources of external funding for the project.
 4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.
-

3. RELEVANT CORE STRATEGIES/POLICIES

- 3.1 4 Year Plan 2013- 2106 Initiative to Implement the Unley Oval Masterplan
- 3.2 4 Year Plan 2017 – 2021
 - 1.1: Our Community is active, healthy and feels safe
 - 1.2: Our City meets the needs of all generations
- 3.3 Living Active – Sport and Recreation Plan 2015-2020
- 3.4 Living Young Action Plan 2018-2021

4. DISCUSSION

Unley Oval Redevelopment

Over the past six years, Council has explored various options for the redevelopment of the Unley Oval Complex. In June 2017, Council adopted the Unley Oval Improvement Plan and approved the Stage 1 upgrade of the player facilities in the Oatey and McKay grandstands, as well as the construction of a new canteen. The cost of Stage 1 was approximately \$3.1M with Council funding \$1.8M of that total. Joint funding to support Council's financial investment into the grandstand upgrades was also received from the State Government (\$482K), Australian Football League (\$250K) and the Sturt Football Club (\$500K).

Stage 1 of the redevelopment is now complete, with the launch of the upgraded facility scheduled for 10 March 2019. The "formal" opening of the new facilities will take part in conjunction with an AFLW game to be held on the oval on that day.

The Council's vision has always been to undertake Stage 2 of the redevelopment, which includes multi-purpose meeting areas for community use (and the club on match days) as well as a spectator viewing area. While a detailed design has not been undertaken for Stage 2, it is anticipated to cost in the order of \$3M based on a cost estimate undertaken in 2018. In previous discussions, the Council has considered allocating around \$1M to Stage 2, with the remaining funds to be sought through grant applications and other funding. In any case, Council has recognised that this project needs to be "shovel ready" in the event that funding sources are made available. Council has uncommitted funds available in the current budget to undertake the necessary detailed design work (estimated to be \$40K) for Stage 2.

Discussions with both State and Federal Governments have occurred regarding the possibility of securing the financial investment needed in order to progress this second Stage. The feedback has been positive and confirms that Unley Oval is considered an ideal location for a community hub/facility and that funding is more likely to be available for the upgrade on that basis.

The LifeChanger Foundation

In seeking potential community partners, the Mayor and Chief Executive Officer met with the CEO and Co-Founder of the LifeChanger Foundation ("LifeChanger") Scott Watters in January 2019. LifeChanger is now looking for a central site in Adelaide to base their South Australian operations, as well as running community programs from the site. The organisation is expanding its operations from Victoria and New South Wales to South Australia in 2019, and in future years to Queensland and West Australia.

LifeChanger is a youth development organisation that provides programs to empower communities to positively affect the lives of Australian teenagers through workshops and mentoring. In short, the organisation's programs aim to build resilience in teenagers at an early stage so that they can meet the daily challenges of life.

LifeChanger's mission has direct synergies with Council's strategic objectives, particularly in the areas of youth development, healthy communities and Active Ageing.

After visiting the site in January, LifeChanger have now confirmed in writing their intention and commitment to work in partnership with the City of Unley to realise the Stage 2 redevelopment of Unley Oval.

Attachment 1

In summary, as part of this arrangement, LifeChanger envisages becoming a long-term partner with the Council, with their Community Hub based at Unley Oval.

This partnership would bring the following benefits to the Unley Community:

- Unley Council will have a modern facility, with capacity for multi-purpose use by and for the Community;
- Optimisation of Council's strategic objectives around youth development, healthy communities and active ageing;
- Enhancement of the strong alignment the Sturt Football Club has with existing youth/sport programs;
- Provision of expertise to run community based programs aimed at building resilience in young people; and
- Existing LifeChanger Foundation partners to assist in the funding of Stage 2.

Council's Chief Executive Officer and Mr Watters have also met with representatives of the Sturt Football Club (SFC), who have confirmed their support of this proposed arrangement, and willingness to explore opportunities with their programs and LifeChanger's activities.

In subsequent communication, Mr Watters has indicated that he and the Foundation's chairman will attend the AFLW game on 10 March 2019.

It should be noted that Unley Oval is on the City of Unley Community Land Register and in accordance with the requirements of the Local Government Act, Council has a Community Land Management Plan (CLMP) for Unley Oval. This plan currently does not envisage the type of use that Council or Lifechanger are proposing (i.e. Community Hub) and this will need to be amended before such activity can be commenced at the Oval.

The process of amending a CLMP involves extensive community consultation before Council makes a decision and if this report is endorsed, that CLMP revision will need to commence.

Letter of Intent

To facilitate this partnership exploration, a Letter of Intent is proposed to be signed by both parties to further refine the proposal as well as to commence work on undertaking detail design of Stage 2. More importantly, it will also allow for Council, Lifechanger and SFC to approach potential funding partners to secure financial backing to realise the project.

The Letter of Intent is not a binding contract, but rather a formal understanding and commitment to exploring an opportunity for mutually beneficial outcomes. In this case, it is a commitment for both parties to work together to secure the funding needed for the Stage 2 Unley Oval redevelopment and to work collaboratively on the finalisation of concept plans for Stage 2.

Subject to funding being secured, other matters such as completion of the review of the CLMP for Unley Oval, and negotiation of lease arrangements for any facility included as part of the Stage 2 development would need to be finalised, and the letter of intent does not pre-empt any particular outcome in relation to those matters.

Next Steps

If Council endorses the recommendations in the report, the next steps are as follows:

- Letter of Intent signed between Council and Lifechanger.
- Formal announcement and Promotion of the partnership at the opening of Stage 1 (AFLW match – 10 March 2019).
- Refine concept plan of Stage 2 following feedback from Lifechanger and SFC.
- Commence detailed design of Stage 2.
- Commence a review of the CLMP for Unley Oval.
- Council, Lifechanger and SFC seek external sources of funding for Stage 2.

5. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The Chief Executive Officer be endorsed to exchange a Letter of Intent with the LifeChanger Foundation, who are seeking to explore establishing their South Australian operations in the Unley Oval Complex, which commits to working collaboratively to jointly seek alternative funding sources to undertake the Stage 2 redevelopment of Unley Oval.
3. Work commence on the development of detailed designs for Stage 2 of the Unley Oval redevelopment, to support discussions with possible sources of external funding for the project.
4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.

This option provides an exciting opportunity for the Council to work with an external organisation that delivers programs to the community aimed at building resilience in young people. The programs are strongly aligned to those of Council and the SFC. Establishing a partnership with Lifechanger also strengthens Council's case for seeking external funding for Stage 2 of the Unley Oval redevelopment from other spheres of government or the Corporate sector. The benefits to Unley are significant as the Unley Oval facility will become a community hub that provides a range of programs for the community beyond just being a base for the SFC. It should be noted that there will still be opportunities for other community groups to use the facility outside of the required times form Lifechanger or the SFC.

There are also economic development opportunities as the facility will attract users from outside the City of Unley thereby supporting our local businesses.

Option 2 –

1. The Chief Executive Officer respond to the LifeChanger Foundation, thanking them for their interest and noting Council will not proceed at this time with a Letter of Intent.

Under this option, Council will continue to work with the SFC to seek external funding opportunities for Stage 2. Council will miss an opportunity to create a partnership with an organisation that delivers programs strongly aligned to both Unley and the SFC and well as potential lucrative funding opportunities associated with LifeChanger.

6. RECOMMENDED OPTION

Option 1 is the recommended option.

7. POLICY IMPLICATIONS

7.1 Financial/Budget

- Undertaking detailed designs for Stage 2 will cost approximately \$40K and funds are available in this year's budget to commence this work immediately.
- The review of the Community Land Management Plan can be undertaken within existing resources.

7.2 Legislative/Risk Management

- Council is obligated to undertake a review of the Community Land Management Plan relating to Unley Oval as the current plan does not provide for activity of the type envisaged within a Community Hub facility.
- The progression of Stage 2 is contingent on external funding being secured. This will be articulated in the Letter of Intent, to minimise any risk to Council should funding not be secured.

7.3 Staffing/Work Plans

- In the initial stages this project will be managed by the CEO with appropriate staff support as required. If funding is received for Stage 2 and work proceeds, a review will be undertaken to address the project management aspects.

7.4 Environmental/Social/Economic

- Nil at this stage although there will be future consideration of these items as this project progresses. A report will be brought back to Council prior to any future commitment.

7.5 Stakeholder Engagement

- The community has been extensively engaged in relation to the Stage 1 redevelopment of Unley Oval.
- At this exploratory stage, community engagement is not required. Stakeholder engagement will initially be contained to liaison between Council, the LifeChanger Foundation and SFC.
- Future Community use of the facility and/or consideration of any concept plans and designs will require further community consultation.
- A review of the Community Land Management Plan will require extensive community engagement.

8. REPORT CONSULTATION

- Executive Management Team
- Director Strategic Projects
- Manager Community Development & Wellbeing
- CEO, Life Changer Foundation

9. ATTACHMENTS

- Attachment 1 – Letter from LifeChanger Foundation

10. REPORT AUTHORISERS

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



13th February 2019

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

via email: ptsokas@unley.sa.gov.au

Dear Peter,

Thanks for the opportunity to share more information about the LifeChanger Foundation, what we do, and what we'd like to achieve in South Australia.

LifeChanger is a Tier 1 Charitable Foundation. After successfully running programs in Melbourne in 2018, we are expanding our national footprint this year to include South Australia and Queensland. This is part of a staggered, national rollout, over the next 3 years.

In short, LifeChanger's vision is to build more resilient teenagers. The way we do this involves:

- Empowering teenagers through positive self-identity teen and mentor workshops
- Identifying and developing inspiring community mentors
- Supporting, sustainable, connected communities

After visiting the City of Unley on the 17th of January, and meeting with yourself and Mayor Hewitson to discuss the possibility of our organisations working together to establish a LifeChanger Community Hub in Adelaide, it was clear there is significant alignment with our organisations purpose of building strong, healthy and safe communities.

We were particularly impressed with the community focus of the Unley Council and their ongoing commitment to both active ageing, and youth development. The council is also located centrally in the Adelaide metropolitan area making it an ideal base for us.

As part of the visit we were shown the Unley Oval and the proposed development by representatives from Sturt Football Club and Council. From there, a discussion followed

about the possibility of the LifeChanger Team using the Unley Oval facility as the SA base to conduct workshops and programs. There is strong synergy with the work Sturt Football Club is doing with their young players and the ongoing work the Council in terms of mentoring young people and providing facilities/support for start-up businesses, which we believe makes a partnership between our organisations worthy of exploration.

On behalf of LifeChanger, we would like to explore the next steps to enable use of the Unley Oval facilities as the Adelaide base to run our Programs. To that end, we would like to be involved in the Unley Oval Stage 2 Redevelopment with Council and the Sturt Football Club. We as a Foundation, have a multitude of contacts within our network and are confident we could bring funding partners into the Stage 2 facility.

We understand that the Stage 2 redevelopment will cost in the order of \$3 million and that there is a funding gap of approximately \$1.5 million. We would like to work with Council to bridge that gap.

We are keen to formalise a working relationship with Council, and believe this could be reflected in a 'letter of intent', setting out both organisations commitment to work collaboratively to secure the funding necessary for the Stage 2 redevelopment. Once signed, we will work together with Council and the Sturt Football Club to seek funding opportunities from Federal and State Governments as well as private sector/corporate bodies.

Whilst details of any leases and tenure for the future facility cannot be determined at this time, we hope that the LifeChanger Foundation will become a long term partner with the Council, with a LifeChanger Community Hub based at Unley Oval. This partnership would bring the following benefits to the Unley Community:

- Unley Council will have a modern facility, with capacity for multi-purpose use by and for the Community;
- Enhancement of the strong synergy the Sturt Football Club has with existing youth/sport programs;
- Existing LifeChanger Foundation partners to assist in the funding of Stage 2 and the provision of expertise to run programs.

The benefit for us all is the continued development of a strong, healthy and safe community, and an even more vibrant, engaging environment for all.

Warm Regards,



Scott Watters
CEO | FOUNDER | WARRIOR
LifeChanger Foundation

INFORMATION REPORT

REPORT TITLE:	BIANNUAL PERFORMANCE REPORT
ITEM NUMBER:	1400
DATE OF MEETING:	25 FEBRUARY 2019
AUTHOR:	EXECUTIVE OFFICER - ADVISOR TO THE CEO AND MAYOR
ATTACHMENTS:	1. JANUARY 2019 CORPORATE REPORT

1. **PURPOSE**

The biannual performance report provides Council with data analysis, and reports on strategic planning, service delivery activity including customer satisfaction survey results, and financial performance across the whole of the organisation. The report assists with keeping Elected Members informed, and supports strategic decision making, continuous improvement and strategic governance.

This report continues to be a work in progress, with further development of corporate and key performance indicator reporting to be undertaken in the coming year. As part of the progression of the Digital Strategy staff are increasingly looking to automate data collection to simplify reporting, both in terms of data gathering and presentation. This work will assist with improvements planned for performance reporting.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **BACKGROUND**

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

The corporate reporting mechanism has been implemented to provide Council with prudent and strategic information that will support and inform its decision making.

The corporate report, which now provides Council with a performance report on a biannual basis, ensures Council is demonstrating ongoing and improved public accountability. It provides evidence and opportunities to drive and support continuous improvement.

4. **DISCUSSION**

This report, which covers the period from 1 July 2018 to 31 December 2018, includes comparisons with the same period from the 2017/18 financial year.

The current reporting period shows, in particular, the following:

- Implementation of a customer service focused culture is progressing strongly, with a complaints framework in place, first call resolution exceeding industry benchmarks, and the target for customer satisfaction exceeded six months ahead of schedule;
- The redesign of King William Road, recognised as a major economic development initiative as well as a major infrastructure replacement project, has commenced a competitive tender process to access industry experience to determine the most appropriate way to reconstruct King William Road, with construction to commence in April 2019;
- Unley's Digital Strategy, which includes implementation of Skype for Business, development of a knowledge repository, 3D city modelling, electronic forms and the upgrade of mobile devices, is well under way;
- Signing of a contract with SA Power Networks to roll out LED lighting across the City's residential streets in March 2019 is expected to provide significant financial and environmental benefits in the future;
- 1700 resident registrations for the *Take the Pledge* campaign 2018-19 have been achieved, with the program showing extremely good results in waste diversion; and
- Another 41 verges will be converted this year from dolomite to soil, ready for planting through the *Greening Verges Incentive*, resulting in an increase in green cover of 1084m².

The report is shown in Attachment 1 to Item 1400, 25 February 2019.

Attachment 1



CITY OF UNLEY
BIANNUAL CORPORATE REPORT
January 2019



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CEO UPDATE

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

2018/19 Key Performance Indicators

1. Continue to develop a customer service focused culture across the organisation

- **Consolidate and integrate Year One actions to become the standard:**
 - Implementation of a **Complaints Framework** commenced in July 2018 after which complaints reduced noticeably (further detail follows in the section on Customer Experience (CX))
 - Communication to customers is a key area for improvement, and strategies are in place to ensure all customers receive a response from staff with an approximate timeframe for resolution of their matter. This is a work in progress and is closely monitored and communicated to managers via monthly reports.
 - **First call resolution** refers to addressing the customer's need the first time they call, thereby eliminating the need for the customer to follow up with another call. Of the 360 customers who participated in an independent phone and SMS survey between July and December 2018, 72% indicated their enquiry was resolved at first point of call. This is 15% higher than the industry benchmark and is a significant achievement for the Customer Experience team who exceeded the set target 6 months ahead of time.
 - **The target for overall customer satisfaction** of 70% was exceeded in the independent survey referred to above, with the average satisfaction score being 81% (further detail follows in the section on Customer Experience).
- **Leverage systems and technologies for effortless online customer experience:**
 - **Online transaction processes** are currently being reviewed, with extensive research underway to identify options to improve online services. These will include:
 - Business automation to improve workflows and reduce manual tasks;
 - Upgrade of the website to increase useability and ease of navigation;
 - Upgrade of the intranet to increase and improve content quality to provide a useful reference point for staff;
 - Piloting of interactive forms throughout the business, including the review of the infringement process
 - Upgrade of 360 Unley, the customer central view where all customer interaction, communication, requests and enquiries can be found in one place, to ensure the interface is easy to use and meets user requirements.

- **Develop a user-centred customer experience**

- Two priority service areas are being reviewed, with customer 'journey mapping' undertaken to inform customer needs and current service gaps:

Planning and Development Service

- One of the service areas identified is the Planning and Development service. The project scope was completed in November 2018, however due to the imminent State Government planning reforms, the project is now outsourced to DPTI.
- DPTI is conducting workshops on a fortnightly basis with over 14 councils spread between regional and metropolitan areas and each IT vendor. City of Unley will have planning representatives at these workshops, commencing again in 2019.
- These sessions are used to develop the end-to-end business process maps, which support planning and building assessments under the PDI Act. These will form the basis to the build for the central solution, which will handle the processing of all development applications.

Traffic Controls

Planning and development of the Traffic Control project scope will commence in February 2019.

2. Timely delivery of a new Council Induction Program.

The following actions as part of the Council Induction program have been completed:

- Swearing in Ceremony – 19/12/2018
- Elected Member Photographs & First Council Meeting – 26/12/2018
- Mandatory Training Module 1 – Introduction to Local Government – 27/11/2018
- Mandatory Training Module 2 – Legal Responsibilities – 15/01/2019
- Mandatory Training Module 3 – Council and Committee Meetings – 01/12/2018
- Mandatory Training Module 4 – Financial Management and Reporting (scheduled for 18/02/2019)
- Media Training – 01/12/2018

A small number of individuals who were unable to attend the group sessions for the mandatory modules still need to complete some of the above sessions. Training will be scheduled as required and completed well before the 12 month timeframe for delivery of mandatory training modules.

An extensive Elected Member Briefing schedule is being delivered, aimed at providing a balance of background information on key projects/initiatives and information to support the new Council's decision making process. In addition, a number of briefing papers have been distributed to members, providing background information on key topics. Topics covered to date include: Customer Experience Program; King William Road project; Economic Development; ERA; Brown Hill Keswick Creek (including Wilberforce Walk); LED Lighting; Centennial Park; Planning Systems; and Organisational Culture

Further sessions currently scheduled include: Tree Canopy; Review of Meeting procedures; Active Ageing; Local Area Traffic Management Program and Walking and Cycling Plan

At the first Council Meeting on 26 November, the following matters were resolved by Council and subsequent action has been taken to implement decisions as required: appointment of Deputy Mayor; determination of time and place of Ordinary Meetings for Council for 2019; Elected Member Allowances and Benefits Policy

A post Council Meeting evaluation process has been implemented, to gain feedback on meeting processes.

At the January 2019 Council Meeting the Audit Committee and City Strategy and Development Policy Committees were established, including endorsement of terms of reference and appointment of members.

Planning is underway for a weekend workshop with Elected Members, which will form part of the Budget Process and also provide a team building/development opportunity for members.

A consolidated list of 'election campaign issues' was compiled from Elected Members and responses to the issues identified have been provided to assist Members to respond to constituents appropriately.

Administrative actions also completed: IT equipment issued; campaign donation returns completed; primary returns completed; contact information updated; business cards and name badges provided

3. Strategic Infrastructure Projects

The following works relating to the revitalisation of King William Road have been undertaken in the second half of 2018:

- The redesign of King William Road is recognised as a major economic development initiative as well as a major infrastructure replacement project. The design of King William Road aims to increase the opportunities for greening along the street, with additional places for people to gather, and the introduction of new and safer crossing points along the street. To achieve the shared vision of 'the most loved main street' the opportunities to enhance the presentation and accessibility of the street are balanced with the need to retain the majority of on-street parking along the street.
- The final design was presented to the Council for endorsement in August 2018, which allowed the project to advance to the next stage of documentation, with the target of construction works commencing in April 2019.
- The Council has commenced a competitive tender process to access industry experience to determine the most appropriate way to reconstruct King William Road that best manages the expectation of local residents and traders through the construction process.
- The Design King William 'co-design' process received a High Commendation Award from the Adelaide Review 2018 Form Journal Awards for Open Space and Urban Regeneration in October 2018.

The following works relating to the redevelopment of the Goodwood Oval Grandstand have been undertaken in the second half of 2018:

- In early 2018, the Council undertook extensive community consultation regarding a proposed concept design for the Grandstand redevelopment. Feedback was considered in April 2018 and Council provided support to proceed to detailed design and tender for construction. As part of the Council's decision, a range of amendments were identified for further resolution through the design process.
- In response to the community feedback, the Grandstand has been revised to include flexible change rooms with amenities and medical facilities to accommodate two to four teams, as well as new clubrooms, with improved kitchen, storage and amenities to better support local club activities, and provide for greater all weather spectator viewing. In addition, the building has been revised to reflect building materials and colour section that suit the local character of the Millswood neighbourhood, with increased landscaping to improve park access and local amenity.
- In November, the Council prepared a Community Newsletter which was shared with the local community to provide them with an update on the project prior to the planning application for the redevelopment being lodged.
- To support greater community awareness and understanding of the proposed Grandstand Design, a Community Open Day was held on Saturday 24 November 2018. The Open Day was supported by members

of the Design Team as well as both Cricket and Football Clubs, and had all relevant information for the planning application on display.

- The Planning Application associated with the proposed redevelopment was lodged with the Council Development Assessment Team and placed on consultation between 21 November and 5 December (two week statutory consultation process). It is anticipated that the independent Council Assessment Panel will make a decision in early 2019.

4. Digital Strategy

The City of Unley's Digital Strategy will provide a practical framework to guide the Council's provision of digital services and use of digital and Smart City technologies, supporting Unley's Four Year Plan 2017-2021 and Community Plan 2017-2033.

The Digital Strategy was endorsed by Council in mid 2018. Key projects are progressing in accordance with the agreed work plan. These include: implementation of Skype for Business, development of a knowledge repository, 3D city modelling, electronic forms and the upgrade of mobile devices

Work is continuing with smart city opportunities across the city. Two key locations that will be transformed by the use of smart city technology in the city are King William Road and Heywood Park.

5. Continue to develop a performance-based culture across the organisation and build the capability and capacity of the people

The distinguishing feature of leading organisations is their culture. Culture affects performance, employee engagement and the ability to create an innovative and positive work environment. The prevailing culture is what our community and customers experience when they engage with us. Results from the 2018 culture survey provide information that will enable strategies and plans to be implemented at both the organisational and team levels, ensuring that not only is our existing positive reputation maintained, but also improved.

The culture survey results were distributed and discussed with all areas during the months of July and August 2018. Council was presented the results of the survey in 2018 and to date 20 of 25 teams have completed their action plans. The Culture Hive will recommence in February with a priority in their work plan to be the development of a proposed strategy to present to EMT.

6. Deliver the annual business plan for 2018/19, whilst continuing to review and implement initiatives

Only minor savings have been identified to date. Identification of the savings target will be a focus of the third budget review. Council's Long Term Financial Plan has been prepared based on CPI over the next 5 years. The level of new borrowings will present Council a challenge in the short to medium term regarding finance costs. Other financial targets have remained the same.

7. Increase the sourcing of non-rate based revenue

Non-rate based revenue has been achieved across a number of sources including pay for use parking and grant funding.

Pay for use car parking areas have now been implemented and are monitored in four shopping precincts, with more installations scheduled for the future. The current pay for use car parks are located at Metro Shopping Centre; Unley Shopping Centre; Rossiters (Unley Road); and Foodland (Goodwood Road). It is anticipated that a pay for use car park area will be implemented at the Arkaba Woolworths in the near future.

Grant funding aligned to Council's Strategic Management Plans has been achieved following successful grant applications across a number of sectors and includes:

- Community Visitors scheme funding for 1 July 2018 - December 2018 \$30,000.
- HACC funding extension of contract for one year 1 July 2018 - 30 June 2019 \$ 2018/19 \$210,000.
- CHSP funding 2 year contract from 1 July 2018 - 30 June 2020 \$1,954,000.
- Sport Australia grant, 2 year agreement \$593,000 - Active Ageing project to be implemented across ERA councils
- DCSI grant funding \$40,000.
- Grants SA \$8,700 for Community Volunteer Training Program.
- Arts SA \$80,000 Major Commission Funding: Public Art and Design.
- Blackspot Funding 2018/19 - Two Roundabouts \$185,000.
- DPTI Way-to-go Funding 2018/19 - Black Forest \$4,000.
- DPTI Greenways and Cycle Paths Program 2018/19 – Rugby / Porter Bikeway Stage 2 \$109,000.
- Roads to Recovery 2018/19 - \$269,300.
- Special Local Roads Program (RTR) 2018-19 King William Road \$700,000.
- NRM Board Smart Water Storage and Re-use \$50,000 (proportion of funding).
- NRM Board Water Sustainability Grant \$48,000.
- Resilient East: Mainstreaming Water Sensitive Urban Design \$27,500.
- DEW Science & Research (metro) Heat Mapping website February 2019 \$37,000.
- Museum Australia Digital Photo Project November 2018 \$5,000
- SA Libraries Board Digital Literacy July 2018 \$5,000
- SA Libraries Board Library Video Project February 2019 \$10,000

8. Improved engagement with external stakeholders

Meetings have been held with a range of stakeholders including:

- The Chair of the South Australian Planning Commission to discuss a number of planning policy matters relating to the City of Unley.;
- The Federal Member for Hindmarsh, Steve Georganas MP and Senator the Hon Simon Birmingham to discuss funding opportunities for stage 2 of the Unley Oval redevelopment.
- The CEO and Founder of Lifechanger Foundation, Maria Smith, to discuss opportunities to work together in the City of Unley.
- Housing SA to discuss future opportunities for Mornington House and the flats behind the Memorial Gardens.
- David Pisoni MP, State Member for Unley, in relation to various matters including a design of Unley Road and the King William Road project.
- The State Member for Badcoe, Jane Stinson MP, in relation to Goodwood Oval Grandstand project.
- The Federal Member for Boothby, Nicole Flint MP, to discuss potential projects in her electorate.

- Study Adelaide and ReadyGrad in relation to structured internship programs within Local Government.
- Avanti Care in relation to working together on various active ageing initiatives.

9. Continue to implement policies, strategies and projects to drive improved environmental sustainability across the City

- The business case to change over to **LED lighting** for the Council's "P category" street lighting has been completed and presented to Council. The business case demonstrated that there was significant benefit to Council in the changeover to LED lights from both financial and environmental criteria.

Ironbark Sustainability was engaged to assist with the roll out of the project, including negotiations with SA Power Networks, the procurement of LEDs, and assisting with the redesign of the lighting at some locations across the city, with a focus on walking and cycling routes, heavy pedestrian zones (particularly for the aged) and any high risk locations. Council has now signed a contract with SA Power Networks to roll out LED lighting across the City's residential streets within the next quarter, with the project expected to take several months.

- The **Resilient East** project has been in train since Federal funding was obtained in 2014, in collaboration with Adelaide City Council and City of Tea Tree Gully, resulting in the plan that has been endorsed by all participating Councils. The goal of the Resilient East Project is to improve the resilience of our communities, assets and infrastructure, local economies and natural environment so they can cope with the inevitable impacts and challenges of climate change

In November 2016, the CEOs approved a request to fund a 0.5 Regional Coordinator position, with funding subsequently matched by the NRM, to coordinate the implementation of the plan across the region.

A sector agreement between the participating Councils and the State Government was signed in March 2017, with the Regional Coordinator since being employed and hosted by Unley on behalf of the project Councils. Work undertaken to date has focused on the following four actions:

- Heat Mapping (also supported by the City of Salisbury)
- Developing a Mission and Strategy for Canopy and Green Cover
- Street Tree Species Review
- Developing a Mission and Strategy for Water Sensitive Urban Design (WSUD)

A workshop on the outcomes of the Northern and Eastern Collaborative Heat Mapping report was held in November 2018. Unley was one of nine partner councils that worked together on the aerial heat mapping study to better understand how heat impacts our communities, assets and infrastructure and building resilience to cope with the inevitable impacts and challenges of climate change.

• Second Generation Street Tree Replacement Program

The individual tree locations, including vacant wells for the second generation street tree replacement program, have been identified, assessed with appropriate public consultation and works programmed to commence in autumn 2019.

• Establish new service agreements with waste contractors

Discussions have commenced with existing service providers and other industry practitioners to consider future business needs and any contractual adjustments required to meet the changes in the recycling process.

Elected Members' Attendance July - December 2018

Council Meetings (P = Present, A = Apology, L = Leave, R = Resigned)

July to November 2018

Elected Members	23-Jul	30-Jul	27-Aug	10-Sep	24-Sep	22-Oct	5-Nov	Present
Jennie Boisvert	P	P	P	P	P	P	P	7
Michael Hewitson	P	P	P	P	P	P	P	7
Mike Hudson	P	P	P	P	P	P	P	7
Peter Hughes	P	P	P	P	P	P	P	7
Anthony Lapidge	P	P	P	P	P	P	P	7
Don Palmer	P	P	P	P	P	P	P	7
Michael Rabbitt	P	P	P	P	P	P	P	7
Rufus Salaman	P	P	P	P	P	P	P	7
Rob Sangster	P	P	P	P	P	P	P	7
Bob Schnell	P	P	P	P	P	P	P	7
Luke Smolucha	P	P	P	P	P	P	P	7
Attendees	11	11	11	11	11	11	11	77

Briefings/Workshops (P = Present, A = Apology, L = Leave)

July to November 2018

Elected Members	9-Jul	6-Aug	13-Aug	20-Aug	3-Sep	Present
Jennie Boisvert	P	P	P	P	P	5
Michael Hewitson	P	P	P	P	P	5
Mike Hudson	A	A	A	P	A	1
Peter Hughes	P	P	P	P	P	5
Anthony Lapidge	P	P	P	P	P	5
Don Palmer	P	P	P	P	P	5
Michael Rabbitt	P	P	P	P	P	5
Rufus Salaman	P	P	P	P	P	5
Rob Sangster	A	P	P	P	A	3
Bob Schnell	P	P	P	P	P	5
Luke Smolucha	P	P	P	P	P	5
Attendees	9	10	10	11	9	49

Council Meetings (P = Present, A = Apology, L = Leave, R = Resigned)

November 2018 – December 2018

Elected Members	26-Nov	10-Dec	Present
Kay Anastassiadis	P	P	2
Jennie Boisvert	P	P	2
Monica Broniecki	P	P	2
Sue Dewing	P	P	2
Jordan Dodd	P	P	2
Michael Hewitson	P	P	2
Mike Hudson	P	P	2
Peter Hughes	P	P	2
Don Palmer	P	P	2
Michael Rabbitt	P	P	2
Jane Russo	P	P	2
Nicole Sheehan	P	P	2
Emma Wright	P	P	2
Attendees	13	13	26

Briefings/Workshops (P = Present, A = Apology, L = Leave)

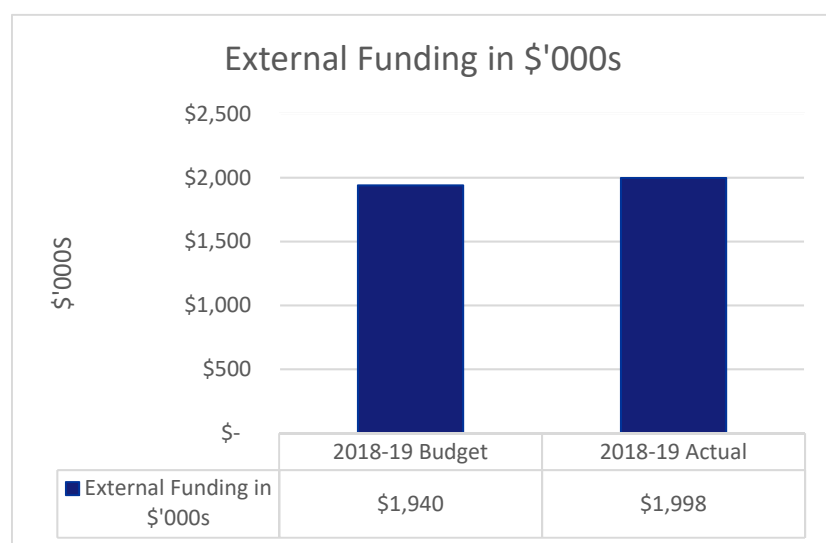
November 2018 – December 2018

Elected Members	27-Nov	1-Dec	3-Dec	17-Dec	Present
Kay Anastassiadis	P	P	P	P	4
Jennie Boisvert	P	P	P	A	3
Monica Broniecki	P	P	P	P	4
Sue Dewing	P	P	P	P	4
Jordan Dodd	P	P	P	P	4
Michael Hewitson	P	P	P	P	4
Mike Hudson	A	P	P	A	2
Peter Hughes	P	P	P	P	4
Don Palmer	P	P	P	P	4
Michael Rabbitt	P	P	P	P	4
Jane Russo	P	P	P	A	3
Nicole Sheehan	P	P	P	P	4
Emma Wright	P	P	P	P	4
Attendees	12	13	13	10	48

DIVISIONAL REPORTS

Grant Funding

External funding Grants and Subsidies 2018/2019



Council has a favourable variance to budget of \$58k for grant funding; this largely relates to the early receipt of our third quarter State HACC Grant. Council also received Supplementary Roads Funding for King William Road, Hyde Park, \$238k of which was not anticipated in the 2018/19 Original Budget.

	2018-19 Actuals \$'000s	2018-19 YTD Budget \$'000s	Variance \$'000s	2018-19 Budget \$'000s
Grants - Health & Ageing	686	648	38	1,236
Grants - Financial Assistance Grants	199	201	(2)	402
Grants - Library Board	286	282	4	282
Grants - Local Roads	317	318	(1)	191
Grants - Roads to Recovery	0	0	0	269
Grants - Other	5	6	6	6
Operating Grants - total	1,493	1,455	45	2,386
Capital Grants - Replacement	-	-	-	169
Capital Grants - New	505	485	20	3,620
Capital Grants	505	485	20	3,789
Total Grants & Subsidies	1,998	1,940	65	6,175

Customer experience

Customer satisfaction

A total of 320 customers participated in an independent phone and SMS survey regarding their satisfaction with the City of Unley for the period 1/7/18 - 31/12/18. The monthly survey included two questions:

- How satisfied were you with the service you received from the City of Unley?
- Did we resolve your query the first time you contacted us? (Yes/No)

With the implementation of the corporate 3-year Customer Experience Program in July 2017, overall customer satisfaction has improved by 19% (62% in Dec 2017), exceeding the set target of 80% satisfaction.

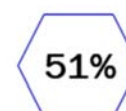
81%
OVERALL SATISFACTION
WITH COUNCIL



Increase in
satisfaction from
previous year



SA Council
satisfaction
benchmark



National Council
satisfaction
benchmark

72 %

FIRST
CALL
RESOLUTION

15%

Higher than
the industry
benchmark

18%

Increase from
previous year

80%

Target by
June 2020

First Call Resolution (addressing the customer's need the first time they call, thereby eliminating the need for the customer to follow up with a second call) increased by 18% from 54% in July 2017 to 72% in December 2018.

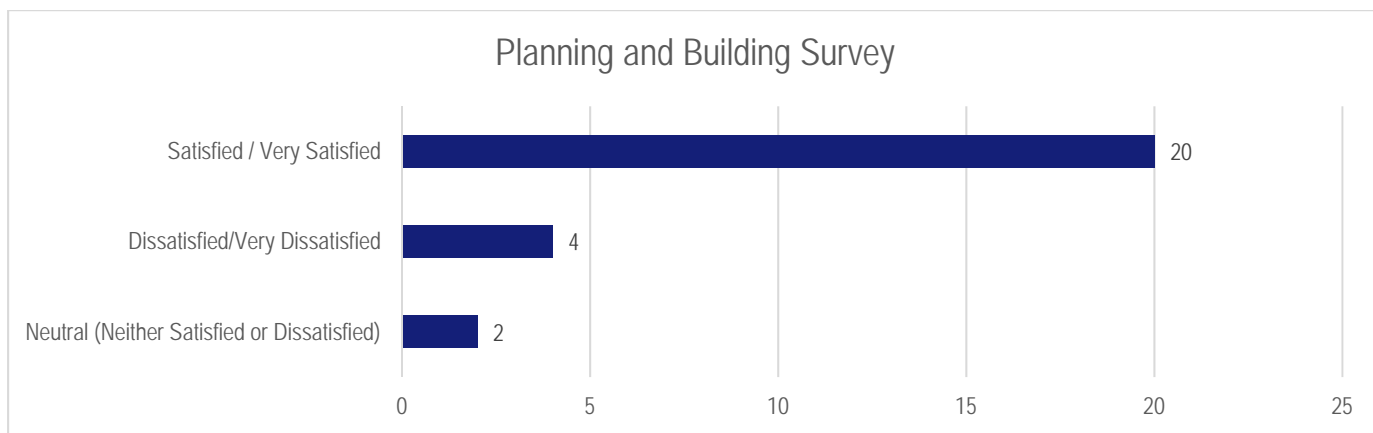
The above improvement in satisfaction and first call resolution is the direct result of the recruitment of professional and highly skilled Customer Experience Officers; upgrades of systems that allow for greater automation and efficiency; implementation and analysis of endorsed service levels; improvement in the quality of information shared across the organisation; and the introduction of a complaints framework.

In addition to the general customer satisfaction survey, a series of specific service related satisfaction surveys were undertaken, delivering an overall satisfaction rating of 80%.

Below is a summary of the individual survey results:

- **Planning/Building Satisfaction Survey**

This is a monthly survey and 80 customers were contacted via email, hard copy, online or phone call surveying. The participation rate is considered low (33%) despite the diverse survey approach. The small sample of 26 customers rated their satisfaction with the service as:



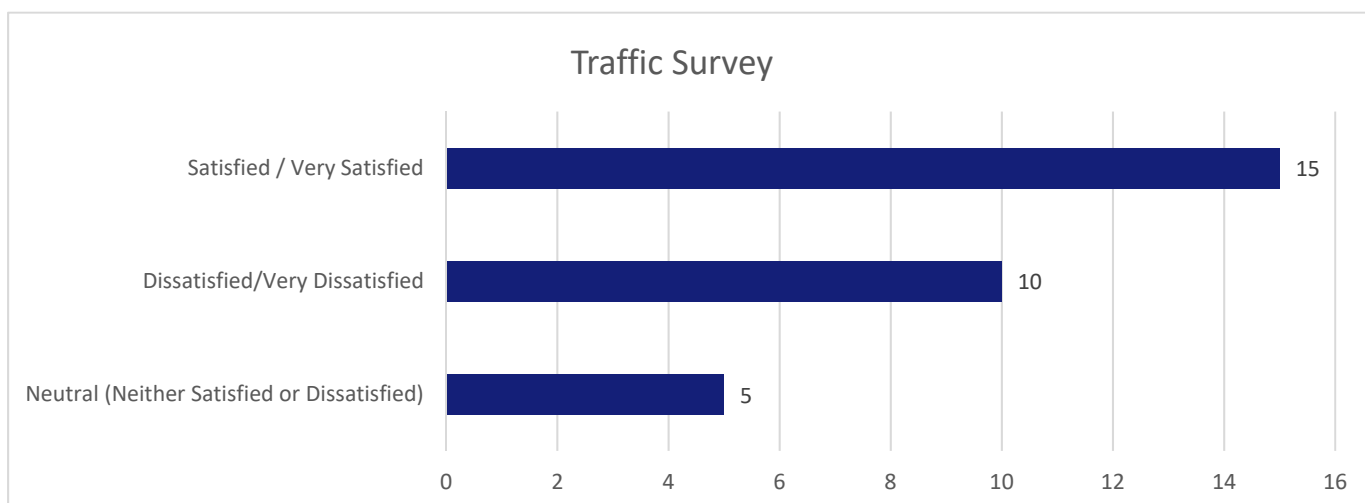
Those that were dissatisfied with their service experience identified the following concerns:

- Dissatisfaction with service level - delay between verbal/email approval and documentation received (3 participants)
- Fees and charges unclear (2 participants)
- Incorrect advice (1 participant)

This feedback is being considered by the team for improvement.

- **Traffic Satisfaction Survey**

This is a monthly survey and 144 customers were contacted via email, hard copy, online or phone call surveying. The participation rate is considered low (20.83%) despite the diverse survey approach. The small sample of 30 customers rated their satisfaction with the service as:

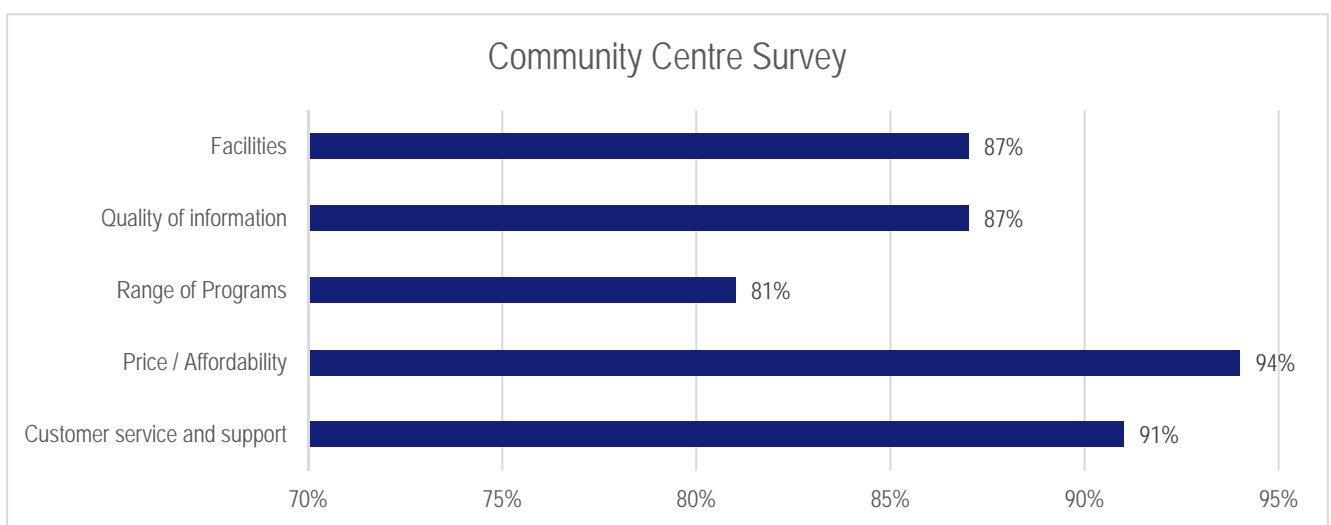


Those that were dissatisfied with their service experience identified the following concerns:

- Want the Traffic Department to be more proactive in their planning and support for local residents (1 participant)
- Would like to see greater monitoring of car parking due to major events at the Unley Oval (*note - this is not the responsibility of the Traffic Department*) (1 participant)
- Greater empathy for businesses in the region (1 participant)
- Disagreement/disgruntlement with newly introduced traffic management improvements and traffic flow (4 participants)
- Dissatisfaction with service level (3 participants)

• Community Centres Satisfaction Survey

This is an annual survey, and 148 customers rated the service as follows:

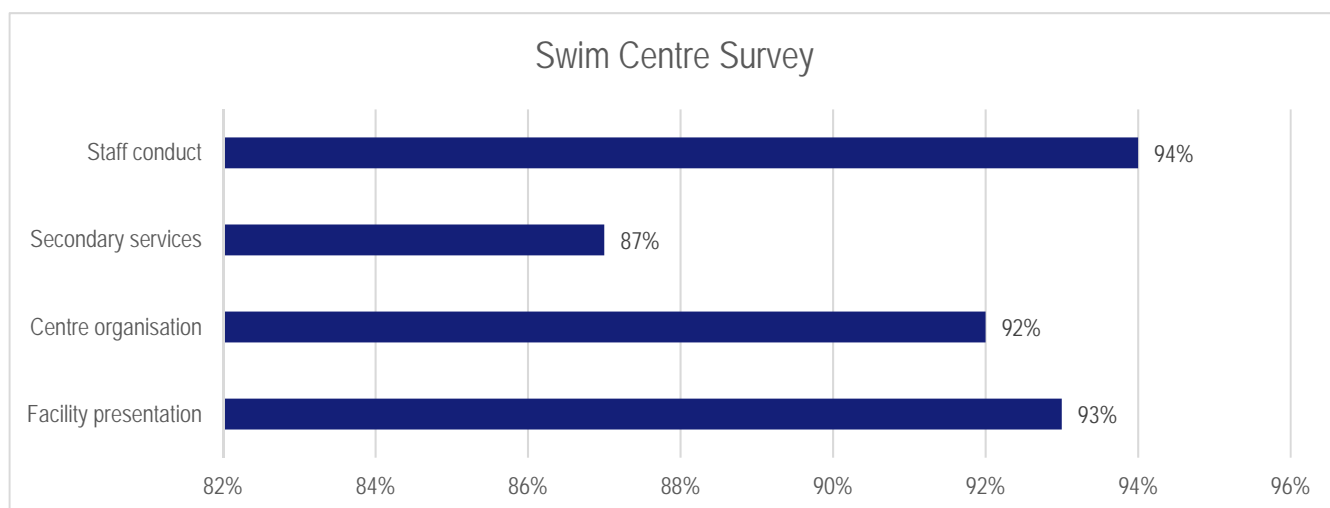


Some customer comments:

- I am very impressed with the 2019 program – please do not stop it. It gives me lots to work with.
- Clarence Park Community Centre is a beautiful and welcoming set of spaces with a very diverse range of programs. Staff work hard to provide excellent service with a smile. The centre has become a home away from home. We feel a strong connection to the centre.
- Well placed and well serviced for all ages to enjoy and very pleasant people to deal with. Thank you.
- A wide variety of offerings, creating a sense of community.
- A very good range of activities with experienced leaders and trainers. I do the exercise classes, which have had an excellent impact on my health and fitness.
- Staff at the FPCC are always very helpful and supportive to all who attend the centre. They are always very willing to help whenever needed and to assist us with information that we may require to assist our members.
- I am so appreciative of these centres and the range of programs. That is why I choose to live in the Unley Council area.
- Great range of services, affordable prices, inclusive to all.

- **Swim Centre Satisfaction Survey**

This is an annual survey, and 100 customers rated the service as follows:



*Secondary Services relate to car parking and café

The Swim Centre received a 6.5 out of 7 score (97%). The average benchmark across AUS is 5.9.

Some customer comments:

- Unley Swim Centre has more lap lanes than any other pool
- Great range of outdoor seats and tables that are always clean
- It's a beautiful pool and very relaxing place to visit
- Staff are fantastic
- Car parking issue during peak summer period / lack of car parking
- Request more diverse aqua class times
- Request the gym to be open to public and in winter
- Splash park for children
- Upgrade and more showers and family rooms

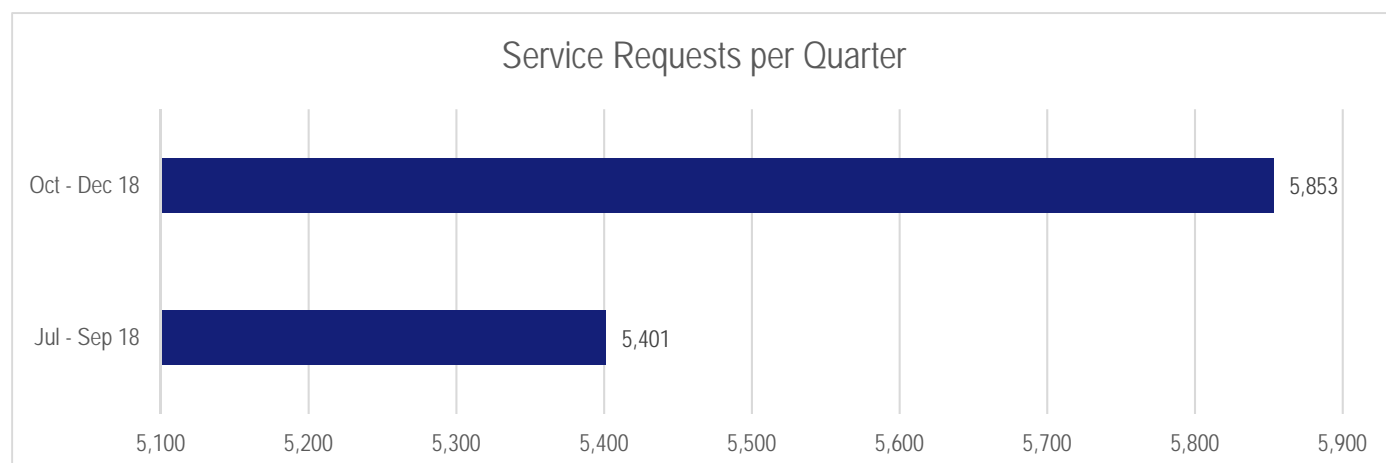
- **Other Surveys**

Two additional monthly surveys were introduced in November 2018:

- Environmental Health
- Business Support

By December 31st, only one response was received for the Environmental Health survey, and no responses for Business Support. A follow-up phone call to these customers will occur in January 2019.

Customer requests



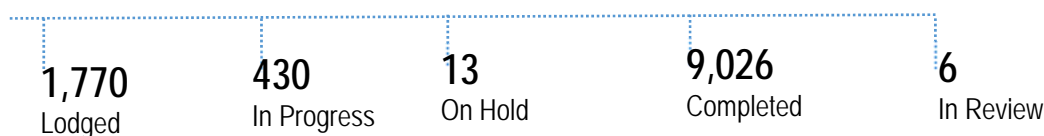
Customer requests include seeking service, approval, information, action or assistance in line with Council's service offering.

It also includes routine inquiries about Council's business, reports of failure to comply with laws regulated by Council or requests for explanation of policies, procedures and decisions.

Over the last six months, Council administration received **11,254** service requests.

STATUS

SERVICE
REQUESTS



- 80% of service requests were actioned and completed within existing service levels
- 16% (1,770) requests are still in the lodge status – reasons for this could include investigation how to resolve the issue, backlog due to increased demand / staff workloads, or the work is completed although the status of the request on the system has not changed (requires manual action)
- 4% are either in progress, on hold or in review – this includes, but is not limited to the review of expiation notices, investigation / research undertaken before making a decision how to resolve the matter, and scheduled work that cannot be completed immediately

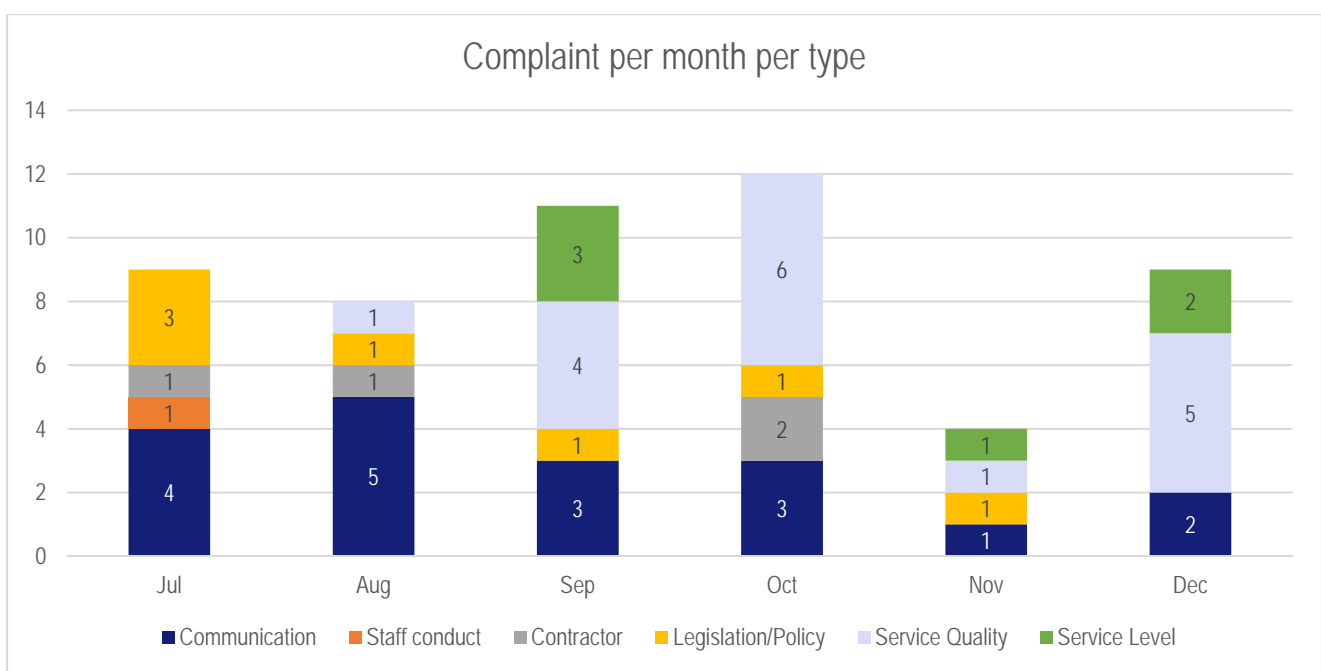
TOP 5

SERVICE
REQUESTS



- The Top 5 service requests represent 28% of the total customer requests received
- Planning enquiries also include planning and building applications
- Roughly, 25% of all expiation notices issued, resulted in a request for a review. This is high compared to other inner city councils such as Adelaide (4%); Mitcham (14%); Burnside (18%); Marion (13%). It is noted that Campbelltown Council also experience high volumes of requests for expiation reviews (32%)
- Street tree maintenance requests spike in autumn, spring and during significant weather events
- Traffic management requests may increase when new traffic flow measures are implemented and customers want to provide feedback or request further changes
- Requests for parking enforcement are consistently received across the year, but may increase during specific events, such as the Royal Adelaide Show and Tour Down Under

Customer complaints



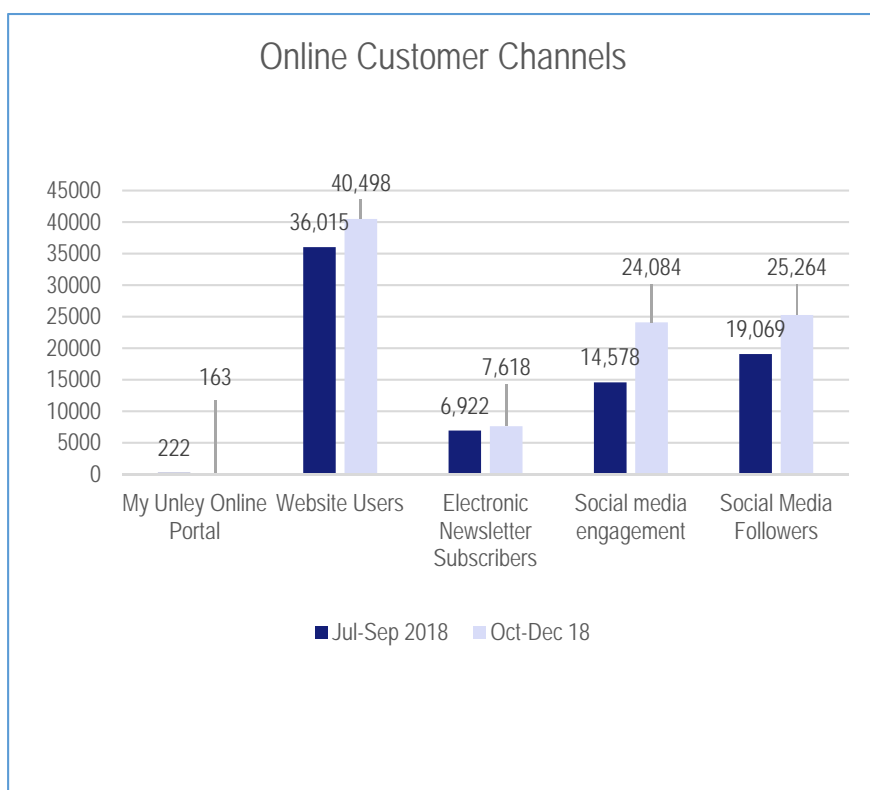
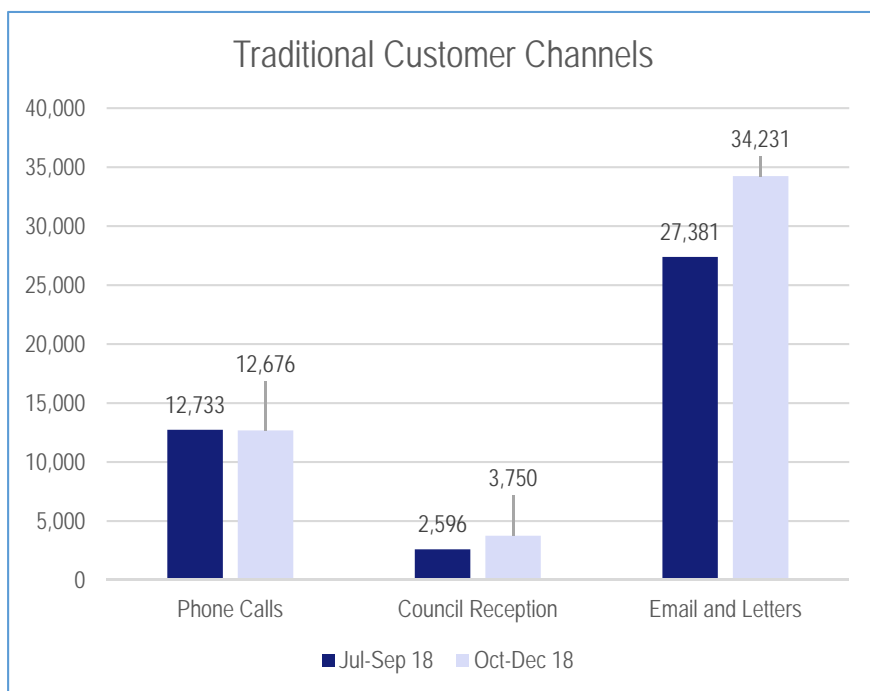
Definition of complaint types

- **Communication** - Staff failed to respond to the customer
- **Contractor** - Complaint about contractor service
- **Legislation / policy** - Dissatisfaction with Staff / Council decision
- **Service quality** - Dissatisfaction with product / service or the expectation exceeds current service offering
- **Service Level** - Service level not met

During September and October, complaints increased slightly. The increase is mostly relating to dissatisfaction with service quality or service level, as customers were seeking an increase in regular street sweeping and tree maintenance during spring.

When considering the depth and breadth of service provided to customers, and measuring the total number of complaints received (53) against the 11.25K customer requests received for the same period, **complaints are less than 1%** of the total customer interaction with the City of Unley.

Key customer channels



Traditional customer channels continue to generate large volumes with **93,367** communication exchanges during July to December 2018.

Electronic channels' popularity are consistently increasing both in engagements with posts on Facebook, Twitter, Instagram and YouTube and the number of followers for each social media channel.

The "My Unley" portal is not performing well, and alternative options are currently being investigated to improve ease of use for customers.

Phone Calls

The number of phone calls received on Council's 8372 5111 phone line. This does not include customer phone calls directly made to Libraries, Community Centres, Swim Centre, Ageing Services or Depot

Council Reception

The number of customers presenting in person at the Council office at 181 Unley Rd, Unley

Email and Letters

The number of correspondence registered (received and sent)

My Unley Online Portal

The number of online customer enquiries, requests and complaints lodged via this portal (located on the Unley website)

Website Users

The number of people who visited Council's website

Electronic Newsletter Subscribers

The number of customers subscribing to the electronic Library and Museum newsletters

Social Engagement

The number of unique people who engaged in certain ways with our page posts, e.g. commenting on, liking, sharing or clicking upon particular elements of the post

Social Media Followers

The number of followers of Council's nine Facebook, two Twitter and three Instagram platforms

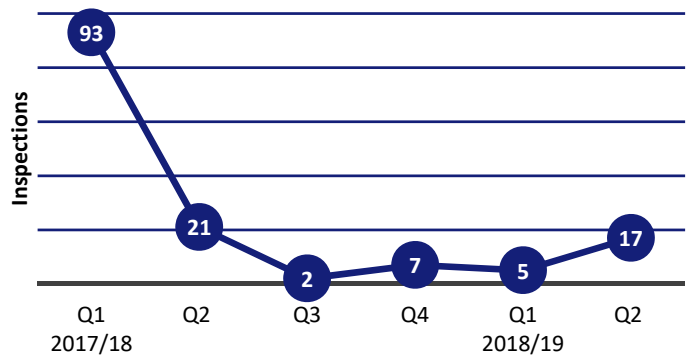
Environmental Health Inspections

Health Premises* Inspections

Health premises inspections for the last six months were made up of swimming pool and spa inspections, and high risk manufactured water systems. Health and beauty inspections are due to be undertaken commencing July 2019.

*Health premises consist of cooling towers, warm water systems, swimming pools, and hair and beauty, tattooists, skin penetration businesses.

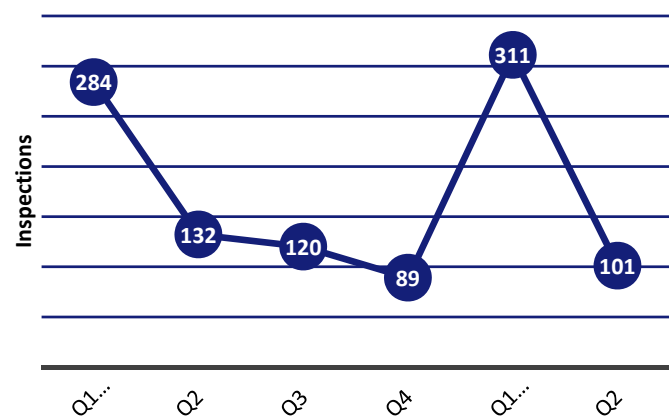
Health Premises Inspections



Food Premises Inspections

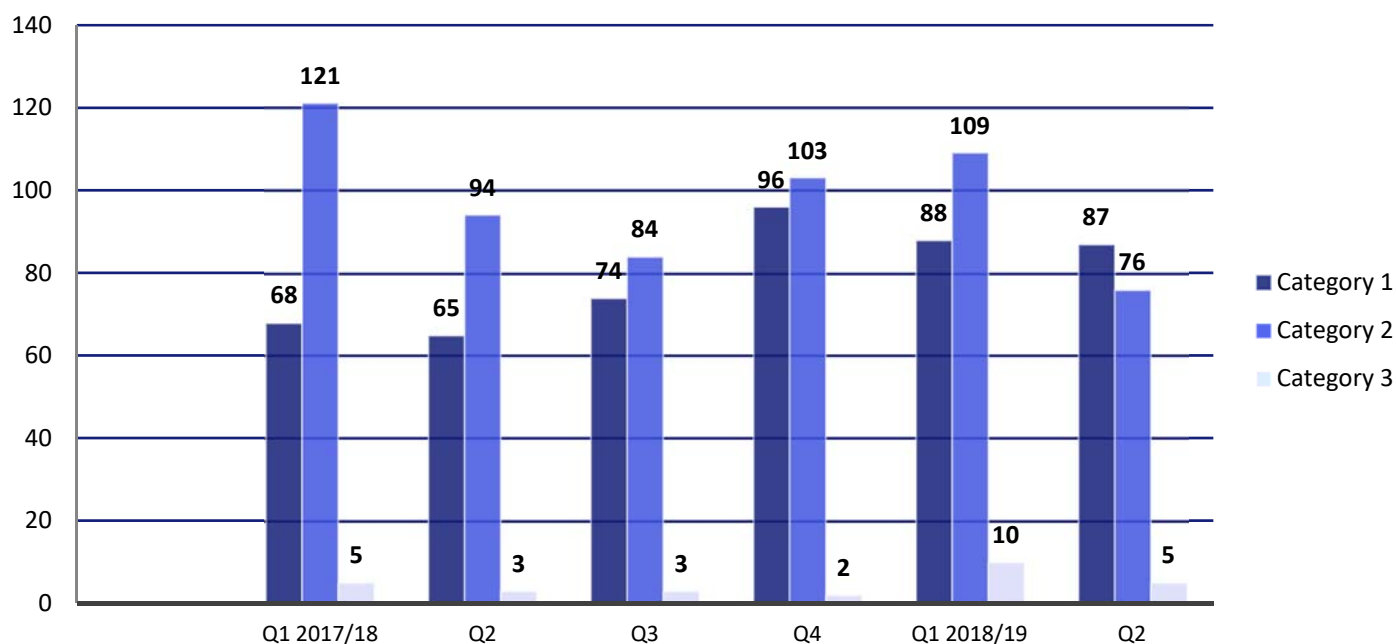
Of the 311 food premises inspections undertaken in July to September, 234 were Royal Show inspections.

Food Premises Inspections



Applications lodged by category

Applications Lodged by Category of Public Notification

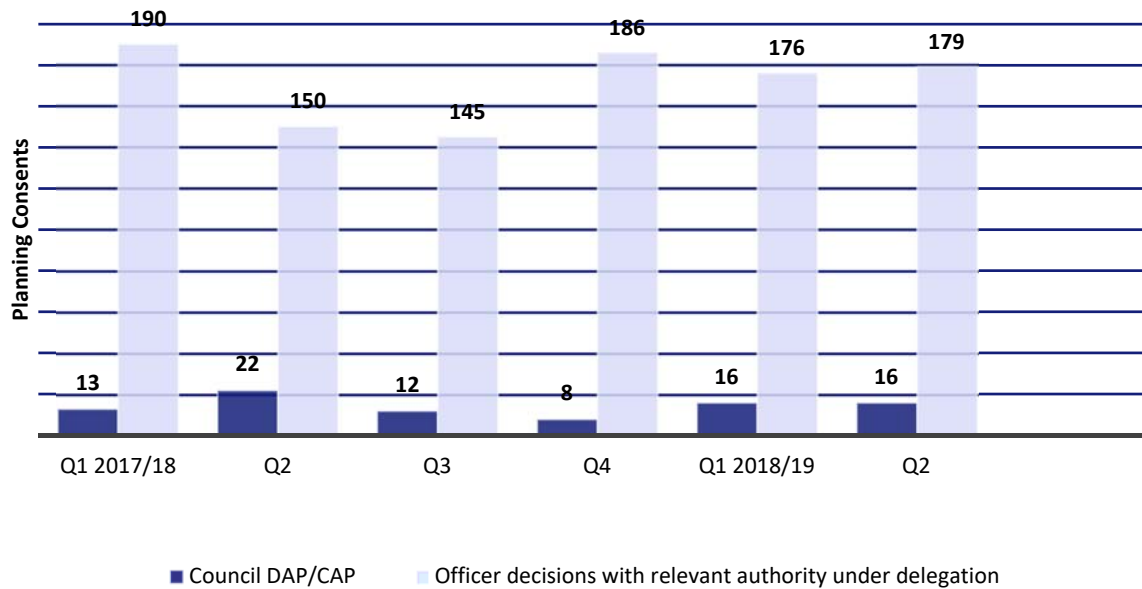


- **Category 1:** No public notice is given, no public consultation occurs and there is no right of appeal by "third parties" against the decision.
- **Category 2:** A notice, describing the development, identifying the land and stating such things as whether it is complying or non-complying development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

The number of applications received in the first 6 months of 2018/19 is 375, higher than the 356 received in the same period in 2017/18.

Planning consents issued by relevant authority

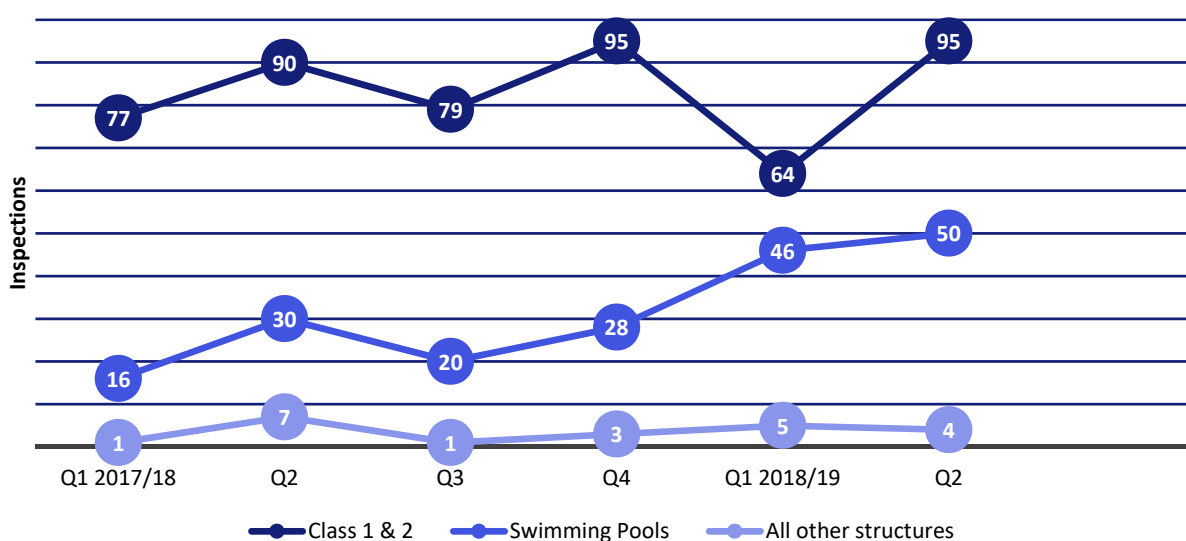
Planning Consents Issued



The number of CAP assessed applications is 32, which is substantially higher than the 20 assessed by CAP in the equivalent period in 2017/18.



Compliance (Building rules related inspections)



Swimming Pools

100% of pool barrier notifications were inspected within 14 days - legislative requirement is 80% (24 out of 24 inspected within 0-14 days).

Roof Framing

Owner builders: 100% of all notifications were inspected (legislative requirement is 90%). Of 11 notifications 11 were inspected.

Licensed builders: 96.05% were inspected (legislative requirement is 66%). Out of 76 notifications 73 have been inspected to date.

Notes

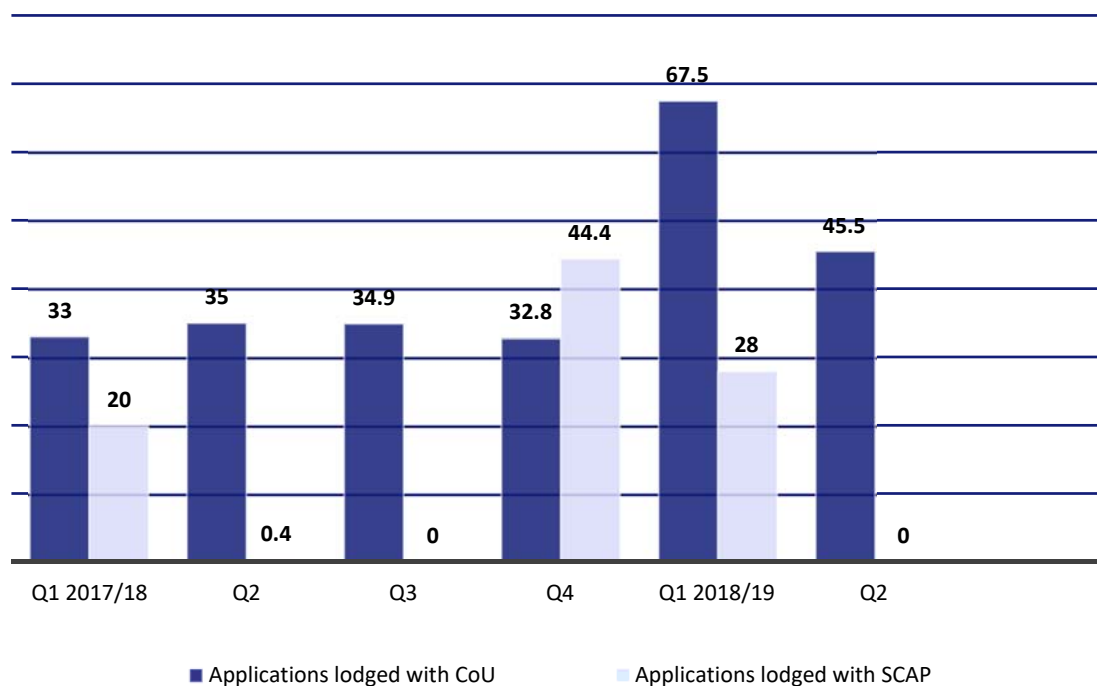
Numbers refer to the number of sites inspected, not the number of inspections.

- Class 1 - One or more buildings which in association constitute:
- Class 1a - A single dwelling being a detached house, or one of a group of two or more attached dwellings, each being a building
- Class 1b - A boarding house or like in which not more than 12 persons would ordinarily be resident; or four or more single dwellings located on one allotment and used for short-term holiday accommodation, etc
- Class 2 - A building containing 2 or more *sole-occupancy units*, each being a separate dwelling.

Building inspections are being conducted in accordance with legislative requirements.

Value of Development Applications

Value of Development Applications - \$ millions



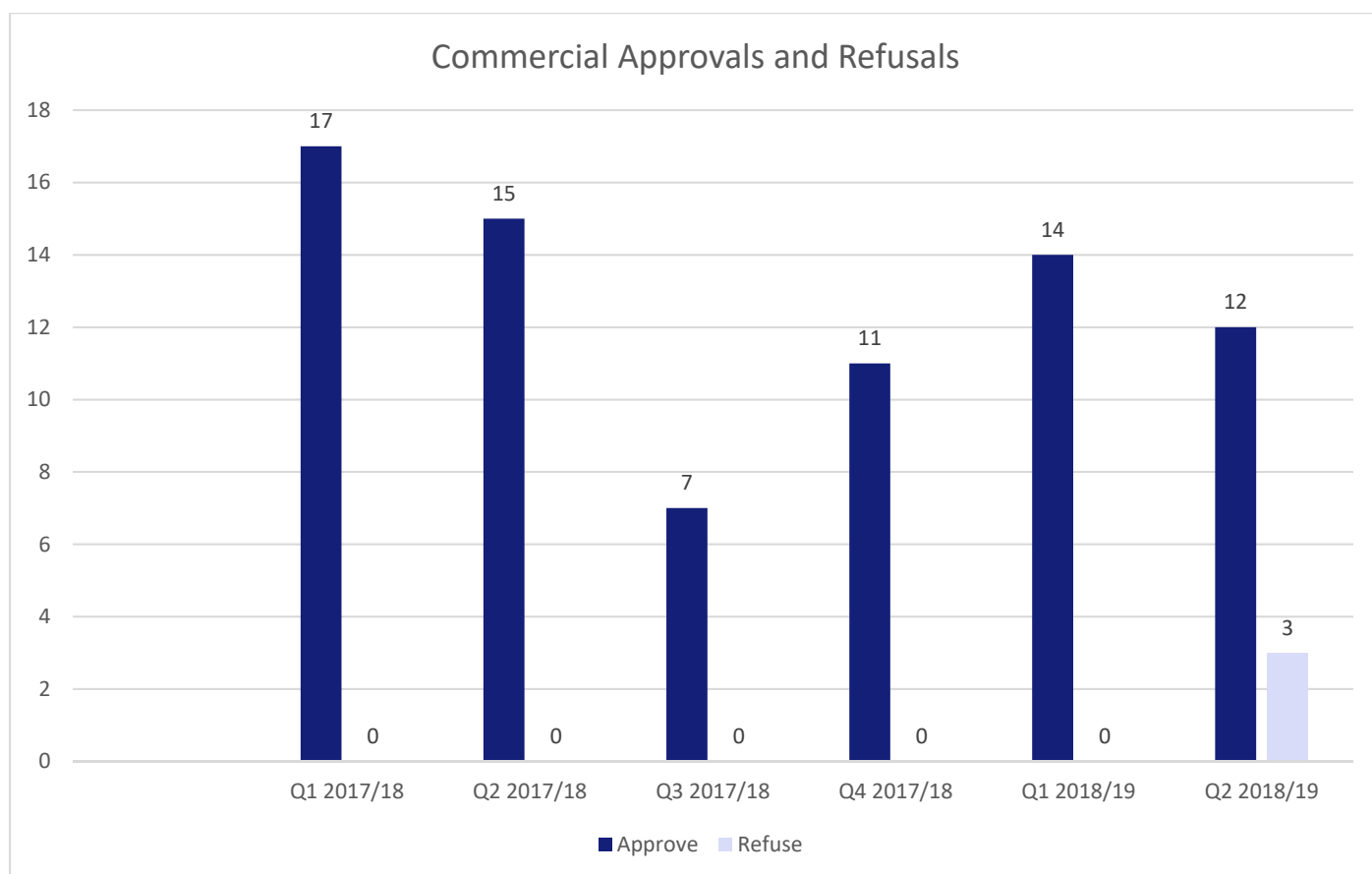
The value of developments shown above is provided by the applicants at the time of lodgement. They represent the cost of development and do not include costs associated with fit out. The value of development applications received in the first six months of 2018/19 is \$113 million, which is significantly higher than the \$68 million received for the same period in 2017/18.



Commercial Applications

There were three commercial applications refused during the first six months of 2018/19. In summary, the three applications were as follows:

- 85 Leicester Street Parkside – change of use from vacant to hotel (to be used between the hours of 7am to 10pm, 7 days per week.
- 21-23 Edmund Avenue Unley – construction of integrated service station complex with associated fencing, landscaping, carparking and illuminated signage (including one 6 metre high pylon sign) and the removal of two street trees along Duthy Street.
- 262B – 264 Glen Osmond Road Fullarton – demolish existing buildings, construct new motor repair station and remove a street tree.



Lease Stages

Leases being negotiated

Negotiations have begun with the following tenants:

- Millswood Lawn Tennis Club, Millswood Crescent, Millswood – Lease expired 30th April 2018
- Regent Pty Ltd & Zaka Pty Ltd, Carparks at 108-110a Unley road, Unley – Lease expired 30th June 2018

- Millswood Croquet Club, Millswood Crescent, Millswood – Lease expired 30th November 2018
- Fullarton Scouts, 53b Fisher Street (Scammel Reserve), Fullarton – Lease expired 30th November 2018
- Shop 3 / 71-73 King William Road, Unley – Lease expires 31st January 2019

The following leases or extensions are being worked on, however will take extensive negotiations with the tenants due to the ongoing (or proposed) works that are (or will be) occurring at these facilities currently or in the near future:

- Sturt Football Club, Unley Oval, Unley (usage for training and buildings at this facility) – Lease expired 31st December 2018
- Goodwood Cricket Club, Goodwood Oval – Extension of Lease – Current Extension expired 30th June 2018 (lease is in holding over mode until building works are set to commence then negotiations for a new lease will start)
- Goodwood Saints Football Club, Goodwood Oval – Extension of Lease – Current Extension expired 30th June 2018 (lease is in holding over mode until building works are set to commence then negotiations for a new lease will start)

Leases being reviewed due to Civic Precinct working group:

- St Johns Ambulance, 72 Edmund Avenue, Unley - Lease expired 22 August 2018
- Unley Kindergarten, 45-47 Oxford Terrace, Unley – Lease expired 30th November 2018

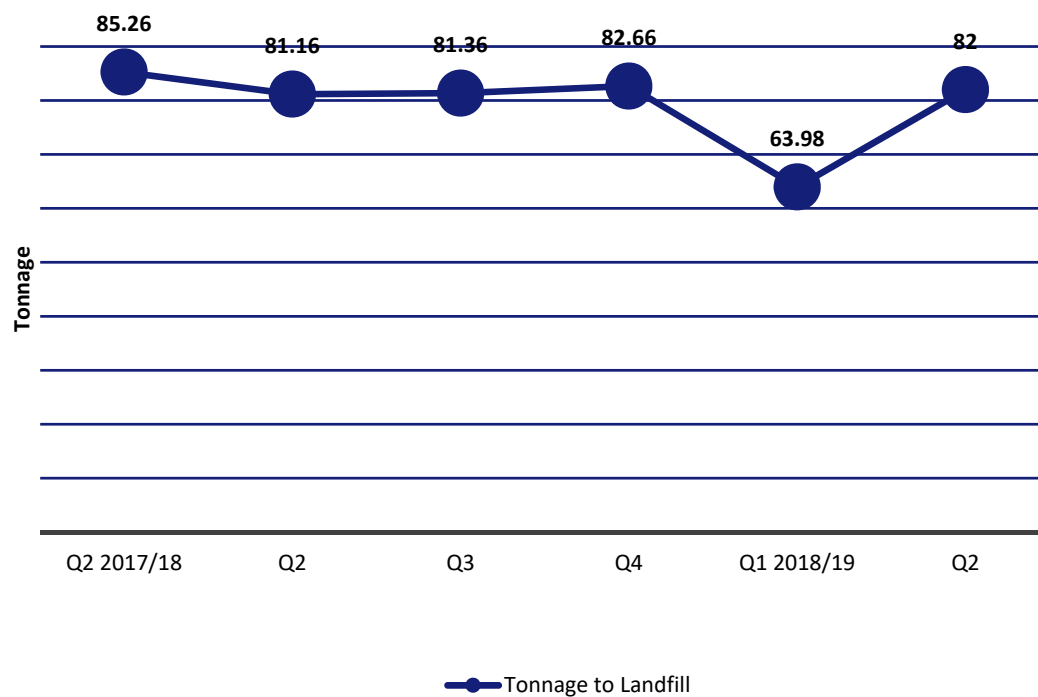
Leases due for renewal second half of 2018/19

- Shop 1 / 71-73 King William Road, Unley – Extension of Lease – Current Extension expires 15 May 2019
- Fairmont Tennis Club, 360a Cross Roads (Page Park), Clarence Park – Lease expires 30 June 2019
- Sturt Bowling Club, Trimmer Terrace, Unley – Lease expires 30 June 2019
- Sturt Lawn Tennis Club, Langham Terrace, Unley – Lease expires 30 June 2019
- Girl Guides, 53a Fisher Street (Scammel Reserve), Fullarton – Lease expires 30 June 2019

Waste Management

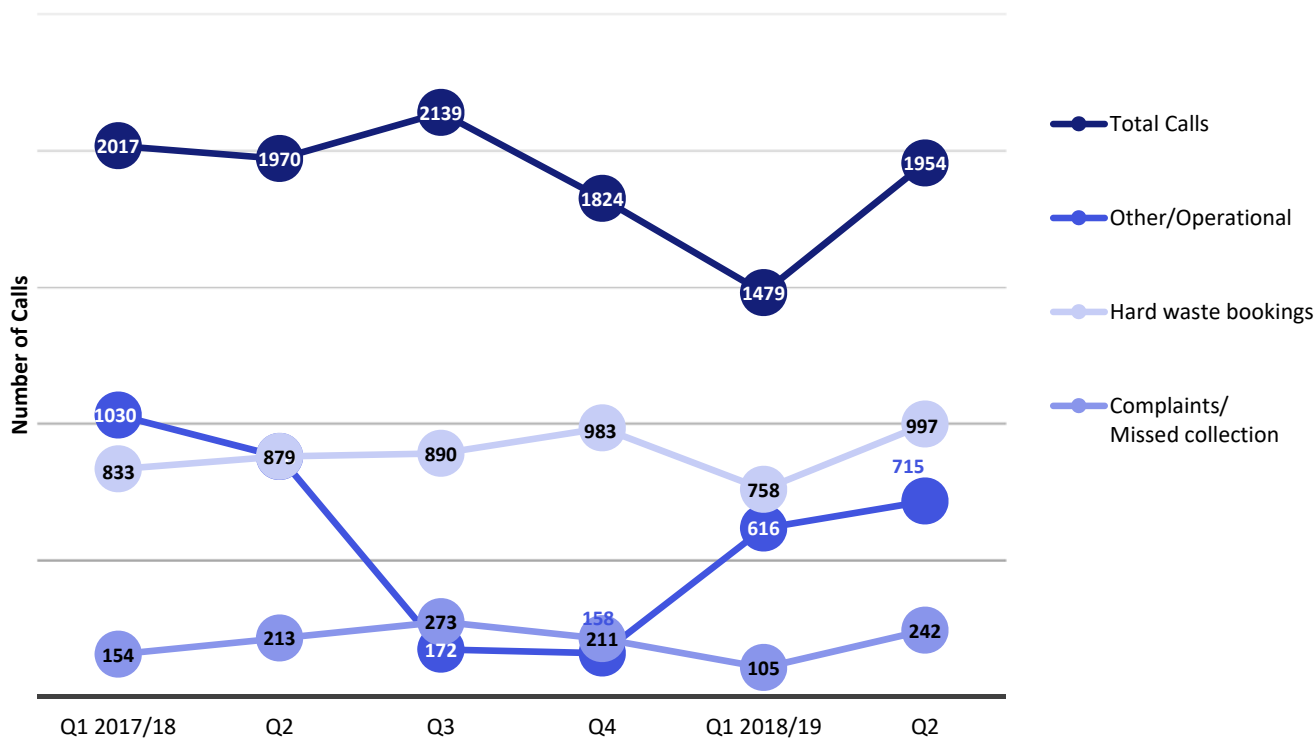
Hard Rubbish to Landfill

Hard Rubbish Tonnage to Landfill



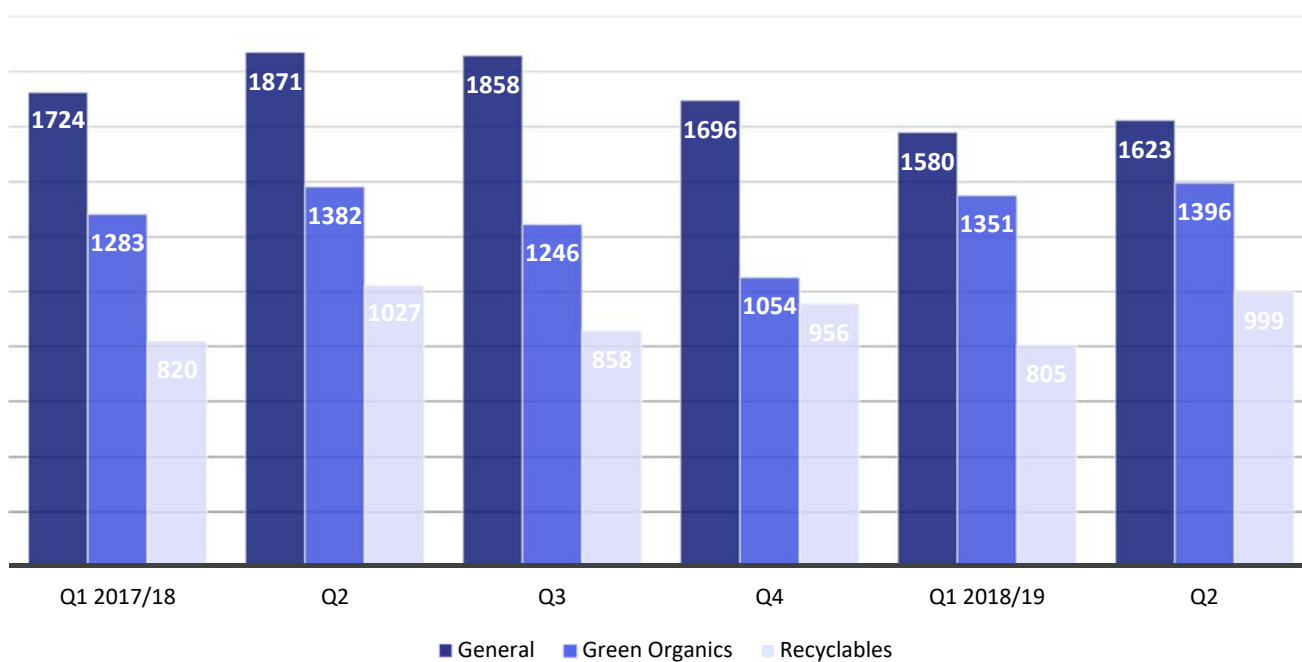
Waste Contractor Indicators

Waste Contractor Indicators



Total Tonnage

Total Tonnage each Waste Stream



The data again shows seasonal fluctuations in landfill volumes; however, compared to the equivalent quarters in the previous financial year, the results are similar.

The education awareness programs continue with the following initiatives:

- Provision of convenient locations for residents to drop off their *Tricky Waste*, eg batteries, mobile phones, fluorescent tubes and globes, engine oil;
- E-waste *Unplug N' Drop* containers, well utilised by residents, are sited at the Depot, Fullarton Park and Clarence Park Community Centres. The trial household hazardous waste collection service from their homes for residents of City of Unley has been well received. There is continual monitoring of street and park litter bin use - to determine any change to frequency of collections. Assistance with provision of event bins and covers for private and community events has occurred;
- *Take the Pledge* campaign 2018-19 – there have been 1700 registrations by residents, with the program showing good results in waste diversion. Business Waste Education has included bin inspections, stickers on correct items to place into bins. School, kindergarten and child care centres are being provided with education advice, tools, and implementation systems;
- There is continual promotion and sale of kitchen caddy and compostable liners which are available from Council offices and soon from Community Centres.



Traffic and Transport

Council endorsed the undertaking of a Walking and Cycling Plan in 2016. Aligned with its strategic vision, the Council has progressed the following key initiatives across the City:

- Weller Street (as part of the Weller Street / Wood Street strategic bike corridor) - In response to community feedback in early 2018, the Council endorsed the concept design, and to advance the project to document the proposed enhancements. As part of the decision, the Council agreed that the commencement of construction works on Weller Street would be co-ordinated with the requirements of the adjacent King William Road streetscape revitalisation project to avoid increased congestion in the local area.
- The Stage 2 enhancements to the Rugby Porter Street bikeway, including intersection improvements associated with Oxford Terrace, Fisher Street, Marlborough Street and Wattle Street have been documented and await funding agreement with DPTI to commence construction works (anticipated to be complete in mid-2019).
- As part of the Walking and Cycling Plan, Council has delivered city-wide wayfinding signage and line markings for all the strategic bike routes across the city.

Local Area Traffic Management (LATM):

Local Area Traffic Management (LATM) is the planning and management of road space within a local area. It considers neighbourhood level traffic-related problems, and proposes solutions in the context of the local area, rather than in isolation. The City of Unley was divided into six LATM study areas, which the Council has been progressively completing.

The studies have been undertaken by Council's Transport and Traffic team, and generally focus on three themes;

- Parking,
- Walking and Cycling, and
- Traffic Management and Safety.

In 2018, the Council has undertaken the following:

LATM 2 (Parkside / Fullarton)

The Plan was endorsed by the Council in July 2018, and the Council has advanced a range of high priority actions from the endorsed strategy for implementation by June 2019, including traffic calming measures along Young Street intersections with Stanford, Jaffery and Oxenbould, as well as safety improvements at the George Street / Maud Street bend, and intersection upgrades along Kenilworth Road.

LATM 3 (Clarence Park)

The Council is currently undertaking LATM 3 study in the Clarence Park area, covering the area between Goodwood Road, Cross Road, East Avenue and the northern train line. The first stage of the project development, involving community consultation and technical data collection/analysis, has been completed. From the results, a range of draft recommendations have been prepared. The draft LATM plan will be prepared for community consultation in early 2019.

Environmental Projects Update

Now in its second year, the *Greening Verges Incentive* is converting another 41 dolomite verges to soil ready for planting. Once completed for 2018/19 this will create an increase in green cover of 1084m².

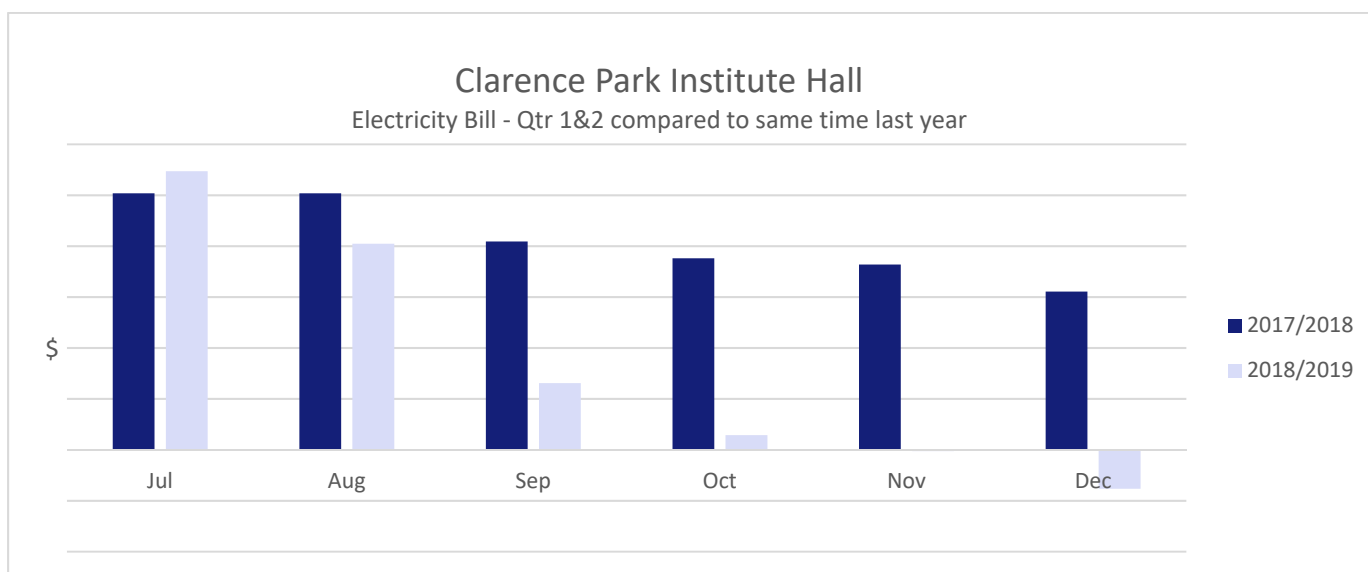
This project is an excellent partnership with the Unley community as it relies on residents adopting the verge to source plants and maintain the verge gardens. Green verges across the city are helping to promote healthier street trees, improve air quality, cool the city, provide habitat, reduce stormwater run-off and increase kerb appeal. Greener streets can also create healthier communities by encouraging more people to walk in pleasant neighbourhoods.



Before and after example of a gardened verge from 2017/18.

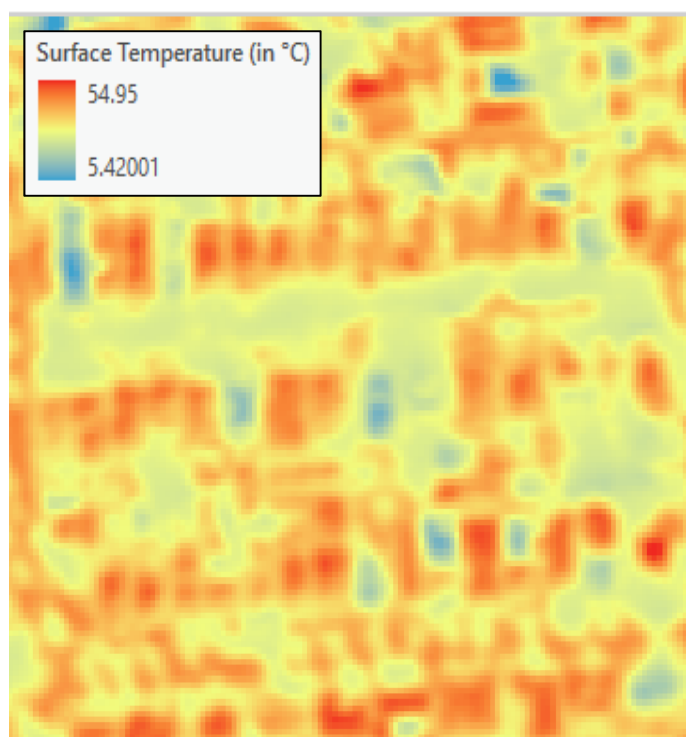
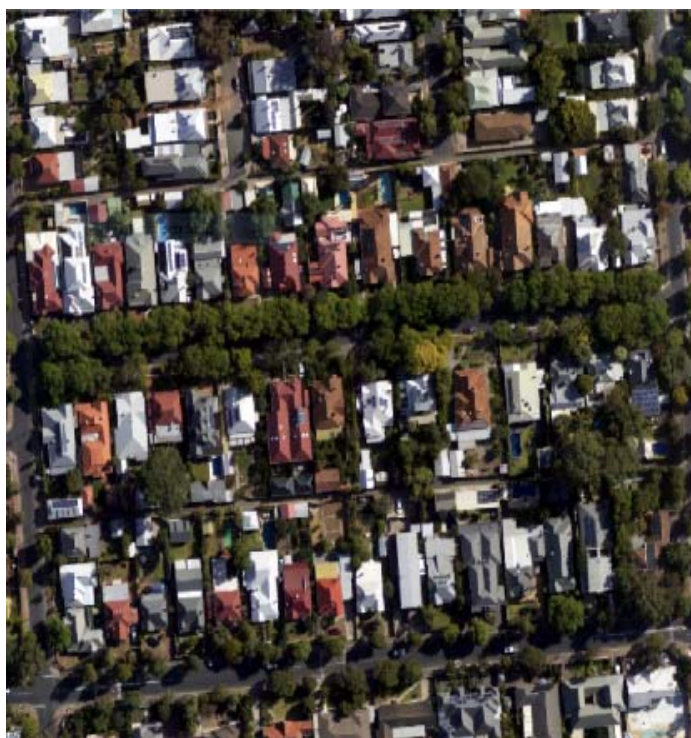
Energy Efficiency and Solar Power

The 20kW solar system at Clarence Park Institute Hall generated enough energy to provide a credit on its electricity bill in both November and December 2018. It is on track to provide a return on investment within four years. A new 25kW system is planned for installation at Unley Library in April 2019.



Operating Projects

- A detailed tree canopy study was presented to Council in September 2018. Further work is under way, developing a Canopy Improvement Action Plan for Council to consider activities to increase canopy cover.
- In September 2018 the fourth Community Sustainability Training Course “*Living Smart*” was jointly hosted with Mitcham Council and saw 29 more residents participating in a seven week training program providing practical options to undertake at home.
- A submission on the *Landscape Reform Discussion Paper* was completed in October 2018.
- In November 2018 an information night on the *Good Solar Guide* was held with the Unley Library to assist residents considering batteries and/or solar.
- As part of the continued Water Sensitive Urban Design project initiatives, a raingarden has been constructed in Oxford Terrace. The raingarden will collect and filter stormwater from the street before re-entering into the stormwater system and improving the quality of water discharged to the gulf.



Footpaths

The program of replacing with paving asphalt footpaths that have reached the end of their life is continuing, with only a few streets to be completed this financial year.

The following footpath upgrades have been completed in 2018/19:

Palmer Reserve, Spence Avenue, Kenilworth Road, Foster Street, Victoria Street, Frederick Street, Cross Road, East Avenue, Forest Avenue, Fisher Street, Francis Street, First Avenue, Everard Terrace, Lorraine Avenue, Homer Road, Bellevue Place, Fourth Avenue, Second Avenue and Nelson Street.

Roads

This program is in accordance with the Network Condition and Budgetary Analysis Report: 2016. The report outlines Preventative, Rehabilitation and Reconstruction Projects through to 2021.

The following roads have been completed in 2018/19:

- First Avenue road reseal;
- Northbrook Avenue reseal;
- Nairne Terrace Reseal;
- O'Connell Street Reseal;

Drains and Stormwater

This program is undertaken in accordance with recommendations of the Unley Stormwater Management Plan Strategic Review.

The Campbell Road stormwater has been designed and tendered ready for construction in February/March 2019.

Stormwater upgrade designs have commenced for Francis Street/William Street, Le Hunte Lane, Thames Street, Park Street.

Reserves and Open Space

This program is based on improving the quality and useability of the open space network.

- A new drinking fountain and seat has been installed at Orphanage Park. The design of a new irrigation system at Orphanage Park has also been completed.
- A new fence and gate have been installed at Katherine Street Reserve (Western side).

Fund My Neighbourhood

In 2017, the State Government established an initiative to fund community infrastructure projects across South Australia. Through a community vote, five key projects were approved within the City of Unley, including:

- Mini Ninjas in the Park (Heywood Park) Course
- Parkside Primary School Safe Crossing
- Soutar Park Upgrade
- Goodwood Community Centre
- Goodwood Oval Electronic Scoreboard.

Each project is funded by the State Government, but the Council is responsible for managing the development and successful delivery. Preliminary designs for each project have been prepared and tested with the local community, before advancing to documentation in 2018. It is expected that all projects will be delivered before June 2019, in accordance with the State Government funding agreement.

Car Parks

The spoon drain along the centre of the Orphanage car park is to be replaced using a Water Sensitive Urban Design (WSUD) solution. The design has been completed with works to commence soon.

DDA compliance and Bus Stops

Replacement of the bus shelter at stop 6 West side of Unley Road has been completed. Bus stop seating and tactile upgrades have occurred at various locations across the city.

New seating has been installed in various locations in Fullarton and Myrtle Bank as part of the Active Ageing Strategy.



INFORMATION REPORT

REPORT TITLE:	FINANCE PERFORMANCE REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018
ITEM NUMBER:	1401
DATE OF MEETING:	25 FEBRUARY 2019
AUTHOR:	TRACY ROMANO
ATTACHMENTS:	MANAGER FINANCE & PROCUREMENT

1. **EXECUTIVE SUMMARY**

This report highlights the year to date financial position for 2018-19 as at 31 December 2018.

Council's overall year to date result is favourable to budget by \$1.9M. Favourable variances relate to timing and include the following:

- Actual Operating Income exceeding the forecast budget by \$717K;
- Actual Operating Expenditure being less than the forecast budget by \$1.2M; and
- Net Expenditure for Operating Projects being less than budget by \$269K; and
- The net Expenditure for Capital Projects is \$1.1M less than expected. The main contributor being the Goodwood Oval Facilities project and King William Road upgrade.

A positive cash flow of \$1.3M has been realised year to date. The borrowing liability has reduced for the quarter, primarily due to principal repayments of debentures totalling \$441K.

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 decisions for the long-term benefit of the City.

- 4.1 Support Elected Members to provide effective leadership to the City.

4. DISCUSSION

The purpose of this report is to provide Council with the actual financial performance compared to budget for the period ending 31 December 2018.

Funding Result Compared to Budget

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating income	45,345	44,628	717	1.6%	48,040
Operating expenditure	21,226	22,397	1,171	5.2%	44,464
Funding surplus before Projects	24,119	22,230	1,889		3,576
Net expenditure - Operating projects	229	498	269	54.0%	1,336
Operating Surplus after Projects	23,890	21,732	2,158		2,240
Net expenditure - Capital projects	4,741	5,831	1,090	18.7%	16,523
Net Lending / (Borrowing) for Financial Year	23,089	19,841	3,248		(6,403)

Operating Income and Expenditure are \$1.9M favourable to budget at the end of December 2018. Further information is available in Attachment 1.

There are no budget concerns for operating or capital projects at this time.

Statement of Financial Position

	June 2018 \$'000	December 2018 \$'000	Movement \$'000
Assets	524,217	542,433	18,216
Liabilities - Borrowings	(5,187)	(3,386)	1,801
Other Liabilities	(12,668)	(8,877)	3,791
Net Assets (Liabilities)	506,362	530,170	23,808

The movement in the Statement of Financial Position represents:

- An increase in Assets of \$18.2M due to the recognition of rates income in accounts receivable.
- An overall reduction in Borrowings as a result of the Second Quarter rates payments received.
- The decrease in Other Liabilities, relates to the payment of creditors that were outstanding at the end of June.

Cash Flow

	31-Dec- \$'000
Net Flows from Operating	6,437
Net Flows from Investing	(4,736)
Net Flows from Financing Activities	(441)
Net Change in Cash Position	1,259

A positive cash flow of \$1.3M has been realised year to date. Net flows from operating of \$6.4M have been realised due to rates receipts exceeding expenditure for the period. As noted above, this inflow has facilitated \$441K in principal repayments to debentures.

Operating Results

Attachment 1

How well are we managing our Operating Income compared to Budget?	On Track
-------------------------------------------------------------------	-----------------

Operating Projects

Attachment 2

How well are we managing our Operating Expenditure compared to Budget?	On Track
------------------------------------------------------------------------	-----------------

Capital Projects

Attachment 3

How well are we managing our Operating Projects?	On Track
--------------------------------------------------	-----------------

Overall Funding Statement

Attachment 4

Overall, how well are we managing our Capital Works?	On Track
------------------------------------------------------	-----------------

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

5. ATTACHMENTS

- Attachment 1 – Operating Results (Excluding Projects)
- Attachment 2 – Operating Projects
- Attachment 3 – Capital Projects
- Attachment 4 – Overall Funding Statement
- Attachment 5 – Uniform Presentation of Finances

6. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Nicola Tinning	General Manager Business Support & Improvement
Peter Tsokas	Chief Executive Officer

OPERATING RESULTS (excluding Projects)

Attachment 1

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

On Track

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating income					
Rates	41,244	41,016	227	0.6%	41,216
Statutory income	887	842	46	5.4%	1,509
User charges	892	830	62	7.4%	1,711
Grants, subsidies and contributions	1,793	1,504	289	19.2%	2,660
Other income	529	436	93	21.4%	946
Total Operating Income	45,345	44,628	717	1.6%	48,040

Year to Date Result

Income is favourable by \$717K or 1.6% compared to budget year to date. Key contributing factors are as follows:

Rates \$227K favourable to budget due to incorrect timing of the budget in relation to the NRM Levy.

Grants, subsidies and contributions \$289K favourable to budget primarily due to early receipt of grants relating to Local Roads, Financial Assistance and Department of Health funding for Aged care visitors scheme.

Other income \$93K favourable to budget mainly due to;

- Receipt of \$52K insurance claim from LGA Asset Mutual Fund for expense incurred during last financial year.
- Receipt of \$28K for the provision of Regulatory Services to the Town of Walkerville, which will be offset by increased expenditure associated with these service provisions.

The current larger reported variances relate to timing, there is no foreseeable concerns regarding the Annual Budget at this time.

Budget timing has been considered as part of Budget Review 2.

OPERATING RESULTS (excluding Projects)

Attachment 1

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

On Track

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating expenditure					
Total Employment costs	9,517	9,251	(266)	-2.9%	18,318
Materials, contracts and other expenses	7,667	8,965	1,298	14.5%	17,732
Depreciation and amortisation	3,940	3,940	()	0.0%	7,880
Finance costs	102	241	139	57.7%	534
Total Operating Expenditure	21,226	22,397	1,171	5.2%	44,464

Year to Date Result

A favourable expenditure variance of \$1.2M, 5.2% compared to budget.

Employment costs are \$266K unfavourable. This variance relates to the timing of budgets relating to movements in leave provision accounts.

Materials, contracts and other expenses are \$1.3M favourable. These variances relate primarily to the timing of when invoices are received and processed compared to budget. Larger variances include:

- Waste Contract \$461K
- Maintenance Contract \$443K
- Water \$154k
- Consultants \$127k
- Materials \$118k
- Power \$97k

Forecast

Budget timing has been considered as part of Budget Review 2.

The current reported variances relate to timing, there is no foreseeable concerns regarding the Annual Budget at this time.

OPERATING PROJECTS

Attachment 2

How well are we managing our Operating Projects?

On track

City of Unley Operating Projects as at December 2018				
	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Annual Budget \$'000
Income				
201919 - Unley Gourmet Gala	47	-	47	-
202232 - Events - Double Shot Coffee Fiesta	27	30	(3)	30
202708 - Kirinari Lease	-	24	(24)	48
202717 - Community Volunteer Training	-	-	-	-
205013 - Unley Legends Project	8	8	-	8
Income Total	83	62	21	86
Expenditure				
201919 - Unley Gourmet Gala	35	33	(2)	200
201999 - Unley Central Project	-	40	40	40
202232 - Events - Double Shot Coffee Fiesta	71	75	4	75
202233 - Healthy Community Program	5	6	1	20
202234 - Tour Down Under	61	10	(51)	73
202242 - Local Government Elections 2014 (Include Induction)	-	97	97	194
202367 - Second Generation Street Tree Implementation (Year 1)	-	-	-	75
202559 - Events - Ignite Unley	12	17	5	25
202561 - Events - Zest Fest (Every Generation Festival)	4	5	1	5
202564 - Events - Event Attraction	-	-	-	10
202618 - Events - Fringe in Unley	-	-	()	10
202619 - Royal Adelaide Show Traffic Mgmt	22	21	(1)	21
202620 - Street Tree Watering Well Program	-	-	-	50
202622 - Unley City Wide Greening	-	25	25	50
202642 - Events - Promotion & Staffing	3	3	(1)	5
202657 - 2017-18 Trader Event Sponsorship	22	45	23	45
202658 - Active Aging	5	9	3	20
202661 - Reactive Footway Maintenance - Increased Level of Service	20	55	35	150
202663 - Parking Initiatives	12	7	(5)	108
202665 - Business Concierge	2	-	(2)	22
202666 - Review of services using a Target Operating Model	4	15	11	30
202677 - Water Sensitive Urban Design (WSUD) Initiatives	13	20	7	40
202679 - Event Storage	2	3	-	5
202704 - Planning System Reform Policy Update & Transition	-	10	10	20
202705 - All Connections to Unley Art Prize	-	15	15	30
202706 - LATM 3 Clarence Park	4	20	16	40
202707 - City Wide Street Tree Risk Audit	-	12	12	25
202715 - Resilient East 2018-19 Projects	3	-	(3)	10
202716 - Event Support	-	6	6	11
202717 - Community Volunteer Training	5	5	()	5
205013 - Unley Legends Project	8	8	-	8
Expenditure Total	312	560	248	1,422
Net Operating Projects Expenditure	229	498	269	1,336

Income

Operating project income is \$21K favourable to budget, sponsorship funding for Unley Gourmet Gala \$47k has been received earlier than budgeted.

Expenditure

Operating project expenditure is \$248K favourable. This variance is timing related.

Key projects contributing to timing variances include:

- Unley Central Project \$40K favourable, awaiting responses from landowners in relation to recent engagement.
- Tour Down Under is \$51K unfavourable, as initial payments for event management for this race event have occurred earlier than budgeted.
- Local Government Elections is \$97K favourable, due to timing. The majority of expenditure relates to the Election Day, invoicing is in progress.
- City Wide Greening is \$25K favourable; the tender process is underway and works will be delivered in the third quarter of the financial year.
- Trader Event Sponsorship Management is \$23K favourable, due to the timing of the event being held in February.
- Reactive Footway Maintenance project is \$35K favourable due to timing.

Forecast

Budget timing has been considered as part of Budget Review 2. The current reported variances relate to timing there is no foreseeable concerns regarding the Annual Budget at this time.

How well are we managing our Capital Works?

On track

City of Unley Capital Works Summary as at December 2018

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	Annual Budget \$'000
Income Total	489	1,966	(1,476)	3,709
Expenditure				
NEW - New Capital	2,725	4,176	1,451	11,218
REPLACE - Replacement Capital	2,076	3,191	1,115	8,156
PROJDEL - Project Delivery	429	429	-	859
Expenditure Total	5,231	7,797	2,566	20,233
Net Capital Projects Expenditure	4,741	5,831	1,090	16,523

New Capital Projects include approved Carry Forward Projects from 2017-18, as adopted at the 27th of August Council Meeting.

Capital Income

The majority of the \$1.5M unfavourable variance for Capital Income relates to grant funding.

Key project variances include:

- Goodwood Oval Facilities \$1.2M. This unfavourable variance relates to the recognition of income for capital projects under the revised accounting standard AASB120. Whilst the grant for the works was received in 2017/18, this income can only be recognised against the project as the building works are carried out.
- Unley Oval Grandstand Upgrade \$359K grant funding from Sturt Football Club and Australia Football League is not yet received.

New Capital Expenditure

New capital expenditure is \$1.5M favourable to budget:

- Favourable timing variances relate to the Goodwood Oval Facilities \$1.3M, Leah Street Road \$275K, and King William Road \$1M, planning for these projects is underway, however physical works have not yet progressed. Brownhill Keswick Creek has \$825K unfavourable variance due to earlier than expected capital contribution to the project.

Asset Replacement Expenditure

Replacement Capital Expenditure, \$1.1M favourable to budget as a result of timing variances across the program, including:

- Drains & Stormwater \$229K, Kerb and Water Table Replacement \$168K, and Footways \$80K. Projects have been scoped and are programmed for delivery throughout the year.
- IT Equipment \$226K and Plant & equipment \$158K favourable variances relate to the timing of the delivery, which is expected by the end of financial year.

Forecast

Budget timing has been considered as part of Budget Review 2. The current reported variances relate to timing there is no foreseeable concerns regarding the Annual Budget at this time.

OVERALL FUNDING STATEMENT

Attachment 4

The City of Unley

Overall Funding Statement
for the year to date ended December 2018

	Actual YTD \$'000	Budget YTD \$'000	YTD Variance Fav/(Unfav) \$'000	YTD Variance %	Full Year Revised Budget \$'000
Operating income					
Rates	41,244	41,016	227	0.6%	41,216
Statutory income	887	842	46	5.4%	1,509
User charges	892	830	62	7.4%	1,711
Grants, subsidies and contributions	1,793	1,504	289	19.2%	2,660
Other income	529	436	93	21.4%	946
Total Operating Income	45,345	44,628	717	1.6%	48,040
Operating expenditure					
Total Employment costs	9,517	9,251	(266)	-2.9%	18,318
Materials, contracts and other expenses	7,667	8,965	1,298	14.5%	17,732
Depreciation and amortisation	3,940	3,940	()	0.0%	7,880
Finance costs	102	241	139	57.7%	534
Total Operating Expenditure	21,226	22,397	1,171	5.2%	44,464
Funding surplus/(deficit) before Projects	24,119	22,230	1,889		3,576
Project Summary					
Operating projects					
Income	83	62	21	34.1%	86
Expenditure	312	560	248	44.3%	1,422
Net expenditure - Operating projects	229	498	269		1,336
Operating Surplus after Projects	23,890	21,732	2,158		2,240
Capital projects					
Income	489	1,966	(1,476)	-75.1%	3,709
Expenditure	5,231	7,797	2,566	32.9%	20,233
Net expenditure - Capital projects	4,741	5,831	1,090		16,523
Total Operating projects and capital works program (net)	4,970	6,329	1,359	21.5%	17,860
Depreciation and amortisation	3,940	3,940	()	0.0%	7,880
Net Lending / (Borrowing) for Financial Year	23,089	19,841	3,248	16.4%	(6,403)

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

Uniform Presentation of Finances for the period ended December 2018

\$ '000	2018
Income	45,345
less Expenses	<u>(21,455)</u>
Operating Surplus / (Deficit)	23,890
 Net Outlays on Existing Assets	
Capital Expenditure on Renewal and Replacement of Existing Assets	2,387
add back Depreciation, Amortisation and Impairment	(3,940)
add back Proceeds from Sale of Replaced Assets	<u>(262)</u>
Subtotal	(1,815)
 Net Outlays on New and Upgraded Assets	
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	2,844
 add back Amounts Received Specifically for New and Upgraded Assets	(227)
	-
Subtotal	2,617
 Net Lending / (Borrowing) for the Period	<u>23,089</u>
 Net Financial Liabilities at Beginning of Year	(12,843)
Decrease / (increase) in Other	<u>(78)</u>
Net Financial Liabilities at End of Period	<u>10,168</u>

DECISION REPORT

REPORT TITLE: SECOND QUARTER BUDGET REVIEW 2018-19
ITEM NUMBER: 1402
DATE OF MEETING: 25 FEBRUARY 2019
AUTHOR: TRACY ROMANO
JOB TITLE: MANAGER FINANCE & PROCUREMENT

1. EXECUTIVE SUMMARY

Section 9 (1) of the Local Government (Financial management) Regulations 2011 requires Council to formally consider its Budget at least three times during the financial year.

This report presents the Second Budget Review for the 2018-19 financial year for Council's consideration.

The proposed budget changes will:

- Decrease the budgeted Operating Surplus from \$2.35 to \$2.33M; and
- Decrease the Net Borrowings result for the year from \$6.29M to \$5.70M.

The suite of proposed Budgeted Financial Statements is presented as Attachment 1.

2. RECOMMENDATION

That:

1. The report, including Attachments 1 – 4 to Item 1402/19 be received.
 2. The budget variations totalling \$594K (Attachments 2-3) from the Second Quarter 2018-19 Budget Review be approved.
 3. The revised budgeted Uniform Presentation of Finances reflecting a change in the budgeted Operating Surplus to \$2.33M and a decrease in Net Borrowing to \$5.70M, be adopted.
-

3. RELEVANT CORE STRATEGIES/POLICIES

- 3.1 Local Government Act 1999, Section 123.
- 3.2 Local Government (Financial Management) Regulations 2011 Regulation 7 and 9.

Civic Leadership

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

4.1 Support Elected Members to provide effective leadership to the City.

4. DISCUSSION

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for, changes to the budget during the year.

At the Council meeting held on the 5 November 2018, Council adopted the First Quarter Budget Review 2018-2019 with an updated Budget Operating Surplus before Capital Revenue of \$2.35M and an estimated Net Borrowings of \$6.29M. Council's Original Annual Business Plan and Budget was adopted on 25 June 2018.

Attachment 1

Second Quarter Budget Review

Operating Budget Variations

The current 2018-19 adopted budget reflects a Net Operating Surplus before Capital Revenue of \$2.35M. The proposed adjustments, detailed below, will reduce the Operating Surplus to \$2.33M.

	\$'000
Current Adopted Budget Net Operating Surplus before Capital Revenue	2,352
Net Impact of Second Quarter Budget Review Variations	(19)
Second Quarter Budget Review Operating Surplus	2,333

Operating Budget Requests

Net Decrease in Operating Income of \$19K

- Overall decrease in roads grant income by \$65K to reflect expected funding in financial year 2018-19.
- Council has received LGA Asset Mutual insurance claim of about \$45K for expenditure incurred in financial year 2017-18.
- A small budget income adjustment of \$2K for Friends of the Unley Museum.

Attachment 2

Capital Budget Variations

The current 2018-19 adopted budget reflects a Net Outlay on Assets of \$8.64M. The proposed adjustments, detailed below, will decrease the Net Outlay on Assets to \$8.03M.

	\$'000
Current Budget Net Outlay on Assets	8 643
Net Impact of Second Quarter Budget Review Variations	
Increase in Expenditure	574
Decrease due to project deferral	
Receipt of Grant Funds	(1 187)
Quarantine of Funds for use in 2018-19 and beyond	
Second Quarter Budget Net Outlay on Assets	8 030

Details of the proposed key budget change are as follows:

- Unley Oval Grandstand change in original scope resulting in an increase of expenditure of \$574K due to extra external funding being received.
- Total increase in income of \$1.2M relates to \$487K for Unley Oval Grandstand and \$700K from Roads to Recovery (Federal) for King William Road.

Attachment 3

Zero Balance Budget Variations

During the second quarter there have been further changes proposed to the Adopted Budget that relate to movements in income and expenditure categories that have a nil impact on the overall budget.

Attachment 4

Budget Review Presentation

In accordance with Regulations, the suite Presentation of Finances showing the movements in the current and proposed budgets is shown as Attachment 1.

Forecast Borrowings

The 2018-19 Adopted Annual Business Plan and Budget in June 2018 showed forecast borrowings at 30 June 2019 of \$11.36M. After adjusting the opening balance to reflect the 2017-18 financial statements and taking into account the 2017-18 carry forwards approved Council Report 1289/18 on 10 September 2018, forecast borrowings were subsequently revised to \$9.17M.

With additional grants received for King William Road it is anticipated that forecast borrowings as at June 2019 will be \$7.9M.

The borrowing movements are shown below.

Borrowings	Actual Opening 01 July 2018	Proposed New Borrowings	Repayments	Forecast 30.6.19
	\$'000s	\$'000s	\$'000s	\$'000s
CAD (Short Term Drawdown)	2,950	-	(2,929)	21
Current Fixed Term Borrowings	669	-	(433)	236
Non-Current Fixed Term Borrowings	1,568	6,355	(236)	7,687
	*5,187	6,355	(3,598)	7,944

*In accordance with the 2017-18 Financial Statement.

5. **ANALYSIS OF OPTIONS**

Option 1 –

1. The budget variations totalling \$594K (Attachments 2-3) from the Second Quarter 2018-19 Budget Review be approved.
2. The revised budgeted Uniform Presentation of Finances reflecting a change in the budgeted Operating Surplus to \$2.33M and a decrease in Net Borrowings to \$5.70M, be adopted.

This option will ensure Council meets the requirements of section 7 and 9 of the Local Government (Financial Management) Regulations 2011.

6. **RECOMMENDED OPTION**

Option 1 is the recommended option.

7. **POLICY IMPLICATIONS**

These proposed adjustments will decrease Council's Operating Surplus for the 2018-19 year by \$19K. The operating surplus target of 5% will still be achieved.

8. **REPORT CONSULTATION**

All budget requests have been requested through the relevant Business Unit Managers and approved by the relevant General Manager of the Division.

9. **ATTACHMENTS**

- Attachment 1 – Proposed Budgeted suite Presentation of Finances for the Year Ended 30 June 2019.
- Attachment 2 – Proposed Budget Requests.
- Attachment 3 – Proposed Capital Income.
- Attachment 4 – Proposed Zero Budget Changes.

10. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Nicola Tinning	General Manager Business Support & Improvement
Peter Tsokas	Chief Executive Officer

Uniform Presentation of Finances
For the year ended 30 June 2019

\$ '000	Current Budget 2019	Zero Budget Changes	Additional Requests Increase/ (Decrease)	2nd Quarter Budget Review
Income	48,127	32	(19)	48,140
less Expenses	(45,775)	(32)	-	(45,807)
Operating Surplus / (Deficit)	2,352	-	(19)	2,333
less Net Outlays on Existing Assets				
Capital Expenditure on Renewal and Replacement of Existing Assets	8,609	191	-	8,800
less Amounts Received Specifically for Renewal and Replacement of Existing Assets	(510)	341		(169)
less Depreciation, Amortisation and Impairment	(7,880)	-	-	(7,880)
less Proceeds from Sale of Replaced Assets	(318)	(73)	-	(391)
Subtotal	(99)	459	-	360
less Net Outlays on New and Upgraded Assets				
Capital Expenditure on New and Upgraded Assets	11,624	(111)	574	12,087
less Amounts Received Specifically for New and Upgraded Assets	(2,882)	(347)	(1,187)	(4,416)
less Proceeds from Sale of Surplus Assets	-	-	-	-
Subtotal	8,742	(459)	(613)	7,670
Net Lending / (Borrowing) for Financial Year	(6,291)	-	594	(5,697)
Net Financial Liabilities at Beginning of Year	(12,843)			(12,843)
Decrease / (increase) in Other	(78)			(78)
Net Financial Liabilities at End of Year	(19,212)			(18,618)

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

Proposed Budgeted Statement of Comprehensive Income
For the year ended 30 June 2019

	2019 \$'000
INCOME	
Rates	41,216
Statutory charges	1,509
User charges	1,723
Grants, subsidies and contributions	2,588
Investment income	12
Reimbursements	350
Other income	664
Operating Projects	85
Net gain - joint ventures & associates	78
Total Income	48,225
EXPENSES	
Employee Costs	17,676
Materials, contracts & other expenses	18,385
Depreciation, amortisation & impairment	7,880
Finance costs	534
Net loss - joint ventures & associates	
Operating Projects	1,417
Total Expenses	45,892
OPERATING SURPLUS / (DEFICIT)	2,333
Asset disposal & fair value adjustments	(16)
Amounts received specifically for new or upgraded assets	4,416
Amounts received specifically for Renewal & Replacement of Existing Assets	169
Physical resources received free of charge	-
Operating result from discontinued operations	-
NET SURPLUS / (DEFICIT)	6,902
Other Comprehensive Income	
Total Other Comprehensive Income	-
TOTAL COMPREHENSIVE INCOME	6,902

Proposed Budgeted Statement of Financial Position
As at 30 June 2019

	2019 \$'000	2018 \$'000
ASSETS		
Current Assets		
Cash and cash equivalents	100	3,107
Trade & other receivables	1,884	1,884
Other financial assets	1	12
Total Current Assets	1,985	5,003
Non Current Assets		
Financial Assets	9	9
Equity accounted investments in Council businesses	15,649	15,571
Infrastructure, Property, Plant & Equipment	516,234	503,634
Total Non-current Assets	531,892	519,214
Total Assets	533,877	524,217
LIABILITIES		
Current Liabilities		
Trade & Other Payables	9,607	9,607
Borrowings - Short Term Draw Down	21	2,950
Borrowings Fixed Term	236	669
Provisions	2,379	2,379
Total Current Liabilities	12,243	15,605
Non-current Liabilities		
Borrowings	7,687	1,568
Provisions	448	448
Other Non-current Liabilities	234	234
Total Non-current Liabilities	8,369	2,250
Total Liabilities	20,612	17,855
NET ASSETS	513,264	506,362
EQUITY		
Accumulated Surplus	152,061	145,159
Asset Revaluation Reserves	361,203	361,203
TOTAL EQUITY	513,264	506,362
NET FINANCIAL LIABILITIES	18,618	12,843

Proposed Budgeted Cash Flow Statement
For the year ended 30 June 2019

	2019	2018
	\$'000	\$'000
CASH FLOWS FROM OPERATING ACTIVITIES		
<u>Receipts</u>		
Operating Receipts	48,135	54,288
Investment Receipts	12	14
<u>Payments</u>		
Operating payments to suppliers & employees	(37,478)	(40,353)
Finance Payments	(534)	(278)
Net Cash provided by (or used in) Operating Activities	10,135	13,671
CASH FLOWS FROM INVESTING ACTIVITIES		
<u>Receipts</u>		
Amounts specifically for new or upgraded assets	4,416	798
Proceeds from Sale of Surplus Assets	-	-
Amounts received specifically for Replacement of E:	169	
Sale of replaced assets	391	922
Repayments of loans by community groups	11	9
<u>Payments</u>		
Expenditure on renewal/replacement of assets	(8,800)	(7,654)
Expenditure on new/upgraded assets	(12,087)	(3,463)
Loans made to Community Groups	-	-
Net Cash provided by (or used in) Investing Activities	(15,899)	(9,388)
CASH FLOWS FROM FINANCING ACTIVITIES		
<u>Receipts</u>		
Proceeds from borrowings	6,355	
<u>Payments</u>		
Repayments of borrowings	(669)	(2,211)
Repayments of bonds & deposit		(2)
Net Cash provided by (or used in) Financing Activities	5,686	(2,213)
Net Increase/ (Decrease) in cash held	(78)	2,070
Cash & cash equivalents at beginning of period	157	(1,913)
Cash & cash equivalents at end of period	79	157

Budget Requests

Operating Income

Cost Centre/Projects	Description	Amount \$	Comment
201000	Grants Local	(65,359)	Supplementary Local Road grant received of \$238K for KWR, offset by a reduction in final year R2R funding resulting in a net decrease.
1181	Corporate Activities (Finance)	44,572	Insurance claim received from LGA Asset Mutual Fund for expenditure incurred last financial year.
1641	Friends of the Unley Museum	2,000	Income incorrectly recorded as expense.
Operating Income Decrease		(18,787)	

Capital Income*Attachment 3*

Cost Centre/Projects	Description	Amount \$	Comment
202699	King William Road	(700,000)	Notification has been received that \$700K request for funding from R2R has been granted.
202669	Unley Oval Grandstand Upgrade Design	(486,826)	Increased in scope to include female facilities as additional funding acquired from SFC, AFL and State Govt.
Capital Income Increase		(1,186,826)	

Capital Expenditure

Cost Centre/Projects	Description	Amount \$	Comment
202669	Unley Oval Grandstand Upgrade Design	574,066	Increased in scope to include female facilities as additional funding acquired from SFC, AFL and State Govt.
Capital Expenditure Increase		574,066	

Net Total Capital Increase	(612,760)
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Zero Budget Requests

Cost Centre/ Projects	Description	Uniform Presentation Category	Amount \$	Comment
1430	Community Bus Program	Operating Income	5,000	Income received less than expected due to decrease in demand
1430	Community Bus Program	Operating Expenditure	(5,000)	Offset to corresponding activities
1526	HACC - Home Maintenance	Operating Income	(22,000)	Income increased by greater customer demand
1526	HACC - Home Maintenance	Operating Expenditure	22,000	Offset to corresponding activities
1550	Home & Community Care	Operating Income	(22,558)	Income increased by greater customer demand
1550	Home & Community Care	Operating Expenditure	22,558	Offset to corresponding activities
	Joint Venture Income	Operating Income	8,000	Income shown as JV instead of operating project income
	Operating project income	Operating income	(8,000)	Operating project income correction was shown as JV instead of operating project income
Zero Budget			0	

Zero Budget Requests and Reclassification – Capital

1. Capital Expenditure on Renewal and Replacement of Existing Assets

The following adjustments relate to the reclassification of asset type

Cost Centre/ Projects	Description	Uniform Presentation Category	Amount \$	Comments
201230	IT Asset Replacement Program	Capital Expenditure	(190,000)	
201230	IT Asset Replacement Program	Capital Expenditure	30,000	
202332	ICT Infrastructure Upgrade Project	Capital Expenditure	182,000	
202718	Blackspot Prog - Roundabout Cambridge Tce & Wattle St	Capital Expenditure	78,000	
202719	Blackspot Prog - Cross Rd Duthy St/Harrow Tce	Capital Expenditure	90,500	
Increase in Capital Expenditure			190,500	

2. Amounts Received Specifically for Renewal and Replacement of Existing Assets

The following adjustments relate to the reclassification of asset type.

Cost Centre/ Projects	Description	Uniform Presentation Category	Amount \$	Comments
202718	Blackspot Prog - Roundabout Cambridge Tce & Wattle St	Capital Income	(78,000)	
202719	Blackspot Prog - Cross Rd Duthy St/Harrow Tce	Capital Income	(90,500)	
202690	Soutar Park Playground Upgrade	Capital Income	87,000	
202691	Heywood Park Mini Nijnas Project	Capital Income	140,000	
202692	Parkside Primary School Crossing	Capital Income	147,000	
202693	Goodwood Oval Scoreboard & Lighting	Capital Income	63,000	
201096	Major Plant Purchases	Capital Income	73,000	
Reclassification in Capital Income			341,500	

3. Proceeds from sale of replaced assets

Cost Centre/ Projects	Description	Uniform Presentation Category	Amount \$	Comments
201096	Major Plant Purchases	Proceeds of Assets	(73,000)	Proceeds of Asset Sales
			(73,000)	

4. New Capital Expenditure

The following adjustments relate to the reclassification of asset type

Cost Centre/ Projects	Description	Uniform Presentation Category	Amount \$	Comments
202673	Digital Services Program	Capital Expenditure	(22,000)	
202718	Blackspot Prog - Roundabout Cambridge Tce & Wattle St	Capital Expenditure	(78,000)	
202719	Blackspot Prog - Cross Rd Duthy St/Harrow Tce	Capital Expenditure	(90,500)	
202502	Public Art Strategy Implementation	Capital Expenditure	80,000	Additional expenditure due to additional grant funding from Arts SA
Decrease in Capital Expenditure			(110,500)	

5. Amounts Received Specifically for New and Upgraded Assets

The following adjustments relate to the reclassification of asset type

Cost Centre/ Projects	Description	Uniform Presentation Category	Amount \$	Comments
202718	Blackspot Prog - Roundabout Cambridge Tce & Wattle St	Capital Income	78,000	
202719	Blackspot Prog - Cross Rd Duthy St/Harrow Tce	Capital Income	90,500	
202690	Souter Park Playground Upgrade	Capital Income	(87,000)	
202691	Heywood Park Mini Ninjas Project	Capital Income	(140,000)	
202692	Parkside Primary School Crossing	Capital Income	(147,000)	
202693	Goodwood Oval Scoreboard & Lighting	Capital Income	(63,000)	
202502	Public Art Strategy Implementation	Capital Income	(80,000)	Additional grant funding received from Arts SA. Refer matching expenditure
			(348,500)	

Net Zero Budget Requests and Reclassification – Capital	0	
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DECISION REPORT

REPORT TITLE: UNLEY ROAD REVITALISATION
ITEM NUMBER: 1403
DATE OF MEETING: 25 FEBRUARY 2019
AUTHOR: BEN WILLSMORE
JOB TITLE: MANAGER, CITY DESIGN
ATTACHMENTS: NIL

1. **EXECUTIVE SUMMARY**

In response to Council Resolution 1176/2018, as follows:

1. *A report be prepared that documents initiatives/projects currently underway (or approved) to inform future consideration of revitalisation activities for Unley Road.*

this Report provides a summary of initiatives/projects currently underway (or approved) along Unley Road to inform future consideration of revitalisation activities.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. A letter be sent to the State Member for Unley, David Pisoni MP and the Minister for Transport, Infrastructure and Local Government, the Hon Stephan Knoll MP requesting a meeting with Department of Planning, Transport and Infrastructure Officers to discuss design concepts for Unley Road.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

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

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

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.

2.1 Unley's urban forest is maintained and improved.

2.5 The City's resilience to climate change is increased.

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.

3.2 Thriving main streets and other business activities operate across our City.

4. BACKGROUND

At its meeting on 28 May 2018, Council resolved that :

1. *A report be prepared that documents initiatives/projects currently underway (or approved) to inform future consideration of revitalisation activities for Unley Road.*

Resolution No 1176/2018

This report has been prepared in response to the above Council resolution.

Unley Road is a major north south arterial road that is under the care, control and management of Department of Planning, Transport and Infrastructure (DPTI). It is comprised of retail, commercial and mixed residential land uses along its length, and is a key contributor to the local economy through the inner south of Adelaide. These two core functions of the road are at times in conflict which lead to compromises between road efficiency and economic attractiveness.

Currently, Unley Road functions with three traffic lanes and one parking lane during peak times, or two traffic lanes and two parking lanes at all other times. The determination of the clearway zones (north bound – AM / south bound PM) is the responsibility of DPTI.

The Council is responsible for the condition and maintenance of the verges / footpath areas, including management of landscape, public realm, outdoor dining and on-street parking management. The State Government is responsible for the road itself (i.e. kerb to kerb) and for all traffic signals.

5. DISCUSSION

The following is a summary of the strategic initiatives associated with Unley Road:

PLANNING

Unley Road (State Government Directions)

The State Government's *Integrated Transport and Land Use Plan* (2018) identifies new ways of connecting people to places with local, national and international reach.

The Plan identifies Unley Road and includes the following recommendations:

- Targeted upgrades of key intersections and sections of road to improve efficiency and safety performance;
- On-road bus priority measures on core routes; and
- ProspectLINK and UnleyLINK – trams along Prospect Road from Grand Junction Road, O'Connell Street, through the City to Unley Road and Belair Road to Mitcham (Medium / Long Term, 5 – 15+ yrs).

The State Government's Operation Moving Traffic (2017) included the extension of clearway times along Unley Road, however these changes have not been implemented as yet. The extensions would be similar to the recent changes which have been made to Greenhill Road and Glen Osmond Road.

Development Plan and Zoning

Unley Road has historically been zoned for primarily retail and associated activity around the core (Unley District Centre) and Specialty Goods Centre north to Greenhill Road and south to Northgate Street. South of Northgate Street comprises Mixed Use3 Zone on east side and adjacent to Cross Road for primarily commercial uses, offices and showrooms and Residential B300 on west side for two storey medium density dwellings.

In 2013 the Speciality Goods Centre Zone was re-zoned to Urban Corridor (High Street) Zone – the two-storey height limit was revised to five-storeys, with transition down to the rear zone boundary at 30 degrees. In addition to facilitating ground level primarily small retail and commercial uses, residential development above and behind is promoted.

The long term vision of Greater Adelaide in the State Government's 30-Year Plan and within the Unley Planning Strategy is to concentrate mixed use development and residential uplift along major transport corridors, such as Unley Road, whilst maintaining the majority of adjacent current neighbourhood character.

Major Development Sites

Subsequent to the re-zonings on Unley Road there has been high interest in new development on key sites.

In 2015, a seven-storey development at Cremorne Plaza (244-252 Unley Road) was approved by the State Commission Assessment Panel (SCAP), which is the appointed authority for development over four storeys within the zone. However, following formal approval, the developer chose not to proceed.

In 2018, two separate seven storey developments were approved by SCAP on the north and south portions of the Cremorne Plaza site. Both comprise retail and commercial space at the ground level, and some at second level in southern scheme, and around 60 dwellings each. Preparation is currently underway for the start of construction in the near future.

Several other key sites continue to raise interest and may proceed in time as market determines need.

In the Unley District Centre, major mixed use and residential developments are being investigated.

Unley Central (District Centre Zone Development Plan Amendment)

In 2017, the District Centre Zone was revised. This included a minor expansion of zone boundary (to include Thomas and Mary Streets) and a review of land use, building heights and urban design criteria. After urban design review a maximum height of nine storeys was introduced in the north west quadrant, seven to five storeys in the south west quadrant, five storeys in north east quadrant and three to one storey in the south east civic quadrant.

All development is to transition down in height at 30 degrees to generally two-storeys at the outer zone boundary. Open space and key movement networks around the precinct were reinforced. Residential development above and to the rear of major retail and commercial is encouraged. Prior to 2017, no height limit existed.

TRAFFIC AND TRANSPORT

Past Council Directions

In 1999/2000, DPTI (formerly Transport SA) undertook community engagement on possible improvements to Unley Road that were developed mainly to improve efficiency and safety of traffic by creating sheltered right turn lanes along the corridor. These plans were endorsed by Council at the time.

On several occasions over the last 30 or so years, most lately in 2006, Council has provided its support for traffic signals at the intersection of Unley Road and Young Street, and sought support from DPTI. If this intersection is signalised it would create the opportunity to review the need for the Pedestrian Actuated Crossing located just north of the Young Street intersection.

More recently, Unley Road was chosen by ARRB (in partnership with DPTI) amongst five arterial roads from Australia, to undertake a design study. The study considered road safety, traffic accessibility, improvements on vulnerable users (e.g. pedestrians and cyclists), public transport and adjacent land uses. The study developed a concept design which included 40kph outside of peak periods through the main civic core area, sheltered right turns, a single lane north and south, and protected parking in selected locations. A primary driver of this work was to recognise that Unley Road could act as an efficient north south corridor during peak hours, but also be a successful economic strip outside of peak periods.

Walking and Cycling Plan (WCP, DATE)

The WCP does not include any specific recommendation regarding Unley Road. However, it is acknowledged in the Plan that bike lane treatment along the road is inconsistent and does not meet functional requirements of cyclists.

The WCP recommends the Rugby / Porter Bikeway, in parallel with Unley Road as a safer, and equally efficient bike direct route into and out of the Adelaide CBD.

Local Area Traffic Management (LATM)

Local Area Traffic Management (LATM) is the planning and management of road space within a local area. It considers neighbourhood level traffic-related problems, and proposes solutions in context of the local area, rather than in isolation. The City of Unley was divided into six LATM study areas, which Council has been progressively completing. The studies generally focus on parking, walking and cycling, and traffic management and safety.

LATM 1 incorporates Goowood, Unley and Wayville. LATM 2 incorporates Parkside and Fullarton. Both address Unley Road, north of Wattle Street.

The upgrade of the Unley Road / Young Street intersection was identified as a key priority for safety and accessibility. Both reports acknowledge the high cost and high impact of the potential project. Ongoing discussions with the State Government have revealed there are no short term plans to advance works.

The LATM 2 identified the need to upgrade the side street intersections of Marion Street, Frederick Street, Edmund Avenue with Unley Road, to improve pedestrian safety, access and connectivity. Two aspects that need further investigation is the potential traffic calming treatments that could be introduced in Oxford Terrace (given the existence of schools, childcare and kindergarten facilities) and the relocation of traffic signals from Oxford/ Unley to Edmund/ Unley. In addition to this, improvements to Rugby St and Trimmer Tce ma need to be investigated.

LATM 4 incorporating Malvern and Highgate is proposed in the future and would include Unley Road, south of Wattle Street.

From a transport and traffic management perspective, the following are some of the City of Unley's suggested priorities:

Section of the Road	Priorities and description
Unley Road (between Greenhill Road to Mary Street)	<p>This section of Unley Road has a number of small to medium sized businesses including retail, cafes and other. The intersection of Young Street and Unley Road provides access to the wider local road network. The priorities for this section of the road are as follows:</p> <ul style="list-style-type: none">• Investigate signalling the intersection of Unley Road / Young Street• Rationalise and provide improved pedestrian crossing opportunities.• Manage access to local streets and businesses (e.g. right turn lanes on Unley Road).• Improve public transport (e.g. bus stops).• Enhance bike lanes and road resurfacing.• Maximise on-street parking provisions.• Implement smart transport and parking.

Section of the Road	Priorities and description
Unley Road (Mary Street to Park Street)	<p>This section of Unley Road is considered as the ‘heart’ of Unley. It has high pedestrian and traffic activity generated from Unley Library, Unley Town Hall, Unley Civic Centre, Unley Community Centre, Soldiers Memorial Gardens, Unley Oval activities, as well as main street café / shops and the Unley Shopping Centre. This section of the road is forecast to receive high traffic / transport demand as a result of imminent large-scale developments such as Cremorne Plaza. The priorities for this section of Unley Road are as follows:</p> <ul style="list-style-type: none"> • Speed limit change to 40 km/hr zone. • Pedestrian crossing improvement. • Unley Road/Arthur Street/Oxford Terrace/ Edmund Avenue traffic signal modifications.. • Traffic access in / out of Unley Precinct. • Traffic calming in Oxford Terrace • Traffic modifications in Rugby St, Trimmer Terrace and around Unley Oval. • Access improvements to local streets and businesses (e.g. right turn lanes). • Bike lanes and road resurfacing improvements. • Public lighting upgrades. • Smart bus stops. • Smart transport and parking.
Unley Road (Park Street to Cross Road)	<p>This section of Unley Road acts as a gateway to Unley from the southern suburbs. It has some important activity generators such as Unley Primary School, Malvern Shopping Centre, Mitre 10, local shops and restaurants and medical/dental facilities. The priorities for this section of the road are as follows:</p> <ul style="list-style-type: none"> • Install pedestrian crossing facilities. • Improve bus stops (e.g. more DDA compliance). • Upgrade public lighting. • Manage access to local streets and businesses (e.g. right turn lanes). • Improve bike lanes and road resurfacing. • Implement Smart transport and parking.

UnleyLINK (Light Rail)

Following the announcements by the State Government on the future expansion of the light rail network, at its meeting held on Tuesday 26 April 2016, the Council resolved:

- To provide in principle support to the expansion of light rail.
- To participate in the development of a comprehensive study into the State Government’s AdeLINK light rail network.
- To participate in further discussions with the Federal Government, State Government and neighbouring councils within the proposed AdeLINK light rail network regarding funding and delivery options.

It is the understanding of the Administration that, since the 2018 State Election, all strategic work regarding the expansion of the light rail network has been halted.

URBAN DESIGN / ENVIRONMENT

Unley Central

The Unley Central Precinct Plan was undertaken in 2014 as a priority project of the Four Year Plan 2013-2016; A Community of Possibilities. The Plan resulted in a cohesive and holistic Precinct Plan, which was established from a multi-disciplinary analysis and a diversity of inputs, issues and opportunities.

The Unley Central Precinct Plan aimed to create a 'heart' for the City of Unley, and to provide innovative and practical responses to support the City's 2033 vision;

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

The vision was supported by the following Guiding Principles:

- Create high quality, socially engaging, human scale public realm with activated and connected edges.
- Create vibrant high quality, medium to high density mixed use / mixed age developments.
- Create high quality and enlivened streetscapes that connect to adjacent activities and uses.
- Integrate sustainable principles into urban design.
- Create a pedestrian dominant precinct.
- Prioritise public transport and alternatives to cars.
- Calm traffic.

The Council endorsed the Precinct Plan in August 2014, with the following recommendations:

1. The report be received.
2. The concepts outlined in the Draft Unley Central Precinct Plan be adopted as the long term vision for the precinct and a community engagement process be undertaken to communicate the vision.
3. A Statement of Intent be prepared seeking approval from the Minister to undertake a Development Plan Amendment of the District Centre Zone, in accord with the recommendations of the Plan.
4. Work continue on investigating modifications to traffic flows in the local area to achieve an outcome that improves the pedestrian experience of Oxford Terrace and that prioritises walking and cycling in the precinct.
5. A streetscape design for the entrance of Oxford Terrace from Unley Road be prepared.
6. Administration investigate the feasibility of establishing a Precinct Authority to guide the development of the Unley Central Precinct.

The Unley Central Precinct Plan led to the Unley Central (District Centre Zone) Development Plan Amendment in 2017, and the subsequent formation of the Unley Civic Precinct Working Group in 2018.

Unley Civic Precinct Working Group

The Unley Civic Precinct Working Group was established to assist the Council in developing a precinct plan for the Unley Civic Precinct (the area bounded by Oxford Terrace, Rugby Street, Edmund Avenue and Unley Road).

It is a key part of the Unley District Centre, and incorporates a number of valued Council and community assets. In response to the 2017 Unley Central Development Plan Amendment process, and a number of issues which arose through the community consultation process, a Working Group of interested individuals was proposed by the Council at the conclusion of the Development Plan Amendment process.

The objectives of the Working Group include:

- Provide community input into planning for future development of the City of Unley Civic Precinct.
- Develop options for the consideration of Council that provide for the appropriate development of the Civic Precinct, including consideration of:
 - short (0-5 years), medium (5-10 years) and long term (10+ years) opportunities;
 - accessibility to the community;
 - integration with property owned by St Augustine Parish;
 - the future of the Civic Building and opportunities for consolidation or enhancement of Council facilities;
 - current and potential use of the Cottages, including whether they should be retained;
 - integration of Oxford Terrace.
- Act as a linkage between Council and the general community in providing feedback during the development of concepts or ideas for the Civic Precinct.

The Working Group was made up of six community representatives (who were required to nominate), a representative of the St Augustine Parish, as well as City of Unley staff as required.

The Working Group has met regularly throughout the year and identified a number of short term initiatives for consideration in the 2019/20 budget process.

Unley Road Greening

In November 2017, the Administration was requested by the Council to provide a report of the feasibility of planting trees on either or both sides of Unley Road.

An investigation into tree planting and increased greening of Unley Road was undertaken by staff and the results were provided to the Council for its consideration in February 2018.

The investigation highlighted the following:

Existing Conditions

Item	Eastern Side	Western Side	Total
Existing Trees	0	65	65
Existing Vines	277m	199m	476m

The lack of trees along the eastern side of Unley Road was recognised to be a result of the presence of significant underground Telstra services (coaxial cable).

Future Greening Opportunities

Item	Eastern Side	Western Side	Total
Replace vacant trees	0	10	10
Install new trees (Council Land)	34	1	35
Install new trees (Private Land)	15	1	16
New vines	327m	542m	869m

In addition, the impact of tree planting in side streets was recognised to impact the greening of Unley Road and increased tree planting in side streets should also be considered.

Following consideration of the matter, the Council decision included:

- Replacement trees be planted in the ten vacant tree locations on the western side of Unley Road within the existing 2nd Generation Tree Strategy implementation and budget.
- As part of the 2018/19 budget process, a future project to progress tree planting and other greening options along both sides of Unley Road be considered.

2018/19 Greening Initiatives

The Mainstreet Improvement Program is intended to deliver permanent infrastructure projects aimed at enhancing the economic prosperity of the mainstreet precincts within the City of Unley.

There are currently four identified mainstreets within the City, each with a Mainstreet Trader Association. Each year, as part of their budget requests, the Mainstreet Trader Associations have the opportunity to identify infrastructure and improvement projects as part of the Mainstreet Improvement Program (MIP) for the coming financial year. The Program is also open to Council led initiatives. Funding is considered in addition to the Separate Rate (levy) collected for each of the four mainstreet precincts, which is to be used for marketing and promotional purposes.

In 2018/19, the Main Street Improvement Program Projects for Unley Road include the following initiatives:

- Additional Unley Road Greening, to include 35 new trees on Council land, as well as 869m of new vines.
- Installation of pot plants in front of a section of traders to trial footpath greening and activation, in place of outdoor dining (prevented due to footpath width, vehicle speeds and volumes).

Works will be developed in consultation with Unley Road traders and are to be implemented in the second half of 2018/19.

2019/20 Renewal Program

As part of the Council's Asset Management renewal program, and in support of other Council strategies, opportunities are being considered for the strategic improvements of the intersection with Unley Road and:

- Dunk Street
- Whittam Street
- Marion Street

The renewal program will consider opportunities to improve pedestrian and cyclist safety and accessibility, as well as improve greening. As a strategically considered main street, opportunities to increase the quality of public space and streetscape, as well as increased visitor parking will also be considered in planning the renewal program for 2019/20.

NEXT STEPS

The CEO and Mayor recently attended a meeting with the Member for Unley, David Pisoni MP, at which issues associated with Unley Road were discussed. The suggestion was made that Council write to both Mr Pisoni and the Minister for Transport, Infrastructure and Local Government requesting a meeting with DPTI officers to discuss design concepts for Unley Road.

6. ANALYSIS OF OPTIONS

Option 1

1. The report be received.
2. A letter be sent to the State Member for Unley, David Pisoni MP and the Minister for Transport, Infrastructure and Local Government, the Hon Stephan Knoll MP requesting a meeting with Department of Planning, Transport and Infrastructure Officers to discuss design concepts for Unley Road.

This option seeks to engage with DPTI with a view to progressing discussions regarding re-design options for Unley Road. Given Unley Road is a DPTI road, Council must work collaboratively with DPTI in order to address concerns with the design and traffic management and achieve change. This is important given the proposed new developments on Unley Road which will have an impact on surrounding streets.

Option 2

1. The report be received.

Council may prefer to simply receive the report at this time.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. ATTACHMENTS

Nil

9. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development

DECISION REPORT

REPORT TITLE: ASSOCIATION COORDINATORS QUARTERLY
REPORTS FOR THE PERIOD 1 JULY –
31 DECEMBER 2018

ITEM NUMBER: 1404

DATE OF MEETING: 25 FEBRUARY 2019

AUTHOR: AKARRA KLINGBERG

JOB TITLE: COORDINATOR BUSINESS AND ECONOMIC
DEVELOPMENT

1. EXECUTIVE SUMMARY

The City of Unley has four (4) mainstreet precincts (Fullarton Road, Unley Road, King William Road, Goodwood Road) which are each represented by independent Trader Associations. These Associations are each managed by a committee of their members and are independent Incorporated Associations. A separate rate is levied by Council on businesses in each of the precincts for the purpose of marketing and promotion. Money collected from this levy is contracted, through a funding agreement, to the relevant Trader Association to conduct this activity on Council's behalf. The levy collected is different for each precinct, both in the total amount raised and rate in the dollar. There is a formal agreement in place between Council and each Association for the expenditure of the Separate Rate.

The Association Separate Rate Agreements require each Trader Association to submit quarterly expenditure reports to Council. This report presents the expenditure reports for the first two quarters of the 2018/19 financial year, i.e. 1 July – 31 December 2018, as well as additional information on the activities of the Trader Associations. Each Association has undertaken a variety of different activities during this period.

As part of their report, King William Road Traders Association Incorporated have provided further comment on their 2017/18 quarter 4 report as requested at the Unley Business and Economic Development (UBED) committee meeting held 26 September 2018 and endorsed by the Council

King William Road Traders Association Incorporated be asked to provide explanatory notes on the 2017/18 summary of income and expenditure.

Resolution 1354/2018

As Council has not established a new Business and Economic Development Committee at this time, these reports are being presented to Council.

2. RECOMMENDATION

That:

1. The report be received.
 2. The explanatory notes as provided by the King William Road Traders Association on their 2017/18 Quarter 4 report as set out in Attachment 1 to this report (Item No 1404/2019, Council Meeting 25/02/2019) be endorsed.
-

3. RELEVANT CORE STRATEGIES/POLICIES

- 1.1 Association Separate Rate Agreements.
- 1.2 Economic Prosperity: 3.2 – Thriving main streets and other business activities operate across our City.

4. DISCUSSION

The Trader Associations have been asked to provide a financial report for the first two quarters of the 2018/19 financial year, i.e. 1 July – 31 December 2018, in line with the conditions of their agreement with the City of Unley for the expenditure of the Separate Rate. Historically, these reports have been presented to Council via the Unley Business and Economic Development Committee (UBED). Following the November 2018 Local Government elections, Council has not yet made a decision regarding the re-establishment of the UBED. Consequently, the Trader Association reports are being presented directly to Council.

To maintain consistency, the Trader Associations were asked to submit reports and a list of activities in line with previous time lines. Additional information is provided below on the activities, achievements and challenges for each of the Trader Associations.

Unley Road Association

- September and October trader updates were sent (via Email).
- Sponsorship prospectus for Taste of Unley Road and Evening Under the Stars was developed and distributed.
- Pride of Workmanship Awards in conjunction with Unley Rotary were announced at the Pride of Workmanship and October Networking Event held on 28 October 2018.
- A second and third run print of Unley Road Directories.
- Planter box trial and preparation documentation finalised.
- Meeting with Developers for the two multi-storey residential and mixed use projects on Unley Road.
- Electronic Newsletters informing and engaging with Traders were sent.
- Ongoing activity on Social Media.
- Christmas Trader event was held at Bank SA on Tuesday 4 December 2018 with a strong turn out from traders
- 2017/18 AGM was held on 7 November 2018 in line with Constitutional requirements
- Unley Delights Christmas Decoration competition held throughout December to encourage traders to decorate their tenancy

Goodwood Road Business Association

- Finalisation of *Light up the Road* for 2017/18, including renovated Good Hub (formerly Eternal Spirit).
- SALA - exhibitions and event:
 - 34 venues (+ 6 from last year), 36 individual artists plus two collectives (+ 7 from last year);
 - Opening event held at Gingers, Wednesday August 1 with approximately 100 people in attendance;
 - SALA Art installed on Goodwood Primary School fence as part of the ongoing installation; and
 - SALA on Saturday event – Saturday 25 August:
 - Children's activities held on the main footpath as well as a food and wine event held in Gilbert Street – 10 businesses involved on the day; and
 - Promotion via GR Social Media, GLAM Adelaide, Kids in Adelaide, EDM to 600 subscribers, posters, signage, flyers etc.
- General meeting of businesses at Goodwood Hotel on 14 August – with 20 people in attendance.
- New website build awarded to The Creative Hub. Meetings and development underway for mid-October launch.
- Ongoing promotion of individual businesses and Goodwood Road as a whole, via Social Media:
 - Currently 2,981 Facebook fans (+ 289 in this period).
 - Currently 440 Instagram followers (+73 in this period).
- Three email newsletters sent to a database of 718 subscribers (October-Voting on Goodwood Road's entry into the Mainstreet SA Awards, November – Promotion of the Gilbert Street Street Party and December - Christmas Decoration Competition)
- General Activities:
 - October
 - Annual General Meeting at The Goody with 30 people in attendance and a full committee elected.
 - November
 - Sponsorship of Goodwood Arthouse Market.
 - Sponsorship of Gilbert Street Street Party (4 member trader participants).
 - December
 - Christmas Fence art installed.
 - Christmas decoration competition:
 - Sponsored by Goodwood Community Bank Branch.
 - 32 member participants (+6 from last year), 500 entrants (on par with last year).
 - Member Christmas Drinks/Networking/Competition winner presentation, held at the Goodwood Community Bank Branch with approximately 30 people in attendance.

Fullarton Road South Traders Association

- Committee members held a working bee on Saturday 4 August to revitalise the on-street planter boxes and the Ferguson Avenue car park garden beds. This went very well and the work was commented on by fellow traders who noticed the difference immediately.
- The marketing coordinator visited food traders and those with later opening hours in the precinct to discuss social media campaign. Many were unaware of the account, and from the conversations, started following it immediately.
- A new social media account management structure has been implemented with an initial three month trial to improve the regularity, consistency, scope and numbers of followers on the account.
- A new Christmas invitation, hand drawn by Nicholas Pike, was circulated for traders, councillors and staff and property owners to attend and network, discuss issues and get a better general understanding of what it is the committee is working on. The invitation was kindly printed by Invitations for all Occasions.
- Social Media campaign continues to be delivered through Facebook and Instagram (Destination Highgate).
- AGM held on Wednesday 10 October 2018.
- Christmas trader event function held on Friday 14 December 2018. The event was very well attended by traders in the precinct.

King William Road Traders Association (KWRTA)

- The Mercedes-Benz Unley Long Lunch held Friday 12 October 2018.
- Launch of the Spring/Summer campaign for KWR including Spring/Summer magazine and digital content starting to be rolled out from mid-October.
- Halloween on KWR – This event is hosted by Keito Events with marketing support from the KWRTA.
- AGM was held Tuesday 30 October 2018. Four new members joined the committee for FY2018/19.
- Website updates with new traders and feature blog posts to support new business on KWR.
- Christmas on King William Road event held Saturday 1 December 2018, and the event included having Santa on the street

As requested at the UBED meeting 26 September 2018 and endorsed by Council:

King William Road Traders Association Incorporated be asked to provide explanatory notes on the 2017/18 summary of income and expenditure.

Resolution 1354/2018

King William Road Traders Association Incorporated have provided further comment on their 2017/18 quarter report.

The - \$7k operating budget is due to the way invoices are received from suppliers for the Autumn/Winter campaign as this crosses over the financial years.

From financial year FY16/17 we had \$3k invoice outstanding for Fuller Autumn/Winter campaign which was paid for out of and allocated in the FY17/18 budget. Then the Autumn/ Winter campaign that commenced May 2017 invoices were paid over the 2 x financial year budgets of 17/18 and 18/19 (current), however all invoices were dated and allocated to the 17/18 budget.

We should see this balance out at the end of 18/19.

The changes to the approved budget can be seen in the below table, recommended by UBED at the meeting held 21 March 2018 and endorsed by the Council (Resolution 1113/2018) and have been incorporated in the updated report.

Approved Budget	Project	Re-allocated Project	Additional Notes
\$4,000	Trader Engagement	Marketing Coordinator Salary	
\$10,000	Ambassador Program	Events - The Mercedes-Benz Unley Long Lunch	Ambassadors have been utilised as part of seasonal campaign budgets
\$2,500	Street wide promotions - Winter allocation	Additional Administration & Bookkeeping expenses	Only \$3,000 originally allocated to bookkeeping and is already at \$3,500
\$4,200	Side street activations - Easter and May	Events - The Mercedes-Benz Unley Long Lunch	
\$6,000	Strategic Marketing Coordination - Autumn/Winter Seasonal Campaign	Events - The Mercedes-Benz Unley Long Lunch	
\$7,000	Print advertising	Distribute to cover 2nd half of FY17/18 events including Feature Food Event, Mother's Day promotion, outstanding invoice from CoU FY16/17	
\$0 Net total change to overall budget			

Attachment 1

5. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The explanatory notes as provided by the King William Road Traders Association on their 2017/18 Quarter 4 report as set out in Attachment 1 to this report (Item No 1404/2019, Council Meeting, 25/02/2019) be endorsed.

This option brings to a close the 2017/18 reporting for the King William Road Association and satisfies Council's request for additional information.

Option 2 –

1. King William Road Traders Association be requested to provide further additional information relating to their 2017/18 financial reporting

If Council does not support any part of the explanation, or requires further detail in relation to the King William Road Traders Association 2017/18 financial reporting, this option provides the opportunity to seek additional information.

6. **RECOMMENDED OPTION**

Option 1 is the recommended option.

7. **POLICY IMPLICATIONS**

7.1 Financial/Budget

- Council imposes a separate rate and provides revenue recovered by that rate to the Trader Associations for marketing purposes, there is no net cost to Council.

7.2 Legislative/Risk Management

- Council has an obligation to ensure that the revenue raised from the Separate Rate is expended for the purpose for which the rate was imposed. An expenditure plan is endorsed by the Council for each annual agreement. Amendments to this approved plan must be submitted and approved at Council's discretion.

7.3 Staffing/Work Plans

- There is no additional staff impact from the recommended option.

7.4 Environmental/Social/Economic

- There are no social or environmental impacts. The Separate Rate will impose a financial burden on the businesses so rated, but the marketing and promotional activities of the Associations should mitigate the financial impacts and lead to improved overall outcomes for those businesses.

7.5 Stakeholder Engagement

- No community engagement has been undertaken.

8. **REPORT CONSULTATION**

No internal consultation has been undertaken or considered necessary.

9. **ATTACHMENTS**

- Attachment 1 – King William Road Association – updated report for Quarter 4 2017-18
- Attachment 2 – Unley Road Association Coordinator's Report – ending 31 December 2018
- Attachment 3 – Goodwood Road Business Association Coordinator's Report – ending 31 December 2018
- Attachment 4 – Fullarton Road South Traders Association Coordinator's Report – ending 31 December 2018
- Attachment 5 – King William Road Traders Association Report – ending 31 December 2018

10. **REPORT AUTHORISERS**

<u>Name</u>	<u>Title</u>
David Litchfield	Director Strategic Projects
Peter Tsokas	Chief Executive Officer

King William Road															
Summary of Income and Expenditure 2017/18															
Income									Quarter 1	Quarter 2	Quarter 3	Quarter 4			
Separate Rate funding								\$ 144,500.00	\$ 36,125.00	\$36125.00	\$36125.00	\$36125.00			
Banner Income								\$ 225.00	\$ 202.27	\$0.00	\$0.00	\$0.00			
Membership								\$ -	\$ -	\$0.00	\$0.00	\$0.00			
Sponsorship / Ticket Sales (The Long Lunch)								\$ 92,105.02	\$ 45,036.81	\$47595.48	\$0.00	-\$527.27			
Total Income								\$ -	\$ 236,830.02	\$ 81,364.08	\$83720.48	\$36125.00	\$35597.73		
Note : it is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.															
Expenditure															
Projects (provide further detail on 'Detail' worksheet)									Exp. to	Exp. to	Exp. to	Exp. To	Progressive total	% of Prog. Total	
	Brief Description						Budget	Budget Update	Quarter 1	Quarter 2	Quarter 3	Quarter 4			
Project 1	Trader Engagement / Social Events						\$ 6,000.00	\$ 2,000.00	\$0.00	\$0.00	\$8.41	\$0.00	\$8.41	0%	
Project 2	Events / Activations Sponsorship = \$47k (including CoU sponsorship, excl. in-kind) Ticket Sales = \$45k						\$ 42,000.00	\$ 69,200.00	\$34284.51	\$97735.49	\$6859.73	\$2983.77	\$141863.50	205%	
Project 3	Seasonal Campaigns / Marketing Strategy / Social Media Advertising						\$ 48,000.00	\$ 42,000.00	\$10212.92	\$10280.24	\$5663.63	\$8824.99	\$34981.78	83%	
Project 4	Print Advdertising / Subscriptions						\$ 10,000.00	\$ 3,000.00	\$2354.55	\$136.35	\$131.81	\$129.54	\$2752.25	92%	
Project 5	Street wide sales promotions						\$ 10,000.00	\$ 3,300.00	\$0.00	\$0.00	\$0.00	\$2760.00	\$3494.04	106%	
Project 6	Ambassador Program						\$ 10,000.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Subtotal							\$ 126,000.00	\$ 119,500.00	\$ 46,851.98	\$ 108,152.08	\$ 12,663.58	\$ 14,698.30	\$ 183,099.98	153%	
Administration									Exp. to	Exp. to	Exp. to	Exp. To	Progressive total	% of Prog. Total	
	Brief Description							Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4			
Marketing/Admin Coordinator	Salary for Project & Community Manager						\$ 41,600.00	\$ 45,600.00	\$8190.00	\$13140.00	\$9350.00	\$15988.00	\$46668.00	102%	
Digital Economy Strategy	Find your everything strategy for City of Unley						\$ 3,300.00	\$ 3,300.00	\$818.50	\$818.50	\$818.50	\$818.50	\$3274.00	99%	
Insurance	Public Liability insurance (LCIS)						\$ 4,500.00	\$ 4,500.00	\$2815.44	\$0.00	\$0.00	\$0.00	\$2815.44	63%	
Website Hosting / Maintenance							\$ 500.00	\$ 500.00	\$0.00	\$35.41	\$630.00	\$0.00	\$665.41	133%	
Governance Training							\$ 500.00	\$ 500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	
Bookkeeping	MRT Accounting						\$ 3,000.00	\$ 5,500.00	\$1314.00	\$2930.91	\$1840.00	\$766.00	\$6850.91	125%	

Office Expenses	Includes coordinator expenses						\$ 3,000.00	\$ 3,000.00	\$63.62	\$385.24	\$658.64	\$0.00	\$1107.50	37%
Bank Fees							\$ -	\$ -	\$104.43	\$108.94	\$104.81	\$58.33	\$376.51	#DIV/0!
Subscriptions							\$ -	\$ -	\$136.35	\$136.35	\$131.81	\$129.54	\$534.05	#DIV/0!
GST Adjustment							\$ -	\$ -	-\$0.80	\$0.37	\$0.21	-\$0.24	-\$0.46	#DIV/0!
Subtotal							<u>\$ 56,400.00</u>	<u>\$ 62,900.00</u>	\$13441.54	\$17555.72	\$13533.97	\$17760.13	\$62291.36	99%
Total Expenses	Projects + Administration						<u>\$ 182,400.00</u>	<u>\$ 182,400.00</u>	\$60293.52	\$125707.80	\$26197.55	\$32458.43	\$244657.30	134%
Operating Surplus									\$ 21,070.56	-\$ 41,987.32	\$ 9,927.45	\$ 3,139.30	-\$ 7,850.01	

Unley Road Association

Summary of Income and Expenditure 2018/19

Income

Separate Rate Funding	\$ 110,000.00
Banner Income	\$ 1,700.00
Membership	\$ -
City of Unley Event Sponsorship	\$ 15,000.00
Total Income	\$ 126,700.00

Note : it is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.

Has there been an alteration to your endorsed expenditure plan:	No	Date approved
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** Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by The Council

Expenditure

Projects (provide further detail on 'Detail" worksheet)

NOTE: If a project is funded through income additional to the Separate Rate, please indicate the funding contibution of each project: eg \$20k Separate Rate, \$15k CoU sponsorship etc

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Member Services	\$ 12,000.00	1,266.30	7,324.06			8590.36	72%
Project 2	Advertising and Promotions	\$ 25,096.00	586.36	4,673.66			5260.02	21%
Project 3	Online Services	\$ 6,000.00	700	156.65			856.65	14%
Project 4	Major Event (This includes \$25k Separate Rate, \$15k Sponsorship)	\$ 40,000.00	1190.91	2,087.27			3278.18	8%
Project 5	Minor Events	\$ 7,300.00	0	3,647			3647.27	50%
Subtotal		\$ 90,396.00	\$ 3,743.57	\$ 17,888.91	\$ -	\$ -		0%

Administration

Brief Description		Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Marketing and Admin Coordinating	\$ 23,400.00	4221.75	5,584.34			9806.09	42%
Find Your Everything	Contribution to 2018/ 19 Mainstreet Digital Economy Strategy	\$ 7,296.00	1824	1,824			3648	50%
Office Expenses	office bookkeeping and Office supplies	\$ 4,330.00	435.86	1,340.00			1775.86	41%
Insurance	insurance cover, event insurance and liability	\$ 1,278.00	951.07				951.07	74%
Subtotal		\$ 36,304.00	7,432.68	8,748.34			16181.02	45%

Total Expenses	Projects + Administration	\$ 126,700.00					0	0%
Operating Surplus		\$ -						

Unley Road Association - Expenditure 2018/19

Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
Member Services	To hold three networking events at three unique Unley Road businesses/locations, with representation of at least 25% of Unley Road businesses starting in July 2018. Also publish regular emails to inform and assist business owners on matters pertaining to their business	\$ 12,000	Participant numbers at	No	With the first event for 2018/19 in October we are targeting over 100 people to attend plus the Unley Rotary for the Unley Road Awards	Outcome of results will be forward following event	Averaging 95 traders and their staff attending with most new traders attending
	Description:						
	Objective:						
	Description:						
	Objective:						
Ongoing to June 30 2019							
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
Advertising and Promotions	To Produce a marketing campaign, comprising print and online advertisements, newsletters and emails campaigns to promote the diversity for individual businesses and also provide opportunities businesses to participate in events on and off the road.	\$ 25,096	Engaging metrics	No	targeting 30% partici	40.60%	32.50%
eg Event 2	Description:						
	Objective:						
	Description:						
	Objective:						
Est. Comp. Date : ongoing to jUne 30 2019							
Project 3	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
Online Services	To maintain content rich, responsive website for the Association, Unley Road businesses their customers and local community, using social media to to promote and connect	Followers numbers, engagem	Followers numbers, e	No	3,000 visits	3,204	5002
	Description:						
	Objective:						
	Description:						
	Objective:						
Est. Comp. Date : ongoing to 30 jUne 2019							
Project 4	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
Major Event	To hold Street wide shopping festival culminating in a free, family community concert supported by the traders and local community <i>This includes \$25,000 from separate rate and \$15,000 CoU sponorship</i>	\$ 40,000	sponsorship, local bu	No	1500 attendance	to be held in 3rd quarter	to be held in 3rd quarter
Est. Comp. Date : 27th February 2019							
sse oia							
Project 5	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2

Minor Events	To hold minor marketing initiatives and events including Unley Delights, Sala, Cancer awareness week and Sturt Football club promotions. Creating greater engagement with traders and the community	\$ 7,300	Public feedback, busi	No	30% participation	achieved	70% participation in Unley Delights
	Description:						
	Objective:						
	Description:						
	Objective:						
Est. Comp. Date : Ongonig to 30 June 2019							
Sub total	Projects	\$ 90,396					

Administration				
	Yearly Hours	Rate/Hour		Total
Admin/Marketing Coord.	520	\$ 45.00		\$ 23,400
Office Exp.	Postage, phone calls, office supplies, PO Box, Book keeping			\$ 4,330
Insurance	Public Liability Required.			\$ 1,278
FYE	Contribution to 18-19 Mainstreet Digital Economy Strategy			\$ 7,296
Sub total	Administration			\$ 36,304

Total Exp.	Projects + Administration	\$ 126,700
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SOCIAL MEDIA

	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quaarter 4
Member Newsletter	Open Rate	195	750	195	149		
Website Traffic	Page Views	3204	1100	3204	5002		
Social Media – Facebook	Page Likes (net)	2182	9000	2182	2191		
Social Media – Instagram	Followers (net)	270	1000	270	310		
	Followers (net)						
Social Media – Twitter	Followers (net)	782	3000	782	781		

Goodwood Road Business Association - Summary of Inc. and Exp 2018/19 - 2nd Quarter

Income

Separate Rate funding	\$ 54,500.00
Banner Income	\$ 4,930.00
Event Sponsorship (cash component)	\$ 12,000.00
Total Income	\$ 71,430.00

Note : it is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.

Any alteration to your endorsed expenditure plan ?	No	Date approved
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** Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by Council

Expenditure

Projects (provide further detail on 'Detail" worksheet)

NOTE: If a project is funded through income additional to the Sep. Rate, please indicate the funding contribution of each project: eg \$20k Separate Rate, \$15k CoU sponsorship etc

	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Project 1	Contribution to Digital Economy Strategy	\$ 2,381.00	\$ 595.25	\$ 595.25			\$ 1,190.50	50%
Project 2	Major Event : SALA. CoU Event Cash Sponsorship : \$12,000, GRBA Cash Cont. : \$5,000	\$ 17,000.00	\$ 17,495.00	\$ 42.00			\$ 17,537.00	103%
Project 3	Advertising/Promotion (web site, advertising, promotional, misc)	\$ 15,000.00	\$ 2,959.00	\$ 3,459.16			\$ 6,418.16	43%
Project 4	Minor Events (Christmas, tba)	\$ 5,000.00	\$ -				\$ -	0%
Project 5	Member Services (Networking hospitality, newsletters etc)	\$ 1,500.00	\$ 208.00	\$ 596.00			\$ 804.00	54%
Subtotal		\$ 40,881.00	\$ 21,257.25	\$ 5,535.12	\$ -	\$ -	\$ 26,792.37	66%

Administration	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total
Marketing/Admin Coordinator	Coordinator Fee	\$ 24,960.00	\$ 6,240.00	\$ 6,240.00			\$ 12,480.00	50%
Office Expenses	Misc Office expenses	\$ 500.00	\$ 102.00				\$ 102.00	20%
Insurance	Public Liability/Assoc and Officials Liability	\$ 1,800.00	\$ 233.00	\$ 1,438.71			\$ 1,671.71	93%
Bookkeeping	Bookkeeping/auditing	\$ 2,000.00	\$ 360.00	\$ 360.00			\$ 720.00	36%
Miscellaneous Admin	Gifts, Memberships, Bank Fees	\$ 1,000.00	\$ 299.00	\$ 486.77			\$ 785.77	79%
Subtotal		\$ 30,260.00	\$ 7,234.00				\$ 7,234.00	24%

Total Expenses	Projects + Administration	\$ 71,141.00					34026.27	48%
Operating Surplus		\$ 289.00					0	0.00%

UBED Quarterly Report No. 1 2018/19 - Goodwood Road Business Association

Project 1	Description and Objective	Budget	Measure	New initiative?	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Advertising/Pomotion	Description: Advertising and promotion via a variety of media and opportunities Objective: Promote Goodwood Road as a whole and individual members as appropriate, to showcase the Road and its offering and to attract more visitation	\$ 15,000							
	Membership Glam Adelaide			No		Story and Socials re SALA	Story & SM re Christmas		
	Winter Fence art			No		Complete	Christmas Fence		
	Website Development			New website		Stage 1 complete	Stage 2 complete		
	Facebook Advertising			No		+ 106 fans	+ 142 fans		
Est. Comp. Date : Ongoing									
Project 2	Description and Objective	Budget	Measure	New initiativ	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Events	Description : Special occasions and Road events of suitable scale and size Objective : Attract visitors to the Road, showcase member services, provide opportunities for businesses to promote themselves	\$ 10,000							
	Major event - SALA. Month long event culminating in SALA on Saturday	\$5,000 (GRBA) \$17,000 (CoU sponsorship)	Artist / Member involvement, Attendance at event Venue/Artist feedback	No	Member Venues : Target 30, Actual 35 Artists : Target 40, Actual 43 Opening Event : Target : 75 Actual 80 SALA on Saturday Target 2,500 Actual XX	Launch and event held Considerable publicity	Complete Q1		
	Description: Other events TBA	\$ 5,000		No			Christmas Comp held		
Est. Comp. Date : TBA									
Project 3	Description and Objective	Budget	Measure	New initiative	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Member Services	Description: Networking events and communications Objective: Encourage membership, partnerships and participation	\$ 1,500		No					
	General Meetings/Networking Events			No	3- 4 events per year	General meeting held at Goody Hotel Aug 14	AGM at Goody Hotel October Oct 9 Member Christmas Drinks/Networking at Goodwood Com Bank Branch Dec 18		
	Newsletters					Numerous	Numerous		
Est. Comp. Date : Ongoing									
Project 4	Description	Budget	Measure	New initiative	Target v Actual	Results for Quarter 1	Results for Quarter 2	Results for Quarter 3	Results for Quarter 4
Contribution to DES	Description: As required by CoU Objective: Objectives set by CoU	\$ 2,381							
Est. Comp. Date : 30/6/2019									
Sub total	Projects	\$ 40,881							

Administration				
	Yearly Hours	Rate/Hour		Total
Admin/Marketing Coord.	416	\$60		\$ 24,960
Office Exp.	Postage, phone calls, office supplies, PO Box,			\$ 500
Insurance	Public Liability and Assoc and Officers Liability			\$ 1,800
Bookkeeping	Bookkeeping/auditing			\$ 2,000
Misc Admin	Gifts, Memberships, Bank Fees			\$ 1,000
Sub total	Administration			\$ 30,260

Total Exp.	Projects + Administration	\$ 70,141
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SOCIAL MEDIA

	Measure	as at 1/7/2018	Annual Target	Qu. 1	Qu. 2	Qu 3	Qu. 4
Member Newsletter	Open Rate			52%	0		
Website Traffic (currently under dev.)	Page Views	NA	NA	NA	NA		
Social Media – Facebook	Page Likes (net)	2,894	3500	3000	3149		
Social Media – Instagram	Followers (net)	384	500	455	540		

Fullarton Road South Traders Association inc.
 Summary of Income and Expenditure 2018/19

Income	
Separate Rate funding	\$ 13,000.00
Banner Income	
Membership	\$ 1,250.00
Total Income	\$ 14,250.00

Note : it is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.

Expenditure

Projects (provide further detail on 'Detail" worksheet)			Exp. to	Exp. to	Exp. to	Exp. To	Progressive	
	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	total	% of Prog. Total
Project 1	Social Marketing for HGV through Instagram and Facebook- On Going all year	\$ 5,000.00					0	0%
Project 2	social media marketing	\$ 1,000.00					0	0%
Project 3	FYE yearly contribution	\$ 1,315.00	328.75	328.75			657.5	50%
Project 4	Christmas drinks mixer and gathering/networking twilight event	\$ 450.00		450			450	100%
Subtotal		\$ 7,765.00	\$ 328.75	\$ 778.75	\$ -	\$ -	1107.5	14%

Administration			Exp. to	Exp. to	Exp. to	Exp. To	Progressive	
	Brief Description	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	total	% of Prog. Total
Marketing/Admin Coordinator	Marketing coordinator fees per quarter are \$1,035	\$ 4,160.00	1,035	1035			2,070	50%
Office Expenses	governance training if required for new members and incidentals office expenses	\$ 700.00					0	0%
Insurance	Insurance falls due in the second quarter	\$ 1,500.00		1,438			1438	96%
Subtotal		\$ 6,360.00	1,035	\$ 2,473.00			3508	55%

Total Expenses	Projects + Administration	\$ 14,125.00					0	0%
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Operating Surplus		\$ 125.00					0	0.00%
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Project 1	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
eg Advertising/Marketing	Description:Continuation to build on New Facebook page and Instagram account. A new venture which has been slow to be taken up by traders. Previously enlisted the services of a local social media business in the precinct. This year, a change of account manager with the Marketing coordinator given a 3 month trial to see how the accounts can be furthered for the district	\$ 4,500			The initial year of social media on Instagram managed to only gather 54 followers. It is hoped to build the account upto 100 followers by the end of the year, and in the following 6 months	Due to availability of social media company to present, no decision was made on the status of the instagram and FB management until October. No	Instagram followers increased from 45 to 131 in one quarter. Ongoing posts on a regular basis
	Description: FB posting to be original						
	Objective: to gain more followers and engage shopepr to visit the store FB pages directly and the precinct it self						
	Description: Regular posting to instagram-3 posts per week minimum and 2 stories						
	Objective: to grow the instagram following, capture a wider audience						
Est. Comp. Date :							
Project 2	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
eg Event 1	Description: Market the Social media avenues	\$ 1,000					Research into promotional options underway
	Objective: using window decal stickers to directly capture locals and create awareness of the social pages, Destination Highgate, that Highgate Village uses. To creat a unified marketing prescence						
Est. Comp. Date :							
Est. Comp. Date :							
Sub total	Projects						

Administration				
	Yearly Hours	Rate/Hour		
Admin/Marketing Coord.	200+	\$ 20.00	\$	4,160
Office Exp.	Postage, phone calls, office supplies, PO Box, Book keeping		\$	200
Insurance	Public		\$	1,500
Other	Miscellaneous costs, Fees and Charges		\$	500
Sub total	Administration		\$	6,360

Total Exp.	Projects + Administration	\$ 11,360
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SOCIAL MEDIA

	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Social Media – Facebook	Page Likes (net)	134		134	136		
Social Media – Instagram	Followers (net)	56		56	131		

KING WILLIAM ROAD TRADERS ASSOCIATION																
Summary of Income and Expenditure 2018/19																
Income																
Separate Rate funding							\$	144,500.00								
Banner Income (if applicable) **Please add / delete lines as needed							\$	526.36								
Other - Sponsorship + Ticket Sales - The Mercedes Benz Unley Long Lunch							\$	96,235.00								
Other - COU Event Sponsorship - The Mercedes-Benz Unley Long Lunch							\$	15,000.00								
Total Income							\$	256,261.36								
Note : it is a requirement of the Local Government Act that all separate rate funding must be expended for the purposes outlined in the year of collection.																
Has there been an alteration to your endorsed expenditure plan:	Yes/No	Date approved														
** Note: As per the Agreement with Council for the expenditure of the Separate Rate, all variations to the approved expenditure plan must be approved by The Council																
Expenditure																
Projects (provide further detail on 'Detail" worksheet)																
NOTE: If a project is funded through income additional to the Separate Rate, please indicate the funding contibution of each project: eg \$20k Separate Rate, \$15k CoU sponsorship etc																
	Brief Description						Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total			
Project 1	The Mercedes-Benz Unley Long Lunch - KWRTA Investment (\$15k), CoU (\$15K) + Sponsorship/Ticket Sales (\$96,235)						\$ 126,235.00	\$22064.17	\$101175.00			\$123239.17	98%			
Project 1	SALA						\$ 1,000.00	\$384.53	\$0.00			\$384.53	38%			
Project 1	Christmas on KWR						\$ 15,000.00		\$5754.00			\$5754.00	38%			
Project 1	Unley Gourmet Gala / Tour Down Under						\$ 5,000.00		\$0.00			\$0.00	0%			
Project 1	Food & Wine Sessions						\$ 5,000.00		\$0.00			\$0.00	0%			
Project 2	Seasonal Campaigns including Facebook						\$ 30,000.00	\$9048.25	\$7718.00			\$16766.25	56%			
Project 3	Annual Marketing Subscriptions						\$ 4,000.00	\$3670.81	\$91.00			\$3761.81	94%			
Project 4	Calendar Promotions						\$ 3,125.00	\$0.00				\$0.00	0%			
Project 5	Trader Engagement including AGM						\$ 2,500.00	\$0.00	\$1471.00			\$1471.00	59%			
Project 6	New Business & Strategies						\$ -					\$0.00				
Subtotal							\$ 191,860.00	\$ 35,167.76	\$ 116,209.00	\$ -	\$ -	\$151376.76	79%			
Administration																
	Brief Description						Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progressive total	% of Prog. Total			
Marketing/Admin Coordinator							\$ 49,500.00	\$8232.00	\$12348.00			\$20580.00	42%			
Digital Economy Strategy							\$ 3,300.00	\$818.50	\$819.00			\$1637.50	50%			
Accountant							\$ 4,000.00	\$978.00	\$2247.00			\$3225.00	81%			
EOFY Audit							\$ 1,200.00	\$1196.36	\$0.00			\$1196.36	100%			
Website Hosting + Maintenance							\$ 500.00	\$0.00				\$0.00	0%			
Insurance							\$ 4,000.00	\$0.00	\$2815.00			\$2815.00	70%			

Office Expenses		\$	400.00	\$133.37				\$133.37	33%
Governance Training		\$	500.00	\$0.00	\$0.00			\$0.00	0%
Other	Bank Fees, GST Adjustment	\$	1,000.00	\$0.00	\$43.00			\$43.00	4%
Subtotal		\$	64,400.00	\$11358.23	\$18272.00			\$29630.23	46%
Total Expenses	Projects + Administration	\$	256,260.00	\$46,525.99	\$134,481.00			\$181,006.99	71%
Operating Surplus		\$	1.36						

King Willaim Road - Expenditure 2018/19							
Project 1 - EVENTS	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
SALA ON KWR	Description: Street registration and support of traders exhibiting artists throughout SALA with marketing promotional tools Objective: Increase visitor numbers to traders to view exhibition	\$ 1,000	Trader Feedback	N	Feedback from traders against minimum investment of \$1000 was 100% positive from traders and would host again in same format for SALA 2019	Despite less traders featuring artists, feedback was positive from all traders as artists were carefully selected to suit individual traders Traders who hosted VIP nights and artists talks, which were initiated by traders were successful in driving foot traffic into stores and making sales of both art and retail products.	
MERCEDES BENZ UNLEY LONG LUNCH	Description: Promote KWR as a fashion precinct in line with SATC’s Adelaide Fashion Festival and maintain it’s status as a place to visit for fashion and a destination to be seen. Objective: Promotion of the precinct as a fashion destination as a marketing campaign for reach. Return on Investment against marketing reach including social media, digital and print advertising and PR. KWRTA Investment: \$15,000 CoU Sponsorship: \$15,000	\$ 30,000	Marketing Reach	N			
CHRISTMAS ON KING WILLIAM ROAD	Description: With a feature activation throughout December along with street wide decorations spanning the core part of the main street.	\$ 15,000	Increase visitors	N			
FOOD AND WINE SESSIONS ON KWR	Food & Wine culture on show. With each venue hosting workshops, events, exclusive menus + more all designed to encourage visitors to keep coming back. Objective: Awareness of food and wine scene on King William Road. Increase customers to restaurants	\$ 5,000	Increase visitors	N			
UNLEY GOURMET GALA	Description: Sponsorship of Unley Gourmet Gala by the City of Unley. Objective: Visitor numbers to event and trader benefits including increased business at the event and/or post event	\$ 5,000	Trader Feedback / Survey	N			
Est. Comp. Date :							
Project 2 - SEASONAL CAMPAIGNS	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
SPRING / SUMMER + AUTUMN / WINTER	Description: Seasonal campaign for Spring / Summer and Autumn / Winter featuring the following for each campaign: - onKWR Magazine - Ambassador / Model - Blog Articles x 10 (2 for each category) - Photography / Videography - Stylist / Hair / Make-Up - PR - Print Advertising - Facebook investment Objective: Create awareness of KWR and keep KWR top of my mind as a destination for food, fashion + more.	\$ 30,000	Digital Engagement + Brand Recognition	N			Spring Summer Campaign Launches October 2018
Est. Comp. Date :							
Project 3 - ANNUAL MARKETING SUBSCRIPTIONS	Description and Objective	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2
	Description: Engaging key marketing channels with annual subscriptions for regular promotion of KWR including digital media outlet Glam Adelaide, SA LIFE annual Food & wine and Tourism walkabout brochures for print. Objective: Maintain pressence across annual editions of magazines and brochures as well as have a digital presence to keep KWR top of mind for key events	\$ 4,000	Marketing Reach against ROI	N		SA Life Food And Wine Annual Edition Single page ad feature resulting in featured editorial articles for hospitality venues onKWR Glam Adelaide Feature Article and social media promotion for Long Lunch restyling in increase 150 followers on instagram + contributing to sold out event	
Est. Comp. Date: On going over year.							
Project 4 - KEY CALENDAR PROMOTIONS	Description	Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1	Results for Quarter 2

	Description: Activate key promotions in line with calendar events, for example Mothers Day, etc. Budget to cover creation of collateral for gift guides, activities, trading hours, relevant content, competitions, etc Objective : <i>Ensure KWR is known to be a destination over long weekends and the place to shop for unique and thoughtful gifts.</i>							\$3,125	Social Media + Trader Engagement	N				Christmas	
Est. Comp. Date :															
Project 5 - TRADER ENGAGEMENT	Description							Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1		Results for Quarter 2	
	Description: 2 x key events throughout the year to engage traders, provide education and create cross street collaboration opportunities. Objective : <i>Create a community spirit amongst traders on KWR and provide tools for KWR traders to apply to their business.</i> <i>Measure: Attendance at Trader events</i>							\$2,500	Trader attendance at events	N				AGM	
Est. Comp. Date :															
Project 6 - NEW BUSINESS + STRATEGIES	Description							Budget	Measure	New initiative (Y/N)	Target v Actual	Results for Quarter 1		Results for Quarter 2	
	Description: Engaging potential new businesses to move into KWR and creating of new business handbook and guide to additional marketing opportunities to being on KWR Objective : <i>Introduce to new business’ to KWR to fill vacancies and drive foot traffic to KWR from tourists</i> Measure : <i>Decreased vacancy rate</i>							\$-	Vacancy Rate	Y					
Est. Comp. Date :															
Sub total	Projects							\$95,625							
Administration															
	Yearly Hours	Rate/Hour						Total							
Admin/Marketing Coord.	1040	Annual Sal						\$49,500							
Digital Economy Contribution	FY18/19 Contribution								\$3,300						
Accountant + Audit	MRT Accounting (Bookkeeping + EOFY Audit)								\$5,200						
Web Hosting + Maintenance	www.kingwilliamroad.com.au - security updates, hosting, etc.								\$400						
Office Exp. + Memberships	Postage, phone calls, office supplies, PO Box, Book keeping								\$500						
Insurance	Public Liability Required. (Cert. of Currency to be provided within 30 days of rate being set)								\$4,000						
Governance Training									\$500						
Other	Miscellaneous costs, Fees and Charges								\$1,000						
Sub total	Administration								\$64,400						
Total Exp.	Projects + Administration								\$160,025						
SOCIAL MEDIA															
	Measure	Current	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4								
Member Newsletter	Open Rate	FY17/18 = Av. 59%	Av. 65%	62%											
Website Traffic	Page Views														
Social Media – Facebook	Page Likes (net)	7880 (30.6.18)		7975 (30.9.18)											
Social Media – Instagram	Follower s (net)	3694 (17.10.18)		3694 (17.10.18)											
Social Media – Twitter	Follower s (net)	323 (17.10.18)		323 (17.10.18)											
Social Media – Member's Facebook Page	Page Likes (net)	46 (17.10.18)		46											

INFORMATION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 1405
DATE OF MEETING: 25 FEBRUARY 2019
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 FEBRUARY 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/02/17	773	Proposed Road Closure of Pieces of Rugby Street (Haslop Reserve) and Cremorne Street Malvern 1. The report be received. 2. In accordance with the process under the Roads Opening and Closing Act 1991 that sections of the public roads known as Rugby Street (currently known as Haslop Reserve) and Cremorne Street, Malvern be closed as a public road and a Certificate of Title be issued in the ownership of Council. 3. Subject to the response to the Community Consultation process to close portions of Rugby Street and Cremorne Street, Malvern (currently known as Haslop Reserve), the CEO and Mayor be approved to sign and Seal where necessary, any documents to complete the roads closing process. 4. The sections of the public road proposed to be closed be excluded from the classification of community land. 5. Notice of this resolution, be published in the Government Gazette in accordance with S193 (6) (a) of the Local Government Act. 6. Administration discuss with the Department of Education and Child Development their interest in purchasing this portion land or contributing towards the cost of the land transfer.	GM City Development	The Lands Title Office has approved the Deposited Plan. We are now awaiting the Certificate of Titles to be issued.	April 2019
27/03/17	799	42 Ferguson Avenue and Ferguson Avenue Reserve Myrtle Bank - Proposed Land Swap and Road Closure	GM City Development	The Lands Title Office has approved the Deposited Plan. We are now awaiting the Certificate of Title to be issued.	April 2019
27/11/17	1021	Priority Projects at Goodwood Oval and Millswood Sporting Complex 1. The State Government offer of a grant of up to \$2.5m towards the construction of a new facility for the Goodwood Football and Cricket Clubs on Goodwood Oval be accepted, supported by financial contributions from the sporting clubs/SANFL of up to \$150,000 and a Council contribution of \$950,000 with the Chief Executive Officer authorised to enter into the necessary funding agreement with the State Government and any other agreement with funding contributors in order to deliver the project. 2. 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. 3. Community engagement on the proposed new facility on Goodwood Oval occur from January to March 2018, and a report be brought back to Council upon the completion of the engagement process. 4. \$40,000 be allocated towards the sports lighting upgrade at the Millswood Tennis Complex, and discussions continue with external funding partners to achieve this project. Subject to confirmation of a funding contribution from Tennis SA: a. a development application for the project is to be submitted by the Administration; and b. at the appropriate time in 2018, a grant funding application is to be submitted to the Office for Recreation & Sport for additional funds to enable delivery of this project. 5. \$260,000 be allocated towards the development of a new club building and surrounds at the Millswood Croquet Club and discussions continue with possible external funding partners before a commitment to proceed with this project is made.	GM City Development	Goodwood Oval Grandstand Refer to Item 1136. 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. Croquet Club Building - Work will be undertaken to progress this project once the Goodwood Oval grandstand project has been completed. - No further action at this stage.	TBA
26/02/18	1102	MOTION OF WHICH NOTICE HAS BEEN GIVEN 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. 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.	GM City Development	The Hockey Club has an ongoing lease at the Goodwood Oval Complex for a further three years. Following the advancement of the Goodwood Oval Grandstand Project, investigations will be undertaken into possible future uses of the hockey facilities. The Hockey Club have confirmed their seasonal use for 2019 and are not expected to vacate in the short / medium term. Resources (eg funds) are required to undertake investigations into the possible future uses of the hockey field. This project has been unable to progress because of other priorities. It is suggested that it be considered with the 2019/20 budget.	Ongoing

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2019

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/03/18	1116	SHARED Street Opportunities 1. The report be received. 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. 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. 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.	GM City Development	Consultation is underway with the nine local streets in relation to the Shared Streets Program. Consultation will close 1 March 2019. Following feedback from consultation, the Administration will then work with interested residents to develop design solutions for further consideration by Council, including integration in the 2019/20 budget process.	June 2019
26/03/18	1117	POCKET PARKS 1. The report be received. 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).	GM City Development	Consultation material has been prepared for strategic pocket park locations. Subject to community response to format, Pocket Park information will be issued in early March. Following feedback from consultation, the Administration will then work with interested residents to develop design solutions for further consideration by Council, including integration in the 2019/20 budget process.	June 2019
23/04/18	1136	GOODWOOD OVAL GRANDSTAND REDEVELOPMENT – RESULTS OF COMMUNITY CONSULTATION 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 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.	GM City Development	To assist with the Development Application, the Council provided a community newsletter to residents and hosted an Open Day at the Goodwood Grandstand on 24 November 2018. The Development Application (Category 3) consultation phase closed, with 100 representations received. A briefing was held with the Elected Members to provide an overview of the project on 17 December 2018. The Council Assessment Panel (CAP) is scheduled for 26 February 2019. Subject to outcomes of the CAP, documentation works will advance to tender, and construction is anticipated to commence prior to 30 June 2019.	June 2019

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2019

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/04/18	1138	USE OF LAND – 41 OXFORD TERRACE 1. The report be received. 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. 3. Funding for the works be identified during the 2018/19 budget quarterly review process.	Executive Manager OCEO	- As per the comments for Item 1256, 18 Trimmer Terrace has been leased to Montessori SA and as part of that arrangement, 41 Oxford Terrace is required as open space for the school. - A report will therefore be submitted to Council to vary the previous decision.	March 2019
28/05/18	1174	INCREASED USE OF SPORT AND RECREATION FACILITIES 1. The report and attachments be received. 2. A master plan for Ridge Park be developed in 2018/19 to establish a long-term vision for the park, considering: a. Football and cricket to suit female and junior participation, integrated into the existing amenity of the park. b. Informal recreation opportunities, trees and vegetation, biodiversity and the management of Glen Osmond Creek. 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. 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. 4. Review lease and licence documents to investigate opportunities to increase facility use after club hours. 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. 6. Repeat the Open Space Survey in four years to enable an evaluation of Council's initiatives.	GM City Development	Works associated with the Ridge Park Master Plan is unfunded and will advance subject to available resources. The Administration will continue to liaise with all local sporting clubs to ensure the availability and condition of sports facilities to suit their needs.	Ongoing
28/05/18	1176	MOTION ON NOTICE – UNLEY ROAD REVITALISATION 1. A report be prepared that documents initiatives/projects currently underway (or approved) to inform future consideration of revitalisation activities for Unley Road.	GM City Development	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. Still awaiting meeting with DPTI Completed - report will be presented by Council meeting 25 February 2019.	Completed
23/07/18	1224	MOTION ON NOTICE: GREER STREET, HYDE PARK / UNLEY PARK 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.	GM City Development	Greer Street to be considered as part of the Shared Streets Program, and included in the consultation scope (refer Shared Streets above).	March 2019
27/08/18	1265	LED STREET LIGHTING BULK REPLACEMENT 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. 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. 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. 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.	GM City Development	- Council have now signed a contract with SAPN for the installation of the LED street lighting. Council will supply SAPN with the LED lighting. A contract has been signed with Gerard Lighting to supply the upgrade project. - Ironbark Sustainability and Council are currently putting together a communications plan to inform residents of the upcoming LED rollout. - Currently finalising installation dates with SAPN for the bulk replacement and at this point it is anticipated to be late March 2019 (to be confirmed). - The project will be completed by 30 June 2019. - Discussions continuing with SAPN to introduce a pilot project for Smart Street Lighting along the CoU's bicycle routes.	June 2019
10/09/18	1291	MOTION ON NOTICE: 1. Council Administration research options to reduce the use of plastic bottled drinks dispensed at Council venues. 2. A report be presented to Council in 2019	Executive Manager OCEO	Report will be prepared for Council in early 2019.	March 2019

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2019

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
10/09/18	1292	MOTION ON NOTICE – CHANGE TO COUNCIL RESOLUTION 1195/18: MILLSWOOD AREA – ON-STREET PARKING REVIEW 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>): 1. The report be received. 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. 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. 4. The community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas be notified of the Council decision. 5. That residents in Meredyth Avenue and Graham Avenue be advised of the introduction of parking controls prior to implementation. 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.	GM City Development	The community was informed regarding change of Council decision. Parking signage installation has been implemented and will be under review for six months as agreed. Report will be presented to Council on need for further parking controls in mid 2019.	Mid 2019
24/09/18	1300	TREE CANOPY COVER ASSESSMENT 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: 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; on the achievement of Tree Canopy Cover targets within the City of Unley. 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	GM City Development	A briefing was held with Elected Members on 11 February 2019. A report will be provided to Council with a recommended Tree Canopy Priority Action Plan, including detailed initiatives and supporting costings. The report will be included in the March 2019 Council agenda.	March 2019
24/09/18	1301	UNDERGROUNDING OF POWER LINES 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.	GM City Development	PLEC options are currently being considered. Following agreement and consultation with the PLEC Committee, the Long Term Financial Plan will be amended to incorporate the PLEC project.	April 2019
10/12/18	1360	MOTION ON NOTICE: MANAGEMENT OF WEEDS ON COUNCIL PROPERTY 1. A report be prepared that identifies the use of glyphosate as a means of weed control in the City of Unley. 2. The report is to identify alternative methods of weed control and management.	GM City Development	A report will be prepared for the April 2019 Council meeting.	April 2019

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2019

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
10/12/18	1361	MOTION ON NOTICE: FUTURE TREE STRATEGY 1. The development of a new tree strategy to supersede the current 2016-19 tree strategy be prioritised. 2. The new tree strategy expands on the current tree strategy to include (but not be limited to) such considerations as: a) identifying all the objectives, such as canopy cover, shade, amenity, temperature moderation, habitat, and also risk and safety, property values. b) identifying the attributes of various tree species considered appropriate for street and park planting, including their mature canopy cover and time to reach maturity, along with cost of maintenance. c) ways of promoting increased tree canopy cover on private property. 3. The new tree strategy considers any issues arising from Council owned non-regulated trees, similar to the assessment of trees under the Development Act, when removal of a Council owned tree is requested. 5. A report outlining the process for developing a new tree strategy, including budget and resourcing considerations, be provide to Council no later than March 2019.	GM City Development	The report outlining the process to develop the new tree strategy will be prepared as part of the Tree Canopy report to Council in March 2019. This report will help guide the review of the existing strategy.	March 2019
29/01/19	1369	PETITION – RE ON-STREET PARKING AT CHARLES STREET FORESTVILLE 2. The principal petitioner be advised that the parking controls in Charles Street, Forestville (between Nichols and Leader Streets) will be revised to part time parking restrictions, namely three hour parking from 9am to 5pm, Monday to Friday. 3. The residents of Charles Street, Forestville be notified of the change to be made to parking restrictions between Nichols and Leader Streets (three hour parking from 9am to 5pm, Monday to Friday).	GM City Development	The principal petitioner was advised on 14 February 2019. Parking controls will be changed within the next month. Residents will be notified the week commencing 18 February 2019.	March 2019
29/01/19	1370	NOMINATIONS – CASUAL VACANCIES – MEMBERS OF THE GREATER ADELAIDE REGION ORGANISATION OF COUNCILS (GAROC) Councillors D Palmer and J Dodd be nominated as a member of the Greater Adelaide Region Organisation of Councils (GAROC), subject to the acceptance and signing of the nomination form by the nominee prior to submission to the Local Government Association.	Executive Manager OCEO	Nominations submitted.	Completed
29/01/19	1372	CITY STRATEGY AND DEVELOPMENT POLICY COMMITTEE – TERMS OF REFERENCE AND MEMBERSHIP 2. The City Strategy and Development Policy Committee Terms of Reference as set out in Attachment 1 to this report (Item 1372, Council Meeting 29/01/2019) be endorsed. 3. The City Strategy and Development Policy Committee be established, with membership comprising all members of Council, commencing from the date of this resolution and concluding 31 January 2021. 4. Councillor J Dodd be appointed Presiding Member of the City Strategy and Development Policy Committee for the period commencing from the date of this resolution and concluding 31 January 2021.	Executive Manager OCEO	Terms of Reference finalised for publication to the City of Unley website. Cr Dodd allowance payment updated to reflect appointment as Presiding Member of a Standing Committee.	Completed
29/01/19	1373	AUDIT COMMITTEE ESTABLISHMENT AND INDEPENDENT MEMBER RECRUITMENT 2. The Audit Committee Terms of Reference as set out in Attachment 1 to this report (Item 1373, Council Meeting 29/01/2019) be endorsed. 3. Councillors M Broniecki and K Anastassiadis be appointed to the Audit Committee for the period commencing from the date of this resolution and concluding 31 January 2021. 4. Councillors M Broniecki and J Boisvert in conjunction with the General Manager Business Support & Improvement and the Executive Manager Office of the CEO, form an Audit Committee Independent Member Selection Committee to shortlist and interview suitable persons as Independent Members for appointment to the Audit Committee commencing at the conclusion of current Independent Member appointments.	Executive Manager OCEO	Terms of Reference finalised for publication to the City of Unley website. Independent Member recruitment process to be finalised prior to conclusion of current appointments (May 2019)	May 2019

COUNCIL ACTION REPORTS - ACTIONS TO FEBRUARY 2019

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
29/01/19	1374	LOCAL GOVERNMENT ASSOCIATION ORDINARY GENERAL MEETING 12 APRIL 2019 – CALL FOR NOTICES OF MOTION AND APPOINTMENT OF DELEGATES 1. That the City of Unley submit a Notice of Motion to the Local Government Association Ordinary General Meeting (Friday 12 April 2019) concerning a revision of the conflict of interest provisions under the Local Government Act 1999, with staff authorised to prepare the final wording of the motion and supporting documentation for submission to the LGA by close of business 22 February 2019. 2. The proposed notice of motion in relation to a revision of the conflict of interest provisions under the Local Government Act 1999 and supporting documentation be circulated to all members, and endorsed by the Mayor and Deputy Mayor prior to submission to the LGA. 3. Advice be provided to the Local Government Association that voting delegates for the City of Unley at the Ordinary General Meeting to be held on Friday 12 April 2019 are: Delegate: Mayor Michael Hewitson Deputy Delegate: Deputy Mayor Peter Hughes	Executive Manager OCEO	Notice of Motion to be submitted by 22 February 2019. Delegate advice provided.	Completed
29/01/19	1376	2018/19 CONSERVATION GRANTS 2. The 2018/19 Conservation Grants for 2018/2019 be funded as follows (pro rata allocation \$50k): • \$3,743 to 49 Cambridge Terrace Malvern, for tessellated tiles on the front verandah, and side and front fencing, • \$4,679 to 4 Eton Street Malvern for the replacement of iron roof, • \$761 to 17 Leah Street Forestville for significant tree pruning, • \$772 to 54A Maud Street Unley for significant tree pruning, • \$2,069 to 22 Oxford Terrace Unley for front picket fence, • \$4,679 to 19 Cambridge Street Malvern for stonework restoration and verandah re-instatement, • \$3,824 to 190 Wattle Street Malvern for verandah replacement, • \$4,679 to 55 Winchester St Malvern to re-align and stabilise the foundations/front façade, • \$334 to 9 Rossilyn Avenue Clarence Park for significant tree pruning, • \$4,144 to 9 Alfred Street Parkside to re-roof, • \$1,049 to 23 Marion Street Unley for chimney restoration, • \$2,178 to 11 Musgrave Street Goodwood for a new picket fence, • \$4,117 to 29 Wood Street Millswood for re-painting roof and verandah, • \$4,226 to 188 Fisher Street Malvern for recast balustrade panels and valance to verandah, • \$4,679 to 59 Marlborough Street Malvern for restoration of stonework, • \$971 to 82 Millswood Crescent Millswood for restoration of stonework, • \$3,088 to 13 Frew Street Fullarton for repair/repoint stonework	GM City Services	Successful applicants have been advised. Funds will be disbursed when work has been completed and inspected by Council staff.	Completed
29/01/19	1377	EXPRESSION OF INTEREST TO HOST A 2020 SANTOS TOUR DOWN UNDER STAGE START/FINISH 2. An Expression of Interest for the City of Unley to be considered as an Official Host Council for the 2020 Tour Down Under Stage Start or Finish be lodged with Events SA.	GM City Services	Expression of Interest lodged with Events SA on 30/1/2019.	Completed
29/01/19	1379	SUPPORT FOR DISCLOSURE OF CANDIDATE POLITICAL AFFILIATIONS AND FINANCIAL CONTRIBUTIONS 1. A letter be sent to the Honorable Stephan Knoll MP, Minister for Transport, Infrastructure and Local Government, expressing the City of Unley's support for Local Government reforms requiring an initial disclosure of candidate political affiliations and financial contributions at the time of nomination for a Local Government election.	Executive Manager OCEO	Letter will be prepared and sent.	March 2019
29/01/19	1380	125TH ANNIVERSARY OF WOMEN'S SUFFRAGE IN SOUTH AUSTRALIA – STATE GOVERNMENT COMMUNITY CELEBRATION GRANT 1. An application for grant funding be made to the South Australian Government's Office for Women to enable the celebration of the 125th Anniversary of Women's Suffrage in South Australia via a public event, or relevant activities, within the City of Unley prior to 31 December 2019. 2. In the event that the grant application to the Office for Women is unsuccessful, a proposal to be brought back to Council for the conduct of an event to celebrate the 125th Anniversary of Women's Suffrage in South Australia, with costs to be considered as part of the 2019/20 budget process	GM City Services	Grant application has been prepared and submitted to the Office for Women. Awaiting advice as to the success or otherwise of the submission. A proposal will be developed as part of the 2019/20 budget.	Completed

MOTION OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	MOTION ON NOTICE: CONSIDERATION OF LIMITED RATE RISE FOR THE 2019-20 BUDGET
ITEM NUMBER:	1406
DATE OF MEETING:	25 FEBRUARY 2019
ATTACHMENTS:	NIL

Councillor P Hughes has given notice of intention to move the following motion at the Council meeting to be held on 25 February 2019:

MOTION

That:

1. That in the preparation of the 2019-20 Budget, staff be advised that Council's guidance is for the rate rise to be limited to within 1% of CPI.
-

Preamble

This motion enables us, as a new Council, to formally consider an essential component of our first Budget, the 2019-20 Budget.

Rate increases were very topical during the recent election campaign and now is the time for us to develop our position as Budget deliberations are already underway.

The previous Council adopted as a starting point, prior to submitting Budget Bids, to establish what funds were available and then doing our best to 'live within our means'. This motion will ensure a continuation of that practice.

It is important to note that by adopting this motion, or a variation of it, we are not setting the budget, neither are we setting the percentage increase. We are providing guidance. There can be sudden and unexpected developments during the Budget process.

Last year we did this and were on track to meet guidance until the 'China Sword' recycling problem suddenly arose. It was calculated to need an extra 0.7% rise to cover our increased recycling costs. We compromised by going beyond our original guidance to cover half of the extra costs.

The Budget can only be adopted after we have developed a Draft that has been publicised to our community and ratepayers have had ample opportunity to provide feedback.

We are scheduled to debate and adopt our new Budget at a Council meeting in late June.

Officers Comments

Each year the Council is required to develop an Annual Business Plan and Budget to provide the community with an understanding of the agreed objectives for the year in the context of the adopted long-term strategic plans.

In 2018, Council adopted an ambitious 4 Year Delivery Plan, and to achieve those outcomes the preparation of the budget requires a considered approach to funding sources, delivering ongoing services, new programs and future net debt levels.

Consistent with previous practice, and incorporating the guidance provided by Council, the development of the Draft 2019-20 Annual Business Plan and Budget will consider two rate increase options for assessment by Council:

1. Based on the Consumer Price Index at the end of the March quarter 2019 (as per the CEO KPI set by Council); and
2. A rate increase within 1% of the Consumer Price Index at the end of the March quarter 2019.

This approach will provide Council with the information necessary to determine the appropriate rate increase to deliver services and continue to ensure a sustainable financial position for the future, whilst seeking to work within Councils desire to carefully manage rate increases and consequent impacts on our community.

QUESTION OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	QUESTION ON NOTICE: PUBLIC ACCESS TO 41 OXFORD TERRACE, UNLEY
ITEM NUMBER:	1408
DATE OF MEETING:	25 FEBRUARY 2019
ATTACHMENTS:	NIL

At the Council Meeting on 29 January 2019, the following Question was asked by Councillor Boisvert and the question was taken on notice:

Question

1. Will the open space at 41 Oxford Terrace remain publicly accessible outside of business hours now that the site adjacent has been leased for use as a school?
-

The following answer has been provided by the General Manager City Development.

Answer

SA Montessori (formerly Kirinari and now trading as Little Oxford Montessori) has entered into a commercial lease with the Council for its use of 18 Trimmer Terrace and 41 Oxford Terrace.

Council staff recently discussed the possibility of providing after-hours public access to the Oxford Terrace site and were advised that this would not be possible due to site specific Licensing and Accreditation requirements under the *Education & Early Childhood Services (Registration and Standards) Act 2011 SA*.

QUESTION OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	QUESTION ON NOTICE: MASTER PLAN FOR RIDGE PARK
ITEM NUMBER:	1409
DATE OF MEETING:	25 FEBRUARY 2019
ATTACHMENTS:	NIL

At the Council Meeting on 29 January 2019, the following Question was asked by Councillor Palmer and the question was taken on notice:

Question

1. With reference to Item 1378/18 in the Council Actions Report (re 1174/18 Ridge Park Master Plan) when are the works expected to be completed?
-

The following answer has been provided by the General Manager City Development.

Answer

In May 2018 Council resolved to progress the enhancement of Ridge Park via the development of a Master Plan. At the time the resolution was carried, no budget was allocated for completion of the work, with the expectation being that the Master Plan could be developed in house by Council staff.

Council has also endorsed the delivery of various high priority projects in the 2018/19 budget, such as King William Road Redevelopment, Goodwood Oval Redevelopment, Shared Streets, Pocket Parks and a number of Fund My Neighbourhood projects. Consequently, work on the Ridge Park Master Plan has not yet commenced.

Given the current level of endorsed projects, funding to progress this project will be included for consideration as part of the 2020/21 budget process.

QUESTION OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	QUESTION ON NOTICE
ITEM NUMBER:	1410
DATE OF MEETING:	25 FEBRUARY 2019
ATTACHMENTS:	NIL

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

Questions

1. Why and in what year was the Fairmont Tennis Club relocated to Page Park?
 - *The clubrooms at Page Park were built in 1991 for the Fairmont Tennis Club to lease from Council.*
2. What were the terms that were agreed to at that time for the move to Page Park?
 - *The Fairmont Tennis Club has a lease with the Council for the exclusive use of the clubroom building and old toilet block. The lease also covers usage of the tennis courts by the Club for a designated amount of hours each year. These hours need to be booked by the Club with Council. The Club does not have exclusive usage of the courts except at the times they have booked them with Council.*
3. Who built the associated club rooms and toilets?
 - *Council built the clubrooms in 1991.*
4. What contribution was made by both parties?
 - *The majority of the costs were covered by the Council, with a contribution from the Fairmont Tennis Club. We have not been able to determine the amount contributed by the Tennis Club.*
5. Is Council responsible for the upkeep of the buildings?
 - *The Council are the owners of the tennis courts and building, and responsible for the ongoing maintenance.*
6. If so how much is budgeted each year for this?
 - *There is no separate budget for maintenance of the club rooms at Page Park. This is incorporated within the overall Council capital renewal budget. In the last two years, approximately \$20K has been expended on painting, shutter work and plumbing at the club rooms.*
7. What are the terms of the current lease?
 - *The current lease was issued to the club on 15 September 2010, for a term of 3 years commencing on 1 July 2010 and expiring on 30 June 2013 together with two (2) rights of renewal of 3 years each.*

- *As part of the 2016 lease extension, the Head Lease was varied to record that the Club is responsible for costs associated with electricity, gas and water/sewer for the Clubrooms and Toilets.*
 - *The base rent at the 2016 lease extension was \$1,880.46 per annum (plus GST), with lease providing for an increase each year on the anniversary of the Commencement Date by CPI (plus GST) based upon the CPI Index Group for Adelaide (adjustments applied 1st July 2017, 2018).*
8. When is it due for renewal?
- *30 June 2019*
9. What process must residents follow to book courts and other facilities?
- *Court and facilities hire applications are undertaken through the "Booking a Park" page of the Council website. Application forms include Events, Fitness Training and Regular Sports Training.*
 - *Page Park is listed on the Council website with Tennis, Basketball and Toilets.*
 - *Page Park is listed with icons for Fitness, Tennis, Basketball and Toilets on the Parks and Playgrounds Brochure 2017.*
 - *Page Park is 'bookable' as an overall park and there are 5 separate Tennis Court Listings that can be booked.*
 - *Hire fees are detailed in the Fees and Charges schedule on the website.*
10. Are the club rooms available to hire by other users?
- *Not to our knowledge, this would be a matter for the club.*
11. What are the hours that dogs may be off leash?
- *Dogs may be off leash at Page Park between 5pm and 10am, provided no organised sporting activities are taking place and the person responsible for the dog maintains effective control at all times. The hours of Page Park have been in place for a number of years, and are the same as other similar parks in Unley. These times are reviewed as part of both the By Laws and the Animal Management Plan. The Page Park times were recently reviewed at the request of Council in 2016.*
12. What does the term 'effective control' mean in real terms?
- *The dog is restrained by a leash of not more than 2m in length*
 - *The dog responds to command, is in close proximity to the person and the person is able to see the dog at all times*
13. What water points are provided for dogs?
- *There are two standard water taps located in the park, one on the toilet block, one near the clubrooms. There are no specific dog bowls or 'dog taps' at the park.*

14. Is the basketball court being used effectively?
- *Data relating to use of the half court is not captured (the court is not able to be booked, therefore no booking data is available, nor is the court suitable for full scale basketball games). There are no cameras or other surveillance equipment in place at the Park to enable an anecdotal assessment of use of the basketball court.*
15. Residents have identified the need for a small fence between the tennis courts and the club rooms that is being investigated by council. Would a similar fence be effective around the fitness equipment?
- *A decision to install fencing around the fitness equipment would need to identify any issues that warrant fencing, evaluate the costs/benefits of installation of fencing, and assess risks of segregating portions of the park that could reduce overall amenity and usability.*
16. Are there any other organisations or trainers that have a regular booked time to use a portion of the facilities? Who are they?
- *Fairmont Tennis Club has recurring bookings for Monday nights, Wednesday Mornings and Saturday Afternoons.*
 - *Ben Milner has recurring tennis coaching bookings for Court 1 on Tuesday, Wednesday and Thursday Nights.*
 - *No bookings are in the calendar for the wider Park.*
 - *No bookings are in the calendar for fitness training. (Heywood, Orphanage, Soutar, Ridge and Scammell are more popular with fitness trainers).*

QUESTION OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	QUESTION ON NOTICE: WELFARE OF PETS: ALLEGED DOG BAITING
ITEM NUMBER:	1411
DATE OF MEETING:	25 FEBRUARY 2019
ATTACHMENTS:	NIL

The following Question on Notice has been received from Councillor J Dodd:

Question

Recently a resident has identified a potential risk to dogs in the City of Unley, and expressed concerns that dog baiting may be occurring in one of Unley's local parks. In response to this issue I seek an answer to the following question:

1. What steps can Council take to protect the welfare of pets in the community, with relation to dog baiting and serious injury?

Answer

The following answer has been provided by the General Manager City Services

Baiting of dogs and wildlife in public parks is of serious concern and is an offence under the *Animal Welfare Act 1985*.

Council has little direct jurisdiction in relation to this issue, with responsibility for enforcement of the Animal Welfare Act resting with the RSPCA, who are appointed as inspectors under the Act. This legislation provides the RSPCA with the authority to investigate cases of animal cruelty and to enforce animal welfare law. These powers are similar in nature to those afforded to police officers.

Council has a close working relationship with the RSPCA and seeks to engage with them if issues of animal cruelty or mistreatment are identified. This enables appropriately authorised RSPCA officers to respond promptly, and provides the best level of protection to our community pets.

In relation to the concern regarding dog baiting, we have no evidence that this is currently occurring. We do recommended that park users always remain vigilant, especially in dog off leash areas, and if baits are discovered, they should immediately contact the RSPCA on 1300 477 722, who are available 24 hours a day, 7 days a week.

Council Rangers will continue to monitor parks, giving particular heed to any object that appears suspicious, and will also continue to liaise directly with the RSPCA to report any suspicious activity that may cause injury to pets and wildlife so that they may take the appropriate action.

CORRESPONDENCE

TITLE: CORRESPONDENCE
ITEM NUMBER: 1413
DATE OF MEETING: 25 FEBRUARY 2019
ATTACHMENTS: 1. CORRESPONDENCE

The correspondence from:

- Minister for Human Services – Inviting Nominations for the 2019 Premier's Certificate of Recognition for Outstanding Volunteer Service
- Unley Park Lawn Tennis Club – letter of thanks for support

be noted.



**Government
of South Australia**

Minister for Human Services

Level 12 South
1 King William Street
Adelaide SA 5000
GPO Box 2832
Adelaide SA 5001
DX 115
Tel 08 8463 6560
Fax 08 8463 4480

19TDHS/081

Mayor Michael Hewitson
City of Unley
PO Box 1
UNLEY SA 5061

Dear Mayor Hewitson

I am pleased to announce that nominations for the 2019 Premier's Certificate of Recognition for outstanding volunteer service will open on Monday 18 February and close 5pm, Friday 29 March 2019.

This is a fantastic opportunity for volunteer-involving organisations and community groups to nominate one or more volunteers who have made an outstanding commitment and contribution to the community and/or their organisation.

Guidelines and online nomination form are available from the Office for Volunteers website - www.ofv.sa.gov.au/volunteer-recognition/volunteer-certificate-recognition-program

Organisations and community groups will be notified of the outcome of their nomination(s) in May 2019.

I trust you will ensure that as many volunteer-involving organisations as possible are made aware of this program.

Yours sincerely

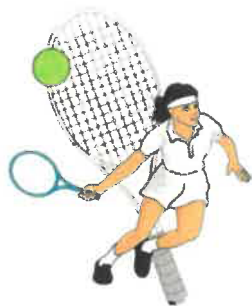
Michelle Lensink

Hon Michelle Lensink MLC
MINISTER FOR HUMAN SERVICES

4/2/2019

Subject <i>Adviser + Certificate</i>		
Property/Street		
Application No.		
Doc. No.	1 1 FEB 2019	Class. <i>AMAC</i>
Property/Street <i>d. Jones</i>		





Unley Park Lawn Tennis Club

8 Northgate Street, Unley Park SA 5061

13 February 2019

Subject: Interest free loan

Dear Peter

The purpose of this letter is to thank you and the Unley Council for your kind support.

In 2012 the City of Unley lent the Unley Sports Club (Unley Park Lawn Tennis Club) \$70,000 as an interest free loan to assist us in overhauling our old synthetic courts and building 4 new courts. Your loan plus monies raised from fundraising, cash at hand and loans from members provided sufficient funds to complete the project on time and on budget and the new courts were opened at the end of 2012.

Since then many people of all ages have used the "new" courts both during daytime and night time and we often get glowing feedback on the state of the courts.

The tennis club is a small, not-for-profit organisation that provides facilities to the local community including schools, children's out of school coaching, pensioner group and family tennis as well as social tennis for all ages.

The City of Unley has been a long-time supporter of the Unley Park Sports Club and its subsidiaries. (Tennis, Petanque, Lawn Bowls and Croquet).

The Unley Park Lawn Tennis Club is grateful of your efforts to help us maintain our facilities.

We now have a centre that is helping not only our members to keep active but it also allows others in the area to also be active so that we can be an integral part of the local community.

The loan required payment to the City of Unley of \$5000 in February and August each year ending in August 2019 and I am very pleased to advise that today we have paid the remainder of the loan (\$10,000) 6 months early.

Thank you again for your support to this important community effort.

Yours sincerely,

Terry McNamara

Secretary, Unley Park Lawn Tennis Club

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF FEBRUARY
ITEM NUMBER: 1414
DATE OF MEETING: 25 FEBRUARY 2019
ATTACHMENTS: 1. REPORT INCLUDING FUNCTIONS ATTENDED

1. RECOMMENDATION

That:

1. The report be received.
-

Functions attended (up to 24 February)

Date	Function/Event Description	Type
26-Jan	Australia Day Citizenship Ceremony	speech
26-Jan	Australia Day Council SA – guest at the Australia Day in the City festivitiesg	
29-Jan	Minister or Education John Gardener	
1-Feb	10.00 meet Focus Chair 12.30 meet Gerry Karidis and two others	
2-Feb	Davis Cup – guest	
3-Feb	Official Opening of the Campbelltown Memorial Oval	
4-Feb	Mayor's Roundtable – discussing tree canopy cover	
5-Feb	Sturt Football Club AGM	congratulations
9-Feb	MS Mighty Swim – starter and guest	speech
13-Feb	Navel & Military Officers Club – speech and guest	vote of thanks
14-Feb	St Oswald's Parkside Representing Unley Council Induction of new Priest	speech
15-Feb	Adelaide Central Market – looking at Adelaide City Council management of a shopping centre	
16-Feb	Unley 2019 Greek Festival	speech
17-Feb	Adelaide Potters Club Formal Fringe Exhibition 2019 – Mayor Opening	speech
18-Feb	Meeting – Shaun Osborne, Liberal candidate for Adelaide	
18-Feb	Meeting – Minister Pisoni and others, discussing economic development	
19-Feb	UBUG meeting	
20-Feb	Minister Stephan Knoll Local Government Minister Roundtable 3.45pm	
20-Feb	LGA President's Mayor's Networking event 5.30pm	

20-Feb	FOCUS meeting – speech and guest 7.30pm	speech
21-Feb	Black Forest Primary School 100 th Centenary Celebration – guest and tree planting	tree planting ceremony
23-Feb	Under Road Association – Evening Under the Stars	speech
	Radio Interviews	
4-Jan	Graeme Goodings FiveAA - Unley Gourmet Gala	
Jan-19	Radio Interviews pre-recorded and played on Radio Five AA just before news breaks UGG Promotion	
24-Jan	ABC RADIO 891 - 6.45-7.00 am - HOT DAY 46.5 About the Pool and Unley's 36% tree loss on private land	
13-Feb	ABC RADIO 891 - About our Active Aging grant of \$900,000 for ERA Councils (Daily Moves)	

Australia Day Citizenship Ceremony - 26/01/2019:

54 new Australians with the Mayor and 10 Councillors present. Thank you to both council and Staff for an excellent ceremony.

Some comments were made:

Carol Whitelock Australia Day Ambassador, *“Just a quick e-mail to congratulate you (Lara Jones) on your faultless organisation of the event. A clear speech award is due to your CEO, and the Mayor made everyone feel at ease and happy.”*

From two new Australians *“We would like to thank all staff involved in making our Citizenship Ceremony so memorable.”*

Sturt Football Club AGM – 05/02/2019:

Was very well attended. I spoke to congratulate the Club Board and staff for turning the club around over the past decade from the edge of disaster to a strong successful Club.

Highlights include

- The past five years were in profit
- \$686,838 profit in 2018
- Including SANFL grants from sale of facilities
- And a reducing outstanding debt, currently at \$1,200,000
- Debt will continue to reduce further in 2019.





The meeting was highly professional and the skill set of the volunteer board was on display.

Adelaide Central Market – 15/02/2019:

Owned by Adelaide City Council and offers start up three weeks for new business to have a go. Observed how two of these pop up businesses are now stall holders in a commercial operation. Was told that there are forward bookings for the next 15 months for others to have a go. Pictured is the pop –up for February 2019.



DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF FEBRUARY
ITEM NUMBER: 1415
DATE OF MEETING: 25 FEBRUARY 2019
ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
-

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

Date	Function/Event Description
31 st Jan.	Represented the Mayor at the Concordia College Commencement Service which included the Installation of new Staff and Student Leaders.
1 st Feb.	Represented the Mayor at the Davis Cup Tennis. The Mayor of Unley has historically been the Vice Patron of Tennis SA due to our connection with the Millswood Hardcourts.
4 th Feb.	Attended the Unley Business Breakfast at which the guest speakers highlighted the incredible technological and long term employment opportunities to SA from the Defence Industry developments at Osborn.
6 th Feb.	Represented the Mayor at the Centennial Park Owners' Executive meeting.
11 th Feb.	Met with the Mayor to discuss progress and opportunities for the new term of Council.
13 th Feb.	Attended the Centennial Park Briefing and Tour in conjunction with 7 of our colleagues and a similar number from Mitcham Council.
14 th Feb.	Participated in a walk through of the Sturt Bowling Club with Council staff to confirm its suitability for the Mayor to host community visitors and other guests during the half time break of Sturt Football Club's home games.
14 th Feb.	Participated in the first meeting of the new CEO Review Panel to confirm processes and establish time frames for key actions to be undertaken.
14 th Feb.	Attended a reception at Living Choice Fullarton at which I officially opened both the 'Art Expression @123 Fisher Monthly Exhibition Space' and 'Exhibition Number 1'. I have been supporting residents to establish this concept for nearly 2 years and it is now a reality and another attraction for members of the public to visit.
15 th Feb.	Attended a Centennial Park Special Board meeting.

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS
ITEM NUMBER:	1416
DATE OF MEETING:	25 FEBRUARY 2019
ATTACHMENTS:	1. REPORTS

Council to note the attached reports from Members:

1. Councillor N Sheehan
 2. Councillor M Broniecki
 3. Councillor E Wright
 4. Councillor J Russo
-

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR N SHEEHAN

Functions attended 23 November 2018 – 12 February 2019 (up to the time of writing this report)

Date	Function/Event Description
23 November	Alliance Francaise French Festival Event
24 November	ETSY Markets Oxford Street Unley. Alliance Francaise French Festival
28 November	Met with Residents of Souter Park Association
6 December	Volunteer Christmas Party Arkaba Hotel
7 December	Elected Members Christmas Party Hyde Park Tavern
14 December	Unley Council Staff Christmas Party Unley Park Sports Club
18 December	Tour at Unley Swimming Pool
9 January	Met with Residents re Charles street Parking issues
17 January	Unley Gourmet Gala
18 January	Start of TDU Race
29 January	Council Meeting
30 January	Met with Landscape Architect re Souter Park Upgrade
4 February	<ul style="list-style-type: none">• Met with Director of Strategic Projects and Coordinator Business and Economic Development re Debrief on Jeff Tate Findings for Economic Development• Met with Akarra, and Landscape Architect and Manager City Design re findings and things learned by being a Trader on Goodwood Road during Goodwood Road Upgrade• EM Briefing
5 February	Met with Anne Wharton, Warren Jones and Peter Croft from FOCUS and Grow Grow Grow
6 February	Resilient East HOT HOT HOT Seminar
11 February	Meeting with General Manager City Services / EM Briefing
12 February	Meeting with Leah Street Residents re Leah Street Upgrade

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M BRONIECKI

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

Date	Function/Event Description
6 February	Hot Hot Hot Resilient East
13 February	Aged Care Alliance Meeting
13 February	Centennial Park Meeting and Tour
20 February	FOCUS meeting
23 February	Evening Under the Stars

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR EMMA WRIGHT

Functions attended Period 20/11/2018 – 18/02/2019

Date	Function/Event Description
24/11/2018	Clarence Park Community Centre, KESAB Waste free holiday season event
26/11/2018	Council Meeting
27/11/2018	Induction training
28/11/2018	Souter Park Residents Association meeting
01/12/2018	Induction training
03/12/2018	EM Briefing Session
05/12/2018	CAP induction training
07/12/2018	EM Christmas dinner
10/12/2018	Council Meeting
11/12/2018	Leah Street Residents meeting
13/12/2018	Greek Pensioners Group Christmas Party
14/12/2018	Unley Council Staff Christmas Party
14/12/2018	Fullarton Road South Traders Christmas Party
17/12/2018	Goodwood Community Services Christmas Party
17/12/2018	EM Briefing Session Goodwood Oval & Unley Oval
18/12/2018	Unley Library Christmas Craft Event
18/12/2018	CAP Meeting
18/12/2018	Goodwood Road Christmas Decoration Competition and Party
04/01/2019	Unley Pool Tour
21/01/2019	EM Briefing Economic Development
22/01/2019	CAP Meeting
26/01/2019	Australia Day Citizenship Ceremony
29/01/2019	Council Meeting
04/02/2019	EM Briefing – Planning reforms and organisational culture
05/02/2019	Resident community groups meeting
05/02/2019	2 x resident visits regarding Leah Street draft proposal
11/02/2019	EM Briefing – Active ageing, footpath trading, tree canopy

11/02/2019	GM ward briefing – City Services
12/02/2019	Resident group meeting
13/02/2019	Centennial Park briefing
16/02/2019	Unley Greek festival
18/02/2019	EM Mandatory training – Financial Management

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR RUSSO

Functions attended (30 January to 24 February 2019)

Date	Function/Event Description
31 Jan	Meeting with Megan Berghuis and Cr Dewing – Focus on Communication and Community Engagement
4 Feb	Elected Member Briefing Session – Planning & Organisational Culture
5 Feb	Meeting with Mandy Smith & Rebecca Cox – Office for Women Grant Opportunity
5 Feb	Attended the Unley Business Breakfast – The Defence State
9 Feb	Attended the start of the MS Mighty Swim
13 Feb	Attended Active Ageing Alliance's Meeting
13 Feb	Centennial Park Briefing for Elected Members
14 Feb	Mayor's & Elected Member Quarterly Catch up with Cr Dewing
14 Feb	CEO Review Panel meeting
18 Feb	Mandatory Training Module Four – Financial Management & Reporting