

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

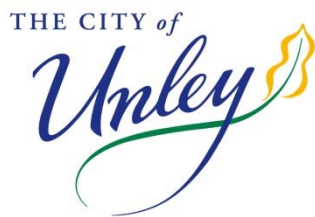
Monday

25 June 2018

7.00pm

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

Peter Tsokas
Chief Executive Officer



OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

ACKNOWLEDGEMENT

We would like to Acknowledge that 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

1184 **CONFLICT OF INTEREST** 6-8

1185 **MINUTES** 9

Minutes of the Council meeting held on
28 May 2018

Minutes issued separately

DEFERRED / ADJOURNED ITEMS

Nil

PETITION

Nil

DEPUTATIONS

Nil

PRESENTATION

Nil

1186 **REPORTS OF COMMITTEES** 10-13

- Audit & Governance Committee
22 May 2018

REPORTS OF OFFICERS

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ERA Resilient East Action Plan
Unley Gourmet Gala / Tour Down Under Road Closures 2019
Digital Strategy Consultation
Preliminary End of Year Results
Brown Hill Keswick Creek Board Member Subsidiary
King William Road
LATM Parkside
Community Events Sponsorship – Recommendations for funding
Footpath Trading Policy
Digital Strategy Adoption
King William Road
Canopy Cover

NEXT MEETING

Monday 23 July 2018 – 7.00pm

CONFLICT OF INTEREST

TITLE: CONFLICT OF INTEREST
ITEM NUMBER: 1184
DATE OF MEETING: 25 JUNE 2018
ATTACHMENTS: 1. CONFLICT OF INTEREST DISCLOSURE FORM

Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda.



Conflict of Interest Declaration Form

I, have received a copy of the agenda
[insert name]

for the:

[delete that which is not applicable]

Ordinary Council / Special Council

Committee:

.....
[insert name]

Board:

.....
[insert name]

meeting to be held on:

.....
[insert date]

I consider that I have a:

[delete that which is not applicable]

***material** conflict of interest pursuant to section 73

***actual** or ***perceived** conflict of interest pursuant to section 74

of the *Local Government Act 1999* ("the LG Act") in relation to the following agenda item:

.....
[insert details]

which is to be discussed by the ***Council** / ***Committee** / ***Board** at that meeting.

[delete that which is not applicable]

The nature of my **material** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you (or a person prescribed in section 73(1) of the LG Act) stands to obtain a benefit or suffer a loss depending on the outcome of the consideration of the matter at the meeting of the Council in relation to the agenda item described above].*

As a consequence I will leave the meeting and take no part in deliberations relating to the item.

OR

The nature of my **actual** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why the conflict between your interests and the public interest might lead to a decision that is contrary to the public interest in relation to the agenda item described above].*

I intend to deal with my **actual** conflict of interest in the follow transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the actual conflict of interest in a transparent and accountable way]*

.....

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OR

The nature of my **perceived** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you consider that an impartial fair-minded person could reasonably consider that you have a perceived conflict of interest in the matter]*

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I intend to deal with the **perceived** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the perceived conflict of interest in a transparent and accountable way]*

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Signed:

Date:

For OCEO Use Only	
Received by:	
Signed:	
Date:	
ECM Ref:	

CONFIRMATION OF MINUTES

TITLE: CONFIRMATION OF MINUTES FOR COUNCIL
MEETING HELD ON 28 MAY 2018

ITEM NUMBER: 1185

DATE OF MEETING: 25 JUNE 2018

ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The minutes of the Council Meeting held on 28 May 2018, as printed and circulated, be taken as read and signed as a correct record.
-

REPORT OF COMMITTEE

TITLE: MINUTES OF AUDIT & GOVERNANCE COMMITTEE
ITEM NUMBER: 1186
DATE OF MEETING: 25 JUNE 2018
ATTACHMENTS: 1. MINUTES OF THE AUDIT & GOVERNANCE COMMITTEE 22 MAY 2018

1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Audit & Governance Committee meeting held on 22 May 2018 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the Audit & Governance Committee meeting held on 22 May 2018, be received and the following recommendations contained therein be adopted by Council.

a. Item 83 – DRAFT 2018 – 19 ANNUAL BUSINESS PLAN

1. The report be received
 2. The Audit and Governance Committee would like to alert Council that there is a difference of opinion, which could be material, regarding the amount required for depreciation of roads. The Committee is looking forward to the findings of the core testing of roads that will inform the future budget position and any impact on 2017/18 financial statements.
 3. The Committee considered that the proposed 0.3% rate increase is a prudent way to manage the impact of the changed position of China in relation to recycled waste
-

MINUTES

Minutes of the Audit & Governance Committee
Held Tuesday 22 May 2018 – 6.30pm
Civic 1st Floor Meeting Room
181 Unley Road Unley

MEMBERS PRESENT

Mr J Rawson, Presiding Member
Mr E Parker, Independent Member
Mr S Tu, Independent Member
Councillor Michael Rabbitt
Councillor Rob Sangster

OFFICERS PRESENT

Chief Executive Officer, Mr P Tsokas
Executive Manager Office of the CEO, Ms T Norman
Manager Finance and Procurement, Mrs S Taylor
Executive Assistant to Business Support & Improvement, Mrs L Blyth

OBSERVERS

Councillor Don Palmer

WELCOME

The Presiding Member welcomed Members to the Audit and Governance Committee Meeting.

APOLOGIES

General Manager Business Support & Improvement, Ms N Tinning

ITEM 81

CONFLICT OF INTEREST

Nil

ITEM 82
CONFIRMATION OF MINUTES

MOVED Councillor Rabbitt
SECONDED Sean Tu

That:

1. The minutes of the Audit and Governance Committee Meeting held on Tuesday 20 March 2018, as printed and circulated, be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

CHANGE TO THE ORDER OF AGENDA

The Presiding Member advised that it would be beneficial to bring forward for discussion the Items listed under Other Business regarding Depreciation and the China ban on recycled waste. This was agreed with a two-thirds majority.

OTHER BUSINESS

DEPRECIATION (ROADS)

The Manager, Finance and Procurement provided a verbal update on matters relating to depreciation of roads, for consideration by the Committee as part of its deliberations in relation to Item 83.

**IMPACT ON COUNCIL REGARDING THE BAN FROM CHINA ON WASTE
(RECYCLABLE)**

The Manager, Finance and Procurement provided a verbal update on the budget impact as a consequence of the ban from China on recycled waste, for consideration by the Committee as part of its deliberations in relation to Item 83.

ITEM 83
DRAFT 2018-19 ANNUAL BUSINESS PLAN AND BUDGET

MOVED Councillor Rabbitt
SECONDED Sean Tu

That it be recommended to Council that:

1. The report be received
2. The Audit and Governance Committee would like to alert Council that there is a difference of opinion, which could be material, regarding the amount required for depreciation of roads. The Committee is looking forward to the findings of the core testing of roads that will inform the future budget position and any impact on 2017/18 financial statements.
3. The Committee considered that the proposed 0.3% rate increase is a prudent way to manage the impact of the changed position of China in relation to recycled waste

CARRIED UNANIMOUSLY

OTHER BUSINESS

CENTENNIAL PARK CEMETERY AUTHORITY

The Executive Manager, Office of the CEO provided a verbal update in relation to the Charter of the Centennial Park Cemetery Authority.

CLOSURE

The Presiding Member closed the meeting at 8.27 pm

.....
PRESIDING MEMBER

.....

DECISION REPORT

REPORT TITLE: COMMUNITY VISITORS SCHEME TENDER
ITEM NUMBER: 1187
DATE OF MEETING: 25 JUNE 2018
AUTHOR: MANDY SMITH
JOB TITLE: MANAGER, COMMUNITY DEVELOPMENT
AND WELLBEING

1. EXECUTIVE SUMMARY

The purpose of this report is to:

- Provide information about the Community Visitors Scheme, and the Commonwealth Government's open tender process for the future delivery of the Scheme; and
- Seek endorsement, not to submit a tender for Council's continued coordination of the Scheme, but rather to work in collaboration with the successful applicant/s appointed for the region.

Since 2004, the City of Unley has received Commonwealth funding to administer the Community Visitors Scheme (CVS). The CVS is fully grant funded and Council currently receives \$59,000 per annum to coordinate the Scheme in the City of Unley.

The CVS matches City of Unley volunteers with residents living in Commonwealth- subsidised residential aged care homes with the aim of reducing social isolation through creating a friendship between the residents and volunteers.

The City of Unley's current funding agreement with the Commonwealth for the Community Visitors Scheme ceases on 31 December 2018. While in the past this funding has been re-offered to Council, we were informed on 1 May 2018 that the Commonwealth is now coordinating a national open tender for the funds of \$46 million for organisations to coordinate the CVS from January 2019 until 30 June 2021 (2.5 year agreement).

In light of the open tender, consideration is being given as to whether Council is best placed to continue the delivery of the CVS, or if we can maximise community value by working in collaboration with the successful organisation appointed to deliver the program in the City of Unley region with a view to transitioning our clients and volunteers to this organisation. This is consistent with Council's preliminary approach to establishing a target operating model, giving consideration to the services that Council provides and the role Council may have in the delivery of service and programs.

2. RECOMMENDATION

That:

1. The report be received and the information about the Community Visitors Scheme tender process be noted.
 2. A tender application to deliver the Community Visitors Scheme in the City of Unley not be submitted for funding available for the period January 2019 – June 2021.
 3. Following the award of the tender by the Commonwealth Government efforts be made to work in collaboration with the organisation/s responsible for the coordination of the Community Visitors Scheme in the region with a view to transitioning existing program recipients and volunteers, and to promote the program and volunteer opportunities it presents.
-

3. RELEVANT CORE STRATEGIES/POLICIES

City of Unley 4 Year Delivery Plan:

Goal 1 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.

City of Unley Active Ageing Strategy.

4. BACKGROUND

Since 2004 the City of Unley has received Commonwealth funding of \$59,000 per annum to administer the Community Visitors Scheme (CVS) for the City of Unley local government area. The CVS matches City of Unley volunteers with residents living in local Commonwealth-subsidised residential aged care homes (RACHs). The Commonwealth grant covers the costs of a paid coordinator (0.6 FTE) with the remainder of the funding allocated to volunteer reimbursements, volunteer and staff professional development, meeting costs, etc. Grant funding is supplemented by in-kind support from Council including volunteer recruitment/inductions, risk management, financial management, office space, supervision and promotion.

The aim of the CVS is to reduce the social isolation of residents of residential aged care homes (RACHs) through the facilitation of friendships between the resident and volunteer. Volunteers visit a resident one-on-one and commit to at least 20 visits a year. Referrals to the program are received by family members, carers, RACH staff and other service providers.

CVS volunteers undertake a range of activities during their visits, which are guided by the resident's interests and may include taking the resident out for a walk or coffee, sitting together for a conversation or to play games, or bringing the volunteer's pet in for a visit.

The City of Unley is funded for 40 active volunteer and resident matches and, at the time of this report, has 25 volunteers involved in the program. The current volunteers visit with residents in nine RACHs in the City of Unley (from a possible 10 RACHs in the City of Unley) and, in 2017/18, a total number of 45 RACH residents have received regular visits through Council's CVS program.

Some of the difficulties in meeting the outputs specified in the funding agreement include:

- Many RACHs now have their own volunteer and visiting programs, reducing the referrals received by the CVS Coordinator and the perceived benefits of the program by RACHs.
- Increased stringency with volunteer management and risk management in RACHs means some providers are wary of the 'risk' of third party volunteers on their sites.
- Limited support is available on-site by Council or amongst volunteer peers as volunteers visit at disparate times and sites.
- Turnover of Lifestyle staff within RACHs means a frequent need for the CVS Coordinator to reintroduce themselves, the volunteers and raise awareness of the program.

Other limitations of the scheme include:

- The high turnover rate of CVS volunteers, due to scenarios such as their partner resident passing away, the time it takes to match a resident and volunteer, and time required to complete Council and RACH induction processes.
- Reporting on 'percentage of active volunteers' does not capture the flux of volunteers, or changes in their circumstances or that of the resident they visit. In any given year the City of Unley may have 60 CVS volunteers, but each volunteer may not complete the requisite 20 visits and therefore cannot be defined as 'active'.
- Despite the CVS being of social benefit to residents, funded organisations are not required to report on resident wellbeing or other indicators. There is no measure of the benefit of the program to its recipients beyond anecdotal evidence.

The City of Unley is one of 31 other organisations that administer CVS in various forms across South Australia, including two other councils (Norwood Payneham St Peters and Charles Sturt) and a range of not-for-profit organisations.

5. DISCUSSION

The City of Unley's current funding agreement with the Commonwealth ceases 31 December 2018. Despite the funding for the Community Visitors Scheme historically being reoffered to current organisations automatically, the Commonwealth is now coordinating a national open tender of \$46 million in funding to run the CVS until 30 June 2021.

Council was informed of this decision on 1 May 2018, with a deadline of 26 June 2018 to submit a tender (the initial deadline of 12 June 2018 was extended). The funding is available for the continuation of CVS in its current format and has also been expanded to fund group visits in RACHs.

As both volunteer management and aged care services risk management requirements have become more stringent, this tender is likely to attract larger not-for-profit organisations, including not-for-profit aged care providers who can implement processes and procedures across larger regions. Consequently, there may be a reduction in the number of different smaller organisations coordinating the Scheme.

Potential Impacts to the City of Unley

The Administration understands the City of Unley RACH residents will continue to receive CVS services as funding agreements will ensure coverage across all Aged Care Planning Regions. The City of Unley will work in collaboration with the successful organisation/s in order to share information and ensure a smooth transition for residents, volunteers and RACH staff.

Ceasing our coordination of the CVS will not adversely affect our partnerships with aged care providers, which the City of Unley fosters through acting Ageing Strategy initiatives such as *Fringe in Unley* performances in aged care homes, the *Forget Me Not* dementia education program and *Unley Legends* short films.

Other Council Approaches

Initial conversations with the two other South Australian metropolitan councils delivering the CVS have confirmed that they intend to submit a tender application to continue their current CVS provision. Other metropolitan councils consulted have not been involved in the coordination in the past and will not be applying.

6. ANALYSIS OF OPTIONS

Option 1 – The City of Unley does not submit a tender application to deliver the Community Visitors Scheme in the City of Unley for funding available for the period January 2019 – June 2021. Efforts be made to work in collaboration with the organisation/s that successfully wins the tender for the coordination of the Community Visitors Scheme in the region, with a view to transitioning existing program recipients and volunteers, as well as to promote the program and the volunteer opportunities it presents.

Under this option, the City of Unley would continue to administer the CVS for the City of Unley area until 31 December 2018.

From this date and, following the announcement of the successful tenderer, efforts would be made to work in collaboration with the new provider/s of CVS in the region. Additionally, the opportunity to transition existing volunteers and recipients linked to the CVS to the new CVS provider would be explored. Alternatively, existing City of Unley volunteers in the CVS program could volunteer directly with the RACHs or be reassigned to other volunteer positions in Council.

A communication plan will be developed in consultation with the new service provider/s, to inform RACHs, volunteers and clients that the City of Unley will no longer be administering the CVS.

This option enables the continuation of the CVS by other community service organisations whose core business is better aligned to the Scheme.

This option would also result in cessation of the in-kind resources required to administer the program.

Option 2 –The City of Unley submits a tender application for the continued delivery of the Scheme.

As part of this application, the City of Unley would apply to deliver 45 matches (40 one-on-one and five groups). If Council were to choose this option, the Administration is ready to submit a tender application by the due date. Should the tender application be successful, recruitment of a program Coordinator would be required and ongoing in-kind support continue to be provided by Council. It is noted that the submission of a tender application does not guarantee that Council would be awarded funding.

For the reasons outlined in this report, Council is not considered to be the best provider of this service, but rather, is best placed to support the local promotion of the CVS and the associated volunteer opportunity in partnership with the successful organisations.

7. RECOMMENDATION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

7.1 *Financial/Budget*

\$59K has been budgeted as grant income in the 2018/19 budget, offset by \$59K expenditure, based on the assumed continuation of this program. Should the program cease, the budget will be updated as part of the relevant Budget Review.

Additionally, this proposal is consistent with Council's approach to reconsidering services and programs as part of a target operating model and determining Council's future role in program delivery.

7.2 *Legislative/Risk Management*

A volunteer transition and communication plan will be developed.

7.3 *Staffing/Work Plans*

The existing staff contract associated with the CVS Coordinator currently expires on 31 December 2018. Should the program cease, this would result in a 0.6 FTE saving for Council.

7.4 Stakeholder Engagement

Community engagement has not been undertaken in the preparation of this report, as noted in Council's Community Engagement Toolkit; consultation with the community should occur when there are clear negotiables that the community can influence.

9. CONSULTATION

The following areas of Council have been consulted in the preparation of this report:

- Active Ageing Team
- Finance Department
- Community and Cultural Development

10. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Megan Berghuis	General Manager City Services
Mandy Smith	Manager Community Development & Wellbeing

DECISION REPORT

REPORT TITLE: LIVING YOUNG ACTION PLAN 2018-2021
ITEM NUMBER: 1188
DATE OF MEETING: 25 JUNE 2018
AUTHOR: NATE OVERBEEKE
JOB TITLE: COMMUNITY DEVELOPMENT PROJECT OFFICER

1. **EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement of the City of Unley's *Living Young Action Plan 2018-2021*.

Council's previous plan for young people (*Living Young 2015-2017*) has now been implemented and therefore it is timely to present a new plan that outlines Council's approach to supporting and engaging with young people over the next three years.

Attachment 1

The *Living Young Action Plan 2018-2021* meets the Council's four year plan objectives; our City meets the needs of all generations and specifies the key actions of:

- Promoting leadership, learning and resilience in younger people through the implementation of Council's Living Young program;

The updated plan retains the three key objectives of the previous plan:

- Engage and Enhance Leadership in Young People;
- Support Positive Connections and Learning; and
- Enable Wellbeing and Resilience.

However, the actions outlined in the updated plan build on the success and learnings of the previous plan, reflect current and relevant initiatives, consider the updated demographics and take into account the input from key stakeholders (including students in local schools, young people engaged with City of Unley programs, and local community groups).

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The *Living Young Action Plan 2018-2021*, as set out in Attachment 1 to this report (Item 1188/18, Council Meeting 25/06/2018) be endorsed.
-

3. RELEVANT CORE STRATEGIES/POLICIES

City of Unley 4 Year Delivery Plan:

Objective

1.3 Our City Meets the Needs of all Generations.

Strategies

1.3a Ensure our City is inclusive and accessible for people of all ages and capabilities

1.3b Promote inter-generational opportunities that bring people together.

As part of this objective, Council has a specific action to “promote leadership, learning and resilience in younger people through the implementation of Council’s “Living Young” program.

3. BACKGROUND

The City of Unley’s Young People

According to the Australian Bureau of Statistics (ABS) 2016 Census, young people aged 5-24 years represent 28% of the City of Unley residential population (a total of 8,989 young people live in the City of Unley). A breakdown of this demographic is as follows:

- 5.7% of the population were 5-9 years old (approximately 2,200 people);
- 5.4% of the population were 10-14 years old (approximately 2,000 people);
- 5.8% were 15-19 years old (approximately 2,200 people); and
- 6.8% were 20-24 (approximately 2,500 people).

The City of Unley also has two high schools, one tertiary education institution (Tabor College) and 13 primary schools within its boundaries. From the 2011 to 2016 Census, the City of Unley saw an increase in young couples with children residing in the area, indicating an increase in the number of young people in our City.

Since 2011, the City of Unley has experienced an increase in the number of children and young people, with 292 more 5-14 year olds, and 147 more 15-19 year olds recorded in the 2016 Census. Lone person households are the greatest household type in the City of Unley, and 3.8% of those are young people aged 15-24 years (totalling 170 people). This suggests our City is attracting young professionals and students, possibly living in medium and high density housing and/or renting their accommodation. This is likely to increase, with potentially more high density housing options made available.

Council’s Role in Supporting Our Young People

On 27 July 2015, Council endorsed a two year action plan for supporting young people in our community (*Living Young Action Plan 2015-2017*). This was the first youth specific plan developed by Council in over a decade and outlined the

City of Unley's approach to supporting and engaging with young people aged 5-25 years over a two year period.

During the implementation of this plan (2015-2017) a number of initiatives were implemented including:

- 1,873 young people engaged through Council's Schools Interaction Program;
- Development of programs to support young social entrepreneurs to establish businesses (the Fish Tank competition followed by the Change Makers Program);
- Trial of a participatory budgeting process, resulting in the Young Minds Markets, and the No Lights No Lycra dance sessions; and
- A total of 26,637 young people participating in targeted activities at the City of Unley's community centres, 7,081 participating in Council's school holiday programs, 5,836 visiting the Unley Museum, and 1,100 participating in Council's Swim School program.

As the actions included in the Living Young Action Plan 2015-2017 have now been implemented, it is timely to review and update the Living Young Action Plan.

Overview of the Living Young Action Plan 2018-2021

The purpose of the *Living Young Action Plan 2018-2021* is to outline the City of Unley's renewed approach to supporting and engaging young people over the next three years.

For the purpose of *Living Young*, a young person is defined as 5-25 years of age. In other state and local government policies, the focus for youth development has been on young people aged 12-25 years. However, it is proposed that *Living Young* continues with its innovative approach to supporting young people throughout early childhood to young adulthood. Expanding our definition of young people works to minimise 'gaps' in program delivery, offers opportunities which are relevant for all young people, establishes and strengthens strategic relationships with local primary schools and industry partners, and is overall a more responsive approach for our local community.

Youth plans also often assume a deficit and issues approach: *Living Young* is purposely a strengths-based plan, which leverages the skills and aspirations of our young people and acknowledges they have much to contribute and offer to the community. The focus of *Living Young* is to work in partnership with young people, allowing them to take an active role in shaping and creating their own futures, along with the support of the community and other key agencies and providers.

In addition, *Living Young* is not just for young people; many of the actions will interest the broader community and encourage intergenerational opportunities wherever possible.

The consultation undertaken with young people during the update process indicated that young people are still interested in the same issues and themes covered in the previous *Living Young Action Plan*.

It is therefore proposed that the *Living Young Action Plan 2018-2021* retain the three key objectives of the previous plan:

- Engage and Enhance Leadership in Young People;
- Support Positive Connections and Learning; and
- Enable Wellbeing and Resilience.

However, the actions contained in the *Living Young Action Plan 2018-2021* have been updated to build on the success and learnings of the previous plan, reflect current and relevant initiatives and demographics, and take into account the input from key stakeholders. This includes students in local primary and high schools, young people engaged with City of Unley programs, and local community groups.

Highlights of the *Living Young Action Plan 2018-2021* include:

- Building on the strong connections with local schools established in past two years (5 – 18 year olds);
- Continuing a focus on building entrepreneurship skills in young people through programs such as Change Makers (16–25 year olds);
- Increasing the number of young people applying for youth sponsorship (12–25 year olds); and
- Ensuring opportunities for young people to have input into Library, Community Centre and youth development annual planning (12–15 year olds).
- Supporting UniSA students in entrepreneurial program development (18–25 year olds).

4. ANALYSIS OF OPTIONS

Option 1 – The City of Unley *Living Young Action Plan 2018-2021* be endorsed.

This option will endorse the final version of the *Living Young Action Plan 2018-2021*.

Key stakeholders and participants involved in community engagement will be notified once the *Living Young Action Plan 2018-2021* is endorsed. Work will then commence on delivery of actions outlined in the Plan.

Option 2 – Council endorse the *Living Young Action Plan 2018-2021* with amendments.

Council may wish to amend and/or include additions to the *Living Young Action Plan 2018-21*.

If Council wishes to amend the Plan, consideration should be given to the context of the Plan, the role of local government in supporting young people, potential financial impacts and constraints.

5. **RECOMMENDED OPTION**

Option 1 is the recommended option.

6. **POLICY IMPLICATIONS**

6.1 **Financial/Budget**

Funding for the implementation of the *Living Young Action Plan for 2018- 2021* is fully funded within Council's annual operational budget.

6.2 **Stakeholder Engagement**

Community consultation was undertaken in the context of updating the *Living Young Plan* and builds on the extensive consultation undertaken at that time of the development of the previous plan.

Engagement was undertaken with the following key stakeholders:

- Students, staff and families of local Primary and High Schools;
- Young people engaged with City of Unley programs; and
- Engagement with local community groups.

The results of the above consultation have been considered in the updated plan and informed the nature of the actions included within it.

REPORT CONSULTATION INTERNAL CONSULTATION	
Matthew Ives	Cultural Development Coordinator
John Wilkinson	Sport and Recreation Planner
Natalie Iglio	Environmental Projects and Strategy Coordinator
Karen Paris	Museum Curator
Rabecka Stokes	Team Leader Community Centres
Jake Morgan	Library Event Officer

7. **ATTACHMENTS**

- Attachment 1 – *Living Young Action Plan 2018-2021*

8. **REPORT AUTHORISERS**

<u>Name</u>	<u>Title</u>
Mandy Smith	Manager, Community Development and Wellbeing
Megan Berghuis	General Manager, City Services



ACTION PLAN FOR OUR YOUNG PEOPLE
2018–2020



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A PLAN FOR YOUNG PEOPLE

Our younger years are our most formative and shape the decisions and the future life we live. Generally speaking, young people today have a great sense of social justice, environmental consciousness, are globally-minded, self-directed and are empathetic towards those less fortunate. Young people are a reflection of their surroundings and of today's society; but they also give us a glimpse of the future. As such, we should listen to and act on their advice and ideas if we are to remain relevant. This plan examines how the City of Unley can add value to these sentiments, whilst fostering learning, promoting health and wellbeing, and building our communities.

THE PURPOSE OF *LIVING YOUNG* IS TO STATE HOW THE CITY OF UNLEY WILL SUPPORT AND ENGAGE YOUNG PEOPLE OVER THE NEXT TWO YEARS.

The City of Unley plays an important role in providing positive opportunities for young people to grow and express themselves. It is important that we provide platforms for young people to voice their opinions and for us to listen and act on them. Societies are cyclical—if young people have positive experiences they are more likely to pass on positive experiences to future generations.

OUR APPROACH

Our approach is to focus on young people 5 to 25 years of age so that we have a plan in place beginning when children start becoming independent, through to young adulthood. Traditionally, councils engage with children in their early childhood through library programs and immunisations and then young children 5–9 through school holiday programs. There are often separate programs on offer for young people 13–18, such as employment or youth groups. Expanding our definition of young people works to minimise ‘gaps’ in program delivery, offers opportunities which are relevant for all young people and establishes and strengthens strategic relationships with key stakeholders.

Living Young is an action plan for the next two years (2018–2020) and it represents a new direction in our engagement with young people. *Living Young* is the City of Unley’s commitment to being consultative with young people and testing new programs and approaches. Our aim for two years’ time is to be increasingly more engaged with the young people in our community, putting us in a better position to inform future planning.

Living Young is not just for young people and the suggested ages for programs are only indicative and will also interest the broader community. Young people also develop at different rates and we want to support young people from all walks of life and abilities. We will particularly encourage intergenerational opportunities wherever possible.



OUR ROLES AND RESPONSIBILITIES

The Council plays an important role in supporting the young people within our community. Rather than viewing our commitment and approach as one dimensional, it is acknowledged that this relationship with young people is more of a partnership, with young people themselves having a role in shaping and creating their own futures, along with the support of the community and other key agencies and providers.

Living Young proposes the below roles and responsibilities of the City of Unley and the broader community:

Council

Will enable, advocate and listen to young people.

Young people

Can connect with the community, engage with Council, contribute ideas, be involved and aspire to achieve their dreams.

The community

Can consider, respect, mentor and inspire young people in our community.





HOW THIS ALL FITS IN

The City of Unley's role in supporting young people is part of a broader government policy context. *The National Strategy for Young Australians*, released in 2010, has the vision for all young people to grow up safe, healthy, happy and resilient, and to have the opportunities and skills they need to learn, work, engage in community life and influence decisions that affect them.

The eight key priorities of the national strategy are: Health and Wellbeing, Education, Families, Communities, Online, Work, Early Intervention and Safety.

In South Australia, the 2017 Youth Strategy: *youTHRIVE*, outlines deliverables in the areas of enabling young people to: earn, learn, and feel confident about their future; be connected and actively participate in society; are healthy and resilient.

In 2016, Council undertook a review of the Community Plan, which is a comprehensive community vision of the City of Unley in 2033. The vision is that our City is recognised for its enviable lifestyle, environment, business strength and civic leadership. Four themes and related goals were identified which provide the key aspirations to achieve our vision for the City.

- **Community Living**

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

- **Environmental Stewardship**

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

- **Economic Prosperity**

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

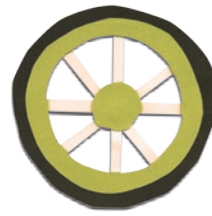
- **Civic Leadership**

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



Development of an action plan for young people is a strategic action within the *4-Year Delivery Plan 2017–2021* in Objective 1.3 – Our City meets the needs of all generations. *Living Young* also supports the achievement of goals in the following strategic documents:

- *Living Well Regional Plan for Health and Wellbeing*
- *Living Active Sport and Recreation Plan 2015–2020*
- *Active Ageing Strategy*
- *Living City Open Space Strategy*



KEY INFLUENCES, TRENDS AND POSSIBILITIES

There are a multitude of publications and research which discuss the issues and pressures facing young people today. This plan does not attempt to fully cover or discuss the breadth of young peoples' experience, rather it highlights some key aspects relating to each age group.

Junior Primary Aged Children

In primary school, research focuses on the need for young people to develop healthy behaviours, resilience and the importance of physical activity for wellbeing and skill development. At this age it is important to foster a sense of individualism and also promote skill development in group work and collaboration. Councils can assist by fostering young creativity, promoting physical activity, providing opportunities to connect with nature, peers and the broader community, to name a few examples.

Tweens

More research is emerging about 'tweens', an age group ranging from 8–13 years of age who might view themselves as being between a child and a teenager, with distinct needs and desires. This age group is characteristically developing more independent thinking, social awareness and creativity.

Teens

In teenage years, discussion focuses on pressures to conform and succeed, transition to high school, bullying, low self-esteem, body image issues, drug and alcohol, development of life skills, sexuality and cyber safety. Young

people in this age group highly value friendships and family relationships, study and school satisfaction and physical and mental health⁶. For school-leavers, 30% move on to university, and more females are expected to do so than males⁷. The biggest concern for young people in this age group is whether they will have job when they graduate⁸. The job market is ever changing; 65% of current high school students will work in jobs that don't exist today⁹.

Young Adults

Young adults are often juggling work and study pressures as they seek to decide their immediate and future career paths. This age group is often under-employed due to an ever changing job market and difficulties 'breaking in'. In addition, entry level employment is often not well paid or sustainable. Increasing awareness and openness about mental health over time is revealing that many young people in this age group have close personal experiences with mental health issues and stress. Young adults today have increasingly grown up in multicultural environments and often have a yearning for international travel and work opportunities¹⁰. More and more young people are having gap years in an effort to 'take stock' and discover their passions.



THE YOUNG PEOPLE OF OUR CITY

AGE SEGMENTATION OF UNLEY

Total population: 37,712



65+
years
(19%) 7,225

10-24
years
(18%) 6,824

0-9
years
(10%) 3,922

45-64
years
(26%) 9,701

25-44
years
(27%) 10,040

People aged 25-29 make up the largest five year age group in the City of Unley¹

AGE OF UNLEY'S YOUNG PEOPLE

Total Young people: approx 8,985

24% of population aged 5-25 years



20-24
years
29% (2,569 people)

15-19
years
24% (2,195 people)

5-9
years
24% (2,161 people)

10-14
years
22.4% (2,060 people)

BIRTHPLACE OF UNLEY'S POPULATION

2016 Australian Bureau of Statistics Census

Most common:



Australia



United Kingdom



China

Followed by:



India



Greece



Italy



Malaysia



New Zealand



Germany

Largest increases:



China



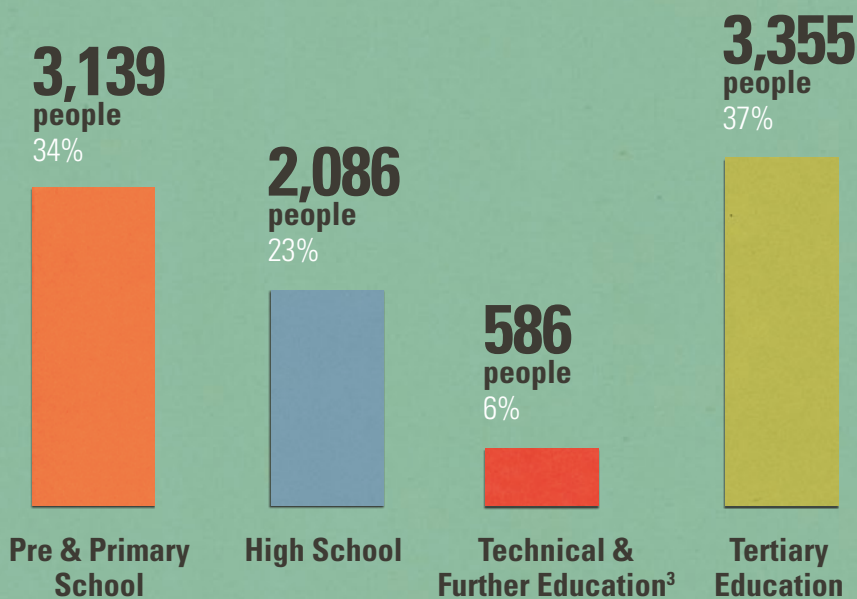
India

19%

of people speak a language other than English at home²

UNLEY'S YOUNG STUDENTS

The City of Unley has four international student hostels, with approximately four hundred students residing in them. This is in addition to students who are privately renting, in homestays or other arrangements.



From the 2011 to 2016 Censuses, the City of Unley saw an increase in couples with young children and increasing school enrolments. More generally in Adelaide and Australia, we are seeing an increase in smaller household sizes and couples with one child.

UNLEY'S YOUNG PEOPLE WORK STATUS

Of the 4,121 young people aged 15–24:



1,990
people
48%
Employed



371
people
9%
Actively looking for work



1,760
people
43%
Not actively looking for work⁴

WHO ARE UNLEY'S YOUNG PEOPLE?

Our City is attractive to young professionals and students, possibly living in medium and high density housing and/or renting their accommodation



3.8%
of people 15–24
years live in lone
households⁵



Digital Literacy

Young people born in Australia in the 1990s and later can be referred to as 'digital natives'; generally speaking they have never known a life without the internet, computers and digital technology. Social media has shaped their lives and young people today are used to being able to tap into global ideas and knowledge at their fingertips¹¹.

Sound Alliance, one of Australia's leading digital publishers who specialise in content for young people, conduct annual research which continues to find young people highly value experiences over possessions. Despite the increased usage of social media, young people overwhelmingly support experimental learning and opportunities. Their most cherished moments are with friends, family, travelling, learning and meeting and seeing people¹². This is highly backed up through the information received during engagement on *Living Young*, where people have expressed interest in community experiences and suggestions included mentorship and intergenerational learning opportunities.

Entrepreneurship and Social Justice

Social media has fed an increased sense of social justice and responsibility, due to constant access to global news. It is also being used to generate the solutions, through crowd-sourced funding and innovative promotion opportunities¹³. Young people are becoming increasingly more entrepreneurial, one in four Australians aged 18–25 expected to be self-employed at some point in their lifetime¹⁴. More and more young people are questioning the rat race and are possibly better at managing work, study and recreation than preceding generations. They are also thinking about how they can make a creative and/or positive impact on the world, and considering ways they can do this by their own means. Social and creative enterprises and entrepreneurship are growing trends as more young people become 'change makers' at local and global levels. Harnessing this sense of idealism and social justice is powerful.

DEVELOPMENT OF OUR LIVING YOUNG PLAN

The updates in this plan build upon the success and learnings from the implementation of the Council's *2015–17 Living Young Action Plan*. The following community engagement was undertaken to inform the *2018–20 Living Young Action Plan*.

Engagement of key stakeholders and students in local primary schools and high schools: key themes of community service, being physically active, civic engagement, innovation, and the environment were gathered from the views of young people through focus groups and workshops with students, meetings with school leadership, and discussions with the school parent community.

Young people engaged with City of Unley programs: such as the Change Makers program – a social entrepreneurship and business creation program empowering young people to lead positive action on issues they are passionate about such as food waste, science and technology education, domestic violence, and deforestation.

Engagement with local community groups: meetings with Adelaide Rotaract Clubs on key themes of community service and entrepreneurship, and a presentation to and discussion with Purple Orange about empowering young people living with a disability and the importance of engaging with this demographic in project design.

Engagement of young people from consultation in the 2015–2017 plan: workshops, events, online forums, committees, and interviews to gather the views on young people on the key themes of partnership, mutual benefit, intergenerational learning, community participation, and communication methods with young people.



OUR APPROACH

Our research and community engagement on *Living Young* has revealed a number of strong, recurring themes:

- Global citizenship and empathy
- Empowering and listening to young people
- Fostering creativity and entrepreneurship
- Social innovation, partnership and design
- Environmental stewardship
- Mutual benefit
- Focusing on strengths
- Promoting health, wellbeing and resilience
- Trialling new things

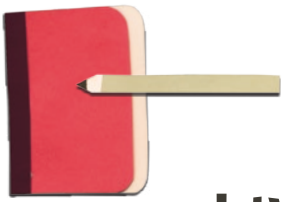
These 3 key objectives from the *2015–17 Living Young Action Plan* have been continued:

1. Engage and Enhance Leadership in Young People
2. Support Positive Connections and Learning
3. Enable Wellbeing and Resilience

The key objectives have informed the selection of actions in *Living Young* and most of the actions contribute to more than one objective. Actions have also been selected by focusing on the unique role that the City of Unley has in supporting young people, which is to enable, advocate and listen to young peoples' visions for shaping our community. This way, we hope to reduce duplication in programs across the youth sector and maximise community value for the resources invested.

Living Young has the short time span of two years, so we are focusing on what is achievable rather than trying to do too much. At conclusion of this plan, we will conduct a review in partnership with young people, to inform future planning.





LIVING YOUNG - THE PLAN

OUR SHARED VISION

Young people are supported to shape the City of Unley and engage with us about the things that matter to them.

KEY OBJECTIVES

Engage and Enhance Leadership in Young People

Council benefits enormously from young peoples' ideas and contributions to our City. This plan seeks to maximise this engagement and empower young people in decision making processes. We will create opportunities for young people of different ages to engage with us on things that matter to them; we will document, advocate and work with young people to implement them where we can.

This objective views leadership as a broad concept, encouraging young people to take the lead on ideas and change in our community. Council will provide various platforms for young people to shape our community, including creatively and through entrepreneurial means. We want young people to harness their global thinking and look for local opportunities to apply them.

Support Positive Connections and Learning

A positive recurring message in developing *Living Young* is that young people are empathetic towards others less fortunate than themselves and are open to trying a diverse range of learning opportunities. Young people also want

to live in a lively and environmentally-friendly city, and they want a part in furthering this. We want to foster this spirit and support young people to have positive community connections, rewarding intergenerational experiences, contribute and collaborate with community members and assist us in building lively and safe neighbourhoods. Council can provide opportunities for community building, learning and networking in our community centres, libraries, parks, on our streets and into peoples' homes. We have an important role to play in helping communities do what individuals themselves cannot.

Enable Wellbeing and Resilience

Councils have an important role to play in preventative health and creating a City which fosters positive health and wellbeing in the broadest sense. Young people are aware of the importance of creating healthy habits and supporting one another. This can be furthered by Council promoting physical activity and also supporting the community to assist young people. Wellbeing is heavily linked with community and peoples' sense of belonging; we will provide opportunities to further young peoples' connection to community with the hope of supporting their wellbeing.



PRINCIPLES

These principles underpin the delivery of the key objectives and will be used as 'checkpoints' for making decisions and evaluating our programs and support of young people.

Mutual Benefit

We can benefit from young people and vice versa. We want to move from a culture of thinking that young people need us to develop; we want young people to develop us. We will make sure the City of Unley's support of young people is of mutual benefit to both parties and that we don't just provide opportunities for young people to 'have their voice', but that we also listen and constructively act on what young people say.

Building on Strengths

We will build upon young peoples' strengths and what inspires them. Young people inspire us; they are full of opportunity, opinions, passions and hobbies. We will work to support young people to harness their inspiration and strengths. We will work to remove barriers where they exist, to enable environments where young people can use their strengths to positively impact on community.

Innovation

We will support innovative new ideas and trial new ways to engage. We will implement new community engagement techniques, including using digital technologies and 'pop up' engagement.

Diversity

We will tailor how we work with young people depending on their age and situation. There is such diversity within the 5–25 age range and we will respect individuality and ensure we don't 'lump' young people into one group and that we target programs accordingly.

Social Justice

We will proactively engage young people who might be disadvantaged in our community. We will proactively promote our programs for young people with young people in mind and note that we might have to use different techniques in order for this promotion to be successful.

Partnership

We will strengthen our partnerships with schools, the Youth Sector, State Government and other agencies, for the benefit of young people. We will work collaboratively with service providers and other councils to reduce duplication and maximise opportunities. We will work across Council divisions and collaboratively towards a common goal of supporting young people.

Accountability

We will listen and act on feedback. We will evaluate our programs for young people on an ongoing basis and make sure we are applying the above principles to our work. We will measure our work and successes. We will change things if they are not working or not meeting a need or desire.





ENGAGE AND ENHANCE LEADERSHIP IN YOUNG PEOPLE

AGE 5-25

Action

An annual engagement plan for young adults is developed and implemented.

Engage with young people annually using structured methods to collect their views on things that matter to them.

Continue ad hoc engagement activities such as forums, student debate, round tables, and participatory budgeting.

Actively promote opportunities for engagement in the City of Unley to young people.

Outcomes

Council has the opportunity to listen to and learn from young people in the City of Unley.

The City of Unley is an advocate for young people to local organisations about enabling opportunities through the *Living Young Action Plan*.

Young people have opportunity to develop their advocacy and public speaking skills.

Young peoples' ideas and issues are listened to and acted upon where feasible.

Indicators of success

Council staff attend a student representative group every quarter where appropriate.

Young people are provided an opportunity to share their views with Elected Members annually.

6 engagements are held with young people each year.

AGE 15-25

Action

Continue to broker and enable opportunities for City of Unley young people to undertake work experience, placements, internships, mentoring, and experiential prizes where appropriate.

Outcomes

Young people are exposed to diverse and relevant learning opportunities.

People across generations share knowledge with each other.

Young people access engaging and relevant opportunities to volunteer in the City of Unley.

Young people develop work readiness skills.

The community benefits from having young people involved in delivery of Council programs.

Indicators of success

At least a total of 6: student placements, work experience, internships, mentoring, and experiential prizes are offered to young people.

Action

Continue to enable young people to be up-skilled in social entrepreneurship and business activities such as the Change Makers program.

Promote local networks and spaces such as the Unley Business Breakfast and the Unley Little City co-working space to young people.

Outcome

Enable the development of business and entrepreneurship capacity in young people.

Enable linkages between young people and local business networks.

Indicators of success

10 young people access opportunities to develop their knowledge and skills in business and social entrepreneurship.

A partnership is created between the City of Unley, young people, and at least 2 businesses.

AGE 18-25

AGE N/A

Action

Review the youth sponsorship program to assess opportunities to increase community impact.

Promote Council's Youth Sponsorship program to young people.

Outcomes

Recommendations are put to Council on ways to enhance the Youth Sponsorship, and the Youth Sponsorship Grants Policy is updated.

The Youth Sponsorship Grants program is promoted to young people in the City of Unley.

Indicators of success

The number of young people applying for youth sponsorship grants increases from 78 to 90 over 2018–2020.



SUPPORT POSITIVE CONNECTIONS AND LEARNING

AGE 5-18

Action

Maximise relationships with schools and enable engaging, relevant, and impactful learning opportunities.

Communicate with schools about current initiatives and opportunities to be involved in City of Unley initiatives using electronic newsletters and videos.

Outcomes

Schools are involved in local community opportunities and Council initiatives.

City of Unley programs and events are promoted through school networks.

Regular lines of communication are maintained between local schools and the City of Unley.

Projects of mutual benefit to schools and the City of Unley are implemented.

Indicators of success

At least 7 schools participate in a partnership project with Council each year

A council staff member attends a student representative group every quarter.

AGE 5-25

Action

Continue to promote, enable, and coordinate accessible and diverse programs in our libraries, community centres and public spaces for young people. These include programs developed with young people in response to their needs which may include workshop series on: employability skills, budgeting, healthy cooking, and financial literacy; innovation challenges, smart technology projects; and enable young people to co design and co deliver aspects of City of Unley initiatives such as teen take over events.

Explore opportunities to increase intergenerational engagement across Community Centres.

Continued support for a planned approach to school holiday program activities that engage young people.

Outcomes

Opportunities are provided to develop new skills to create new friendships, and support peer mentoring.

Young people access opportunities to develop their confidence, self-esteem, and resilience.

Young people access opportunities to develop their literacy skills.

City of Unley initiatives consider access requirements for young people to participate.

Indicators of success

At least maintain 70 attendances at the Young Writer's Group over the next two years.

At least maintain a total attendance of 7,000 at school holiday program initiatives.

Increase the number of young people attending the City of Unley Community Centres programs by 5% (from 33,718 to 35,403) over the next 2 years.

AGE 8-25

Action

Develop and support initiatives to enable young people to have input into the library and community centre programming.

Outcomes

Young people have opportunity to express their creativity.

Provide opportunities for young people to have input into the operations and programming of council facilities.

Indicators of success

An annual opportunity is offered for young people to have input into Library, Community Centres and Youth Development planning.

4 programs are implemented based on the input of young people over the next 2 years.

AGE 5-25

Action

Improve efficiency and effectiveness of methods to promote City of Unley initiatives to young people, such as social media and school newsletters.

Continued input to the Library's regular newsletter, enabling relevant content for young people.

Advocate for the use of an engaging and relevant social media platform to promote City of Unley opportunities specifically to young people.

Outcomes

New participants take part in City of Unley initiatives.

Young people are aware of the wide range of opportunities on offer in the City of Unley.

An engaging and relevant social media platform for young people is advocated for.

Indicators of success

An engaging and relevant platform for young people in the City of Unley is created, resourced, and used to promote opportunities to them.



ENABLE WELLBEING AND RESILIENCE

AGE 5-25

Action

Maintain classes, tutors, seminars, drop in services targeting young people at City of Unley community centres.

Coordinate workshop series on topics related to wellbeing and resilience such as stress management for exam preparation, and life skills (e.g. confidence, and communication skills) for young people including those at risk of disengagement as identified by schools.

Outcomes

Young people learn new information to help manage their wellbeing and or resilience.

Young people feel comfortable to reach out for support from their peers.

Greater understanding amongst young people of mental health issues experienced by young people.

Indicators of success

Workshops offered to all 15 City of Unley schools over the 2 years.

A minimum of two workshops held at community venues.

AGE 5-18

Action

Link to and support initiatives that enable young people within City of Unley to participate in environmental projects such as greening activities, climate adaptation, and nature play initiatives.

Support opportunities for greening and nature play activities via the School Holiday Program and Library and Community Centre programs.

Collaborate with local schools and community groups to enable young people's engagement with community gardens and shared green spaces in the City of Unley.

Outcomes

New interactions with the green spaces in the City of Unley.

Young people learn about native vegetation, climate adaptation, and water security.

Opportunities for sensory and gross motor skills development are enabled.

Creativity and physical activity is promoted.

Indicators of success

Opportunities to be involved in environmental projects are accessed by schools in the City of Unley.

Collaborate with local schools and community groups to enable young people's engagement with community gardens and shared green spaces in the City of Unley.

Support at least one nature play event annually.

AGE 5-25

Action

Continue to enable activation of public spaces with engaging equipment including Heywood Park, Soutar Park, Goodwood Oval, and King William Road.

Advocate for engagement strategies to be in place for young people to have input on major infrastructure projects.

Outcomes

Young people are involved in the activation of public spaces.

Young peoples' ideas for place activation projects are taken on board and implemented, where possible.

Indicators of success

A minimum of 2 place activation projects are implemented over the next two years.

Young peoples' ideas for place activation projects are taken on board and implemented, where possible.

Indicators of success

3,500 young people attend City of Unley physical activity events and programs over the next 2 years.

1,500 young people engaged in Active Unley activities over the next 2 years.

AGE 5-25

Action

Support Active Unley activities in schools, and implement an engaging workshop series on physical activity in recreation and hobbies such as scootering, walking, skating, and cycling.

Link to School Holiday, Community Centre and Library activities to enable awareness and participation (such as Ride to School Day).

Outcomes

Increased understanding of the importance of physical activity and wellbeing.

Excitement and confidence about being physically active.

Young people develop the skills to be safe and independent when being active.

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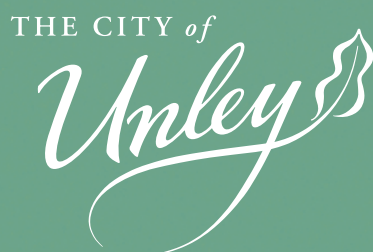
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INFORMATION REPORT

REPORT TITLE: VARIATION TO OPERATING HOURS 26 JULY 2018
ITEM NUMBER: 1189
DATE OF MEETING: 25 JUNE 2018
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT OFFICE OF THE CEO

1. **EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of a variation to normal operating hours in all functional areas of the organisation on Thursday, 26 July 2018 at 3.30pm, to allow staff and Elected Members to attend an information session in relation to the progress of the Four Year Delivery Plan and initiatives.

The Chief Executive Officer has delegated authority to vary the opening hours of the Council.

Normal hours of business for the Civic Centre are 8.30am to 5pm Monday to Friday.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

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

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.

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.

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

4. **DISCUSSION**

The City of Unley Community Plan 2033 and the Four Year Delivery Plan (2017-2021) both serve to establish a future vision for the City of Unley and the organisation and it is important that staff and Elected Members have the opportunity to review progress and celebrate achievements.

In previous years, the Chief Executive Officer, either under delegated authority or through a report to Council, has closed the Council offices to enable staff and Elected Members to celebrate and acknowledge the success of Council's achievements from the previous financial year. It is proposed that this practice be continued this year.

This is also an opportunity to provide staff with updates on the key initiatives to date, and communicate key activities and initiatives for the coming financial year.

To enable all staff to attend the information session, it is proposed that on Thursday, 26 July 2018, all Council offices, including Libraries, Community Centres and the Depot, will close at 3.30pm.

By closing the business late in the day, it is envisaged that there will be minimal adverse impact on customer service.

Appropriate public notification of the early closures will be undertaken prior to the varied operating times and will include emergency contact details.

As is normal practice, "on-call" staff will be rostered to ensure any unforeseen events are responded to appropriately.

INFORMATION REPORT

REPORT TITLE:	2018-19 ANNUAL BUSINESS PLAN AND BUDGET SUBMISSIONS
ITEM NUMBER:	1190
DATE OF MEETING:	25 JUNE 2018
AUTHOR:	SARAH TAYLOR
JOB TITLE:	MANAGER FINANCE & PROCUREMENT

1. **EXECUTIVE SUMMARY**

To provide Council with a summary of submissions from the consultation process for the 2018-19 Annual Business Plan and Budget.

Council has reviewed feedback and further considered projects and their impact on funding requirements before finalising the 2018-19 Annual Business Plan and Budget for endorsement.

A number of submissions received that sought financial contributions from Council have not been included in the proposed budget. It is proposed that these items be considered during 2018-19 Budget Review processes, and where they cannot be accommodated in 2018-19, consider the items for inclusion in the 2019-20 budget.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **DISCUSSION**

Community consultation on the 2018-19 Draft Annual Business Plan occurred between 26 April 2018 and 27 May 2018 and included:

- Submissions received via *Your Say Unley*, Council's PO Box 1, email facility, or in writing; and
- Public meetings were held on 10 May at Goodwood Library and Clarence Park Community Centre, 14 May at Unley Civic Centre, 17 May at Living Choice and 21 May at Unley Community Centre.

The public consultation process generated 29 submissions.

All feedback collected during the consultation period was distributed and discussed by the Elected Members at the budget workshop on 4 June 2018.

A number of items have not been included in the proposed budget, but are noted for possible consideration and further investigation during the 2018-19 financial year as part of Budget Review process.

These are as follows:

Increase in Community Grants for Clarence Park Community Centre Men's Shed – \$15,000

A submission has been received requesting a grant of \$15,000 to offset costs of employing a volunteer coordinator for the Community Shed Programme to minimise the risk of machine use related injuries. The Centre is conducting a review into the operations of the men's shed during the new financial year to determine future funding requirements.

Council ceased provision of volunteer coordination support in 2014 for Board run programmes. Subsequent to this, council provided three year transitional funding to the Centre for the development of a more sustainable operating model. This funding expired in 2016. The Men's Shed Program posted an operating loss of \$18K for 2016/17 and anticipate a similar loss for 2017/18.

Recommendation: Council consider this request as part of the 2018-19 budget review process if additional savings are identified

Millswood Croquet Club Redevelopment Plan – \$260,000

A submission has been received from members of the Millswood Croquet Club seeking an allocation of \$260,000 for development of a new clubhouse and surrounds.

At the Council meeting of 27 November 2017, Council voted to allocate \$260,000 contingent on external funding partners being obtained. This amount was not included in the 2018-19 budget, as external funding to support the works was not identified.

The Council has placed a priority on completing the Goodwood Oval grandstand project the 2018-19 financial year. On completion of this project, work can recommence on the Millswood Croquet Club redevelopment to identify a suitable design (together with cost estimates) and to seek grant funding opportunities.

Recommendation: Council include the project in the Long Term Financial Plan for 2019-20, and continue to work to finalise designs to engage funding partners

Improvement to Signage for Almond Street

A resident has requested funding to improve the signage for the Almond Street entrance, as currently there are too many signs creating some confusion and detracting from the aesthetic of the street.

Recommendation: This issue will be investigated and modifications to the existing signage will be made in the 2018/19 financial year within current budget.

Hyde Park Croquet Club Lighting Upgrade – \$24,000

The Hyde Park Croquet Club has sought funding of \$24,000 from Council matched by the State Government and the club (total \$70,850) to install four light towers on the north west corner of the Unley Sports Park Complex.

Recommendation: Council consider this request as part of the 2018-19 budget review process if additional savings are identified

Replace Goodwood Cricket Club Pitch and Nets – \$23,600

Goodwood Cricket Club have provided a quotation from Quin for the replacement of the three concrete pitches, surrounding wire mesh and synthetic turf overlay.

Recommendation: Council consider this request as part of the 2018-19 budget review process if additional savings are identified

Relocation of the Forestville Women's Hockey Club – \$110,000 (plus additional \$110,000 in 2019-20)

The Office of Sport and Recreation have submitted a request for funding over a two year period, to support the relocation of the Forestville Women's Hockey Club and the development of the Women's Memorial Playing Fields. This contribution would be equal to 10% of the full development cost of the Memorial Fields located at St Mary's within the City of Mitcham.

Further discussion will need to be undertaken with the City of Mitcham and Office of Sport and Recreation to understand the details of the project and funding required. Once these have been obtained, a report can be provided to Council for consideration.

Recommendation: Following further discussions with the relevant parties a report be presented to Council for consideration

Forestville Women's Hockey Club Request for Assistance – \$500,000 in 2019-20 and 2020-2021)

The Forestville Hockey Club is requesting a contribution by Council of \$500,000 over two years to support the relocation of the Women's Hockey Club and the installation of a new synthetic hockey pitch, new access road, parking facilities, drainage and irrigation upgrades, changes rooms and a new power feed to the pitch. The club have successfully secured \$1M in grant funding at this time to support this capital project.

For Council to consider this request, additional details are required including the City of Mitcham's position as well as State Government funding opportunities. A report will need to be provided for further consideration once these details have been received.

Recommendation: Following further discussions with the relevant parties a report be presented to Council for consideration

Goodwood Community Centre Coordinator – \$15,000 per year for three years

Council has received a request for funding of \$15,000 per year over three years (total \$45,000) to appoint a coordinator to develop a Volunteer Hub at the Goodwood Community Centre and to act as a Volunteer Coordinator.

Council will engage with the Centre to investigate providing volunteer coordination support via employed Volunteer Coordinator.

Recommendation: Council work with the Goodwood Community Centre Board to identify alternative support options

For Council to understand the potential benefits and costs associated with each of these proposals, a detailed analysis will need to be undertaken which includes potential community and financial impacts of the identified initiatives.

Following this analysis, Council can consider these projects during the 2018-19 financial year as part of the Council's budget review process if additional savings are identified. Where initiatives cannot be accommodated, it is recommended that these items be considered for inclusion in the 2019-20 budget.

If Council wishes to include any of the above initiatives, this will require council to consider an increase to rates, reductions to current operating projects, or a reduction to operating budgets. It should also be noted that Council will be looking to offset the following cost pressures in 2018-19:

- Waste contract approximate shortfall of \$85K based on an increase of \$200K for 2018-19.
- EB Wage increase from 2% to 2.3% reflecting CPI, approximately \$57K.
- Contract price increases from 2% to 2.3% to reflect CPI, approximately \$10K.

Should members choose to accommodate submissions in the 2018-19 Budget, an adjustment to the budget will be required per Option 2 of Item 1191, 2018-19 Annual Business Plan and Budget Adoption.

All respondents have been acknowledged to confirm the receipt of their feedback and thanked for their participation. Where a specific request, concern or initiative has been raised the relevant General Manager has been provided with the request for their follow up. All participants that have submitted a proposal for inclusion in the 2018-19 Budget will be notified by letter, of the outcome of their submission after the budget adoption process on 25 June 2018.

4. ATTACHMENTS

Nil.

DECISION REPORT

REPORT TITLE: 2018-19 ANNUAL BUSINESS PLAN AND BUDGET ADOPTION

ITEM NUMBER: 1191

DATE OF MEETING: 25 JUNE 2018

AUTHOR: SARAH TAYLOR

JOB TITLE: MANAGER FINANCE & PROCUREMENT

1. EXECUTIVE SUMMARY

The purpose of this report is to present to Council the resolutions necessary to formally adopt the 2018-19 Annual Business Plan and Budget, and declare the rates to be charged.

Feedback from consultation sessions has been reviewed and further consideration given to proposed projects before finalising the 2018-19 Annual Business Plan and Budget for endorsement.

Feedback on the following items raised during consultation sessions has been noted but at this stage has been not included within the 2018-19 Budget:

- An increase of \$15K in community grants to support the Clarence Park Men's Shed.
- The inclusion of \$15k for a Volunteer Coordinator role at Goodwood Community Centre
- Inclusion of \$260K for the Millswood Croquet Club redevelopment plan in the 2019-20 budget and LTFP.
- \$24K towards the Hyde Park Croquet Club lighting upgrade.
- \$23.6K to replace the Goodwood Cricket Club pitch and nets.
- Funding to support improved signage for Almond St.
- Contribution towards the relocation of the Forestville Women's Hockey Club in 2019-20.

These projects are discussed in more detail in the report Item 1190, 2018-19 Annual Business Plan and Budget Adoption.

In summary, the 2018-19 Annual Business Plan and Budget proposed for endorsement is as follows:

- An estimated rates increase for existing ratepayers of 2.8%.
- Projected funding surplus (before Operating Projects of \$1.242M and accounting for Centennial Park) of \$3.638M.
- Proposed net new Operating Projects of \$1.242M.
- Proposed net Capital Replacement of \$7.627M.
- Proposed net New Capital of \$8.321M.
- Borrowings for proposed new capital of \$6.329M.
- Maintaining all existing services at existing service levels.

Council has not included the City of Unley's equity share of Centennial Park's estimated operating gain of \$78K for 2018-19. This does not impact Council's proposed rate increase or the estimated borrowings.

Expenditure reductions, increased rates revenue and assessment of services delivered by Council, have all been considered in setting the proposed budget.

From a process perspective, the formal resolutions set out in the Recommendations section of this report should be adopted separately, and in the following order:

1. Adoption of the 2018-19 Annual Business Plan and Budget.
2. Adoption of Valuations.
3. Declaration of General Rates.
4. Minimum Amount (General Rates)
5. Maximum Increase (General Rates)
6. Declaration of Separate Rates.
7. Payment of Rates.

2. RECOMMENDATION

2.1 Adoption of the 2018-19 Annual Business Plan and Budget

MOVED

SECONDED

- (a) That pursuant to the provisions of Section 123 of the *Local Government Act 1999* and regulations 6 and 7 of the *Local Government (Financial Management) Regulations 2011* and having considered all prescribed matters as per Attachment 1 – the Council adopts, firstly, the 2018-19 Annual Business Plan and secondly, the 2018-19 Budget.

Attachment 1

2.2 Adoption of Valuations

MOVED

SECONDED

That in accordance with Section 167(2)(a) of the *Local Government Act 1999*, the capital values provided by the Valuer-General for rating purposes in relation to the Council area and totalled below, be adopted for the year ending 30 June 2018.

Rateable Assessed Capital Values	\$14,191,768,663
Non Rateable	\$ 342,408,177
Total Assessed Capital Value as reconciled with the Valuer-General at 9 June 2018	\$14,534,176,840

2.3 Declaration of General Rates

MOVED

SECONDED

That for the year ending 30 June 2018 the Council declares differential general rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 153 (1)(b) and 156(1)(a) of the *Local Government Act, 1999* and regulation 14(1) of the *Local Government (General) Regulations 2013* and otherwise resolves as follows :

- (a) In respect to land with a land use of **Residential**, a differential general rate in the dollar of 0.002459.
- (b) In respect to land with a land use of **Commercial Shop, Industry Light, Industry – Other, Primary Production, Vacant Land** or **Other**, a differential general rate in the dollar of 0.004959.
- (c) In respect to land with a land use of **Commercial Office** or **Commercial Other**, a differential general rate in the dollar of 0.005968.

2.4 Minimum Amount (General Rates)

MOVED

SECONDED

That for the year ending 30 June 2019 a minimum fixed amount of \$805 shall be payable by way of general rates, on each piece of rateable land within the Council area, pursuant to Section 158(1)(a) of the *Local Government Act 1999*.

2.5 Maximum Increase (General Rates)

MOVED

SECONDED

That for the year ending 30 June 2019 pursuant to Section 153(3) of the *Local Government Act 1999* the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

2.6 Declaration of Separate Rates

That for the year ending 30 June 2018 the Council declares differential separate rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 154 and 156(1)(a) of the *Local Government Act 1999* and regulation 14(1) of the *Local Government (General) Regulations 2013* and otherwise individually resolves as follows :

MOVED

SECONDED

- (a) A rate in the dollar of 0.00009594 on all land within the area of the **Adelaide and Mount Lofty Ranges Natural Resources Management Board** to reimburse the Council the amount contributed to the Board of \$1,337,669 in accordance with Section 95 of the *Natural Resources Management Act 2004*.

MOVED

SECONDED

- (b) A rate in the dollar of 0.0003523, capped at \$2,000, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along the entirety of Unley Road, to raise \$110,000 for use by the **Unley Road Association Inc.** to fund a marketing program for the financial year ending 30 June 2019.

MOVED

SECONDED

- (c) A rate in the dollar of 0.001372, capped at \$2,000, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south, to raise \$54,500 for use by the **Goodwood Road Business Association** to fund a marketing program for the financial year ending 30 June 2019.

MOVED

SECONDED

- (d) A rate in the dollar of 0.001957, capped at \$2,000, in respect of land with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road, to raise \$144,500 for use by the **King William Road Traders' Association Inc** to fund a marketing program for the financial year ending 30 June 2019.

MOVED

SECONDED

- (e) A rate based upon a fixed charge of \$250 on land with a land use of Commercial Shop, Commercial Office and Commercial Other with addresses along Fullarton Road situated between Cross Road and Fisher Street to raise \$13,000 for use by the **Fullarton Road South Traders Association Inc.** to fund a marketing program for the financial year ending 30 June 2019.

2.7 Payment of Rates

MOVED

SECONDED

That for the fiscal year ending 30 June 2019, all rates declared and imposed shall, pursuant to Section 181(1) and 181(2) and subject to Section 181(4)(b) of the *Local Government Act, 1999*, fall due in a single instalment on 1 September 2018 or four equal or approximately equal instalments on 1 September 2018, 1 December 2018, 1 March 2019 and 1 June 2019.

3. RELEVANT CORE STRATEGIES/POLICIES

- Local Government Act 1999 Sections 123, 153, 154, 156, 158 and 181.
- Local Government (Financial Management) Regulations 2011 Regulation 6 and 7.
- Local Government (General) Regulations 2013, Regulation 14(1).
- Natural Resources Management Act 2004, Section 95, Division 5, Chapter 10.
- Organisational Strategy/Goal:
 - 4.1 – We have strong leadership and governance;
 - 4.2 – Council provides best value services to the community; and
 - 4.3 – Our business systems are effective and transparent.

4. DISCUSSION

The programs and resource expenditure forecasts reflected in the proposed 2018-19 Annual Business Plan and Budget have been set in accordance with statutory requirements, and provide accountability to the community in achieving Council's goals and objectives as detailed in our Budget Framework, Appendix 3 of the 2018-19 Annual Business Plan and Budget document.

Attachment 1

Annual Business Plan and Budget Overview

The Annual Business Plan and Budget presented in this report have been developed through a process of consultation and review with Elected Members and Council Officers. They reflect consultation with the Community with regard to the delivery of Council's service levels and projects. The budget is financially responsible and maintains financial sustainability.

Community Engagement

Community consultation on the 2018-19 Draft Annual Business Plan occurred between 26 April 2018 and 27 May 2018 and included:

- Submissions received via *Your Say Unley*, Council's PO Box 1, email facility, or in writing; and
- Public meetings were held on 10 May at Goodwood Library and Clarence Park Community Centre, 14 May at Unley Civic Centre, 17 May at Living Choice and 21 May at Unley Community Centre.

Public consultation generated 29 submissions. 29 people also attended public information sessions that provided the opportunity to ask questions, raise suggestions and provide comments. All respondents have received an acknowledgement of their participation in the feedback process. Where an action, concern or complaint has been raised, the relevant General Manager or delegate has been notified so that they are able to contact the respondent.

Key themes included:

- Concern that the allocation for Millswood Croquet Club was not included for 2018-19.
- Concern that there was not adequate financial support for the two Men's Shed Programs in Clarence Park and Parkside.
- The high amount of expenditure for Unley Gourmet Gala and Tour Down Under.
- Concern that the amount of expenditure allocated to environmental initiatives and increasing the tree canopy was not adequate.
- Concern that the cost of the King William Road redevelopment was very high and questions as to whether the capital investment is necessary.
- Parking particularly around King William Road and Goodwood Road.
- Safety of footways, particularly in relation to trip hazards.

All of the feedback collected during this period was distributed and discussed by the Elected Members at the budget workshop on 4 June 2018.

As a result of the feedback, a number of items were noted for possible consideration and further investigation as part of the 2018-19 Budget Review process should new savings be identified. These are as follows:

- An increase of \$15K in community grants to support the Clarence Park Men's Shed.
- 24k towards the Hyde Park Croquet Club lighting upgrade.
- \$23.6K to replace the Goodwood Cricket Club pitch and nets.
- Funding to support improved signage for Almond St

These projects together with other feedback received are discussed further in the report Item 1190, 2018-19 Annual Business Plan and Budget Submissions.

2018-19 Budget Overview

The final Operating Surplus (before accounting for Centennial Park) of \$3.638m, remains the same amount presented in the 2018-19 Draft Budget for consultation. Projected income is sufficient to meet the projected operating expenses as well as principal repayments for the 2018-19 year.

Council has adopted the financial targets indicated below (targets do not include Centennial Park).

	2018-19 Budget	Adopted Target
Operating Surplus Ratio (excluding Centennial Park)	5.1%	>=5%
Net Financial Liabilities Ratio	48%	<80%
Asset Sustainability Ratio	101%	>=100%

Council's 2018-19 estimated Operating Surplus, Net Financial Liabilities and Asset Sustainability ratio achieve the adopted targets.

The 2018-19 Budget includes the following features:

- A rates increase for existing ratepayers of 2.8%.
- Proposed 2018-19 net Operating Projects of \$1.242M.
- Proposed 2018-19 net Capital Replacement of \$7.627M.
- Proposed net Capital New of \$8.321M.
- Funding for proposed new capital will come from borrowings estimated at \$6.329M.
- Maintaining all existing services at current service levels.

Operating Projects

Operating projects are either one-off, short term projects or a request to change the level of service. A request to change the level of service will impact future budgets.

These projects are to be funded by Council's rates income and therefore affect rate increases being considered. The net amount for operating projects for 2018-19 is \$1.242M.

Significant items for 2018-19 include:

- Undertaking a number of traffic and parking initiatives including:
 - a local area traffic management study for Clarence Park \$40K;
 - improvements to parking across the City \$40K; and
- Council Elections for 2018, including Elected Member induction \$194K.
- Continuation of ongoing environmental initiatives and programs including second generation street tree implementation \$75K, water sensitive urban design (WSUD) initiatives \$40K, greening of verges \$50K and street tree water well installation of \$50K
- Activities that showcase the City of Unley including Unley Gourmet Gala, Tour Down Under (proposed but stage is yet to be confirmed), King William, Goodwood and Unley Road events and annual community events program and related activities in the order of \$400K.

New Capital

The proposed new capital projects total \$8.32m net and include:

- King William Road Streetscape (High Street).
- Continuation of the implementation of the local area traffic management study for Parkside and Fullarton.
- Implementation of Council's Cycling and Walking Plan Year 3.
- Unley Oval Grandstand upgrade.
- Goodwood Sporting Complex upgrade.
- LED street lighting project.
- Council's Brown Hill Keswick Creek project contribution.

New capital expenditure may not significantly impact rates in the year of creation but will affect the rates income in the future. As we build new assets or improve old assets the cost of depreciation, maintenance and interest expense increases. New capital is largely funded by borrowings, however, Council seeks to obtain, where possible, grants to help fund these new assets.

Council will require additional funds of \$6.329M in borrowings. The decision on the type of borrowing and interest rate arrangements shall take into account future cash flow implications of the Long Term Financial Plan, intergenerational equity and the cost of debt at the time the borrowing is made, giving due regard to minimising exposure to interest rate movements.

This will result in total estimated borrowings at 30 June 2019 of **\$11.36M**.

Council also noted additional requests for capital contributions from a number of budget submissions as part of the consultation process including:

- Millswood Croquet Club \$260K.
- Women's Memorial Playing Fields.
- \$24K towards Hyde Park Croquet Club Lighting upgrade and Lawn renewal.
- \$23.6K for Goodwood Cricket Club Pitch replacement of concrete pitches.

These projects are discussed in more detail in report Item 1190, 2018-19 Annual Business Plan and Budget Submissions.

Capital Renewal

The proposed Capital Renewal Program of net \$7.627m has been based on current asset information and asset management plans. This results in an Asset Sustainability Ratio for 2018-19 of 101% compared to depreciation. The program includes the following:

- \$1.127M for the proposed road reseal program;
- \$1.041M for the footways renewal program;
- \$872K for drains and storm water;
- \$883K for the Property Program, and
- \$493K for reserves, recreation and open space projects.

Budget Framework

The income and expenditure forecasts in the Annual Business Plan and Budget for the financial year ending 30 June 2018, have been set at a level that meets statutory requirements and provides accountability to the community to achieve the Council's goals and objectives. Council's Budget Framework is detailed at Appendix 3 of Attachment 1 2018-19 Annual Business Plan and Budget.

Attachment 1

Rating Information

During the community consultation phase of the budget development, the Council communicated its intention to increase rates for existing rate payers by 2.8%. Together with rate growth of 0.5% this results in the estimated total general rates revenue for 2018-19 of \$39.5M net of rebates.

The minimum rate will increase from \$781 to \$805.

Differential Separate Rates

Council proposes to continue to raise a differential separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and passes the funds onto the Trader Associations for marketing and promotion purposes.

This funding will be distributed as follows:

Main Street Trader Association	\$
Unley Road	110,000
Goodwood Road	54,500
King William Road	144,500
Fullarton Road	13,250

In 2016-17, Council also adopted a recommendation from UBED to cap the separate rate at \$2,000. This principle continues for 2018-19.

Natural Resource Management Levy

The *Natural Resources Management Act 2004* imposes the duty on councils to charge a levy, as though it were a separate rate under Chapter 10 of the *Local Government Act 1999*, on rateable land in the Adelaide and Mount Lofty Ranges Natural Resources Management Area. Such a rate must be fixed and calculated so as to raise the same amount as the Council's share to be contributed to the Board (taking into account any rebates/remissions in Division 5, Chapter 10).

The amount to be contributed to the Adelaide and Mount Lofty Ranges Natural Resources Management Board (NRM Board) for 2018-19 will be \$1.338M. This represents an increase of 4.1% over the contribution for the previous financial year. Council will provide suitable information to residents explaining Council's role as an agent for the NRM Board in the collection of this levy.

City Wide Revaluation Impact

The Valuer General has valued all of the City of Unley. The total value of properties in Unley has increased to \$14.534 billion which is an increase of 6.21% compared to last year split between a capital value valuation increase of 4.68% and growth of 0.47%.

Excluding growth, residential rateable property capital valuations increased by approximately 6.69% on average, while Commercial – Office and Other properties have increased by 3.19% and Commercial – Shop and all other land use properties by 2.11% on average.

Council has considered the change in valuations when distributing the rates burden.

The change in the rate in the dollar for the three differential general rate categories (Residential, Commercial Shop, et al and Commercial Office/Other) is provided in the following table:

	Residential	Commercial Shop, et.al	Commercial Office/Other
	Category 1	Category 2	Category 3
2015-16	0.002661	0.005023	0.005988
2016-17	0.002586	0.005101	0.006043
2017-18	0.002540	0.005060	0.005998
2018-19	0.002459	0.004959	0.005968

The 2018-19 Annual Business Plan and Budget is provided for Members' information as Attachment 1 to Item 1191/18.

Attachment 1

5. **ANALYSIS OF OPTIONS**

Option 1 – Adopt the proposed 2018-19 Annual Business Plan and Budget in the format of the seven resolutions.

Budget highlights being but not limited to:

- Operating surplus (excluding Centennial Park) of \$ 3.638M
- Net New Operating projects of \$ 1.242M
- Net Replacement capital works of \$ 7.627M
- Net New capital works of \$ 8.321M
- Additional Funding through new borrowings \$ 6.329M

The budget is financially responsible, maintains financial sustainability and delivers value for the community.

Option 2 – Council amends the proposed 2018-19 Annual Business Plan and Budget prior to adoption.

Any changes to the Annual Business Plan at this late stage may delay the adoption of the Budget as recalculations and amendments to the proposed rates will need to be undertaken.

If there is a delay in the adoption process, there may be an impact on the services delivered. The budget is a plan, and Council has the opportunity to make changes to it at any of the legislated Budget Reviews that will occur in the coming financial year. These legislated Budget Reviews are designed to consider any changes that come to light that may impact the estimated year end result.

Furthermore it may be necessary in light of any late changes to the Budget, to revisit the Annual Business Plan.

6. RECOMMENDED OPTION

Option 1 is the recommended option.

7. POLICY IMPLICATIONS

Adoption of the 2018-19 Annual Business Plan and Budget will ensure the delivery of services that contribute toward the achievement of the Council's agreed Community Plan 2033.

The 2018-19 Annual Business Plan and Budget is financially responsible and aims to deliver a well-managed, financially sustainable result for current and future generations of residents, businesses and other ratepayers.

8. REPORT CONSULTATION

The budget build for operating income, expenditure, operating projects, new capital and capital replacement programs was developed by the relevant Business Unit Manager, and approved by the relevant General Manager.

In addition, three budget workshops were held with Elected Members as part of developing and finalising Council's 2018-19 Annual Business Plan and Budget. These workshops allowed Elected Members to prioritise, refine and discuss projects and services and the corresponding funding of such through rates, fees and charges and borrowings.

As a result of feedback from the Elected Member Workshops it is recommended that a pre-budget process be run for 2019-20, whereby the community is invited to put forward ideas and initiatives for inclusion. This will allow Elected Members and Administration to capture and discuss potential projects, prior to Elected Member workshops and consultation process.

9. ATTACHMENTS

- Attachment 1 – 2018-19 Annual Business Plan and Budget.

10. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
James Roberts	Acting General Manager Business Support and Improvement
Peter Tsokas	Chief Executive Officer

2018-19 ANNUAL BUSINESS PLAN & BUDGET

THE CITY of
Unley



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Background

Section 123 of the *Local Government Act 1999* (the Act) requires Council to have a budget for each financial year. This budget must be considered as part of the Council's Annual Business Plan.

Before a council adopts its Annual Business Plan it must prepare a draft Annual Business Plan and undertake public consultation. The consultation for this Plan was undertaken between 26 April and 27 May 2018, with a public meetings held between the 10 May and 21 May at various locations across the city.

All of the feedback collected during this period was distributed to, and discussed by, the Elected Members, and taken into account in finalising the 2018-19 Annual Business Plan and Budget.

How Council measures its performance

Council measures its achievements and financial performance in the following ways:

- Regular financial reporting to Executive and Council
- Quarterly corporate performance reports provided to Executive and Council
- Three Budget Reviews
- Annual review of the Long Term Financial Plan,
- Review and input from Council's Audit and Governance Committee
- Production of the Annual Report including audited financial statements
- Community Engagement.

Strategies behind the Annual Business Plan

The purpose of the Annual Business Plan is to provide:

- an understanding of Annual objectives for the year in the context of Council's long-term plans
- an overview of the activities and services provided by Council
- Key financial information relating to revenue and expenditure
- Proposed new initiatives and projects
- the impact of rates for 2018-19, and
- Council's Financial Planning Framework including the Long Term Financial Plan and Asset Management Plans.

Executive Summary

The Annual Business Plan for 2018-19 has been prepared in accordance with the priorities of Unley's Community Plan and 4 Year Delivery Plan, whilst ensuring the financial targets adopted by Council are met.

Key financial information for 2018-19 is summarised below.

General Rate Increase	2.8%
Rates Growth (new rateable properties and improvements)	0.5%

Budget Summary	\$'000
General Rates Income	41,215
All Other Operating Income	6,815
Total Operating Income	48,030
Operating Expenses	44,392
New Operating Project Initiatives (Net)	1,242
Operating Surplus (excluding Centennial Park)	2,396
Net Capital Renewal Program Expenditure	7,627
Net New Capital Expenditure	8,321
Total Net Capital Expenditure	15,948
Estimated New Borrowings	6,329
Repayment of Borrowings	669

Council will raise sufficient income to cover its operating expenses and undertake repayment of its debt.

Key Financial Targets

Indicator	Adopted Target	2018 Budget
Operating Surplus Ratio (excluding Centennial Park)	> 5.0%	5.1%
Net Financial Liabilities Ratio	= < 80%	48%
Asset Sustainability Ratio	= > 100%	101%

Impact on ratepayers

The overall amount ratepayers will pay in general rates will increase on average by 2.8%. For a residential property of average value, this equates to an increase of approximately \$49 for the 2018-19 year. Rate increases may vary from the average where there has been new development, capital improvements or other significant changes that impact the value of the property.

Significant Influences for the 2018-19 Budget

A number of significant projects and external environmental changes have influenced the preparation of the Council's 2018-19 Annual Business Plan and Budget. These include:

- Commitments to long-term major projects including King William Road, Unley Oval Goodwood Oval, LED lighting replacement and Brown Hill Keswick Creek;
- Increase in the cost to dispose of recyclables as a result of China's ban on international waste.

Other Influences for the 2018-19 Budget

There are also other annual items that are considered when setting rates and deciding on councils program of works. These include:

- Local Government Price Index increases, which in recent years has tracked close to CPI
- Provision for Enterprise Bargaining Agreements, which determine conditions of employment and provide for annual salary and wage increases
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets
- Additional maintenance costs due to increased capital improvements, and the construction of new assets over recent years
- Natural Resource Management levy increase of 4.1%

Council has continued its review of service sustainability to minimise the burden on ratepayers.

Savings identified as part of 2018-19 Budget Preparation include:

- Reduction in telecommunication costs of \$29k, Multifunction device consumables cost savings of \$26k, Cleaning contract savings of \$180k and non-rates income growth of \$213k.

The total proposed capital spend on new assets for 2018-19 is \$10.12m. This spend is offset by funding grants from State and Federal Governments, the Australian Football League (AFL) and the South Australian National Football League (SANFL), reducing councils total contribution to \$8.32m. The projected operating surplus will support partial funding of these works, with the remaining \$6.329m to come from new borrowings.

Services provided to the Community

All councils have basic responsibilities under the *Local Government Act 1999* (the Act) and other relevant legislation. These include:

- Regulatory activities, including voters' roll maintenance and Elected Members' support
- Determining longer term strategic management and management plans, financial plans, infrastructure and asset management plans, and policies and procedures
- Setting rates, preparing an Annual Business Plan and Budget
- Management and maintenance of basic infrastructure including roads, footpaths, parks, public open space, playgrounds, street lighting and stormwater drainage
- Street cleaning and rubbish collection
- Development planning and control, including building safety assessment
- Provision of various environmental health services
- Management and maintenance of Councils urban forest in streets and parks
- Management and maintenance of Council owned Community Centres and other buildings.

In response to community needs, Council provides the following services and programs, over and above those listed above:

- | | |
|-------------------------------|-----------------------------|
| • Aged and Social Care | • Economic Development |
| • Animal Management | • Environmental Management |
| • Arts & Cultural Development | • Library Services |
| • Community Centres | • Museum |
| • Community Development | • Open Space Management |
| • Community Engagement | • Parking Control |
| • Community Event Programs | • Sport and Recreation |
| • Community Services | • Sustainable Landscapes |
| • Community Transport | • Volunteers |
| • Community Grants | • Urban Policy and Planning |
| • Corporate Services | • Youth Development |

The Council also maintains a number of facilities and services on a fee for service basis, some of which are subsidised and include:

- | | |
|--|---|
| • Unley Swimming Centre | • Community Bus Service |
| • Commonwealth Home Support Program (CHSP) - formerly HACC Program | • Halls for hire |
| | • Ovals, courts, parks and reserves for hire. |

An increased allowance for reactive footpath maintenance has been continued as an Operating Project for 2018-19. From 2019-20 this will become an ongoing increase to operating expenditure.

The remaining services from 2017-18 will be maintained at existing service levels for 2018-19.

Annual Objectives and Key Projects

The four key themes of our Community Plan and Four Year Delivery Plan guides how our city develops. The key projects for 2018-19 have been listed under the agreed themes:

Community Living

Key Projects 2018-19

- Implementation of the local area traffic management study for Parkside and Fullarton and local area traffic management study for Clarence Park
- Continued increased level of service for reactive footpath maintenance
- Unley Oval Grandstand upgrade
- Goodwood Oval Grandstand upgrade
- Place activation and community development through staging of major events including Unley Gourmet Gala, Tour Down Under, Public Arts and a diverse Community Events Program
- Continuation of Councils Active Aging programs.

Economic Prosperity

Key Projects 2018-19

- King William Road year 1 of 2 year project
- Support the main street precincts through main street improvements
- Trader event sponsorships

Environmental Stewardship

Key Projects 2018-19

- Council's contribution to the Brown Hill Keswick Creek regional project works and establishment of subsidiary
- Implementation of Council's Cycling and Walking Plan year 3
- Continuation of ongoing environmental initiatives and programs including second generation street tree implementation, greening of verges, water sensitive urban design initiatives, investigation of alternative lighting solutions for street lighting, alternative green energy options and water well installations
- Replace existing council owned street lights with LED lights in residential streets

Civic Leadership

Key Projects 2018-19

- Year 2 of the review of services using Target Operating Model approach
- Implementation of Digital Transformation Plan year 1 to enhance and modernise existing online functionality and add new delivery and self-help functions
- Council Elections

Project Priorities proposed for the Year

Council's proposed project priorities for 2018-19 stem from the themes outlined in Council's draft Community and Four Year Delivery Plans.

Council has undertaken a methodical and considered approach to determine its priorities for the upcoming financial year. These are the steps that were taken to determine the proposed projects for consultation:

- The Capital Works Program was guided by Council's Asset Management Plans
- Council proposed projects that aim to assist in achieving the Strategic Themes in Council's draft Community Plan and 4 Year Delivery Plan
- Elected Members submitted projects based on perceived community need
- Projects were divided into three broad categories: Operating Projects (including change to service), New Capital and Capital Renewal Program
- Elected Member workshops were used to further prioritise, refine and finalise the proposed project list for community consultation

Operating Projects

These types of projects are either one-off, short term projects or a change to the current level of service. Any change to level of service will also impact future budgets.

These projects are funded by Council's rates income and therefore affect the level of rates increase being considered. Council is considering a rate increase of 2.8% plus estimated growth of 0.5% and this Budget proposes to fund a net amount of \$1.242m of operating projects.

Key items for 2018-19 include:

- Undertaking a number of traffic and parking initiatives including:
 - a local area traffic management study for Clarence Park \$40k
 - improvements to parking across the City \$40k
- Council Elections for 2018, including Elected Member induction \$194k
- Continuation of ongoing environmental initiatives and programs including second generation street tree implementation \$75k, water sensitive urban design (WSUD) initiatives \$40k, greening of verges \$50k and street tree water well installation of \$50k
- Activities that showcase the City of Unley including Unley Gourmet Gala, Tour Down Under (proposed but stage is yet to be confirmed), King William, Goodwood and Unley Road events and annual community events program and related activities in the order of \$400k.

The full list of projects is detailed in Appendix 4.

Capital Projects

The City of Unley own a large number of assets with a current depreciable value of approximately \$569m including land. It is important that Council maintain these assets so that they continue to benefit the whole community now and into the future.

New capital projects will largely be funded by borrowings. New capital projects total \$8.32m net and include:

- King William Road Streetscape \$2.25m, year 2 of a multiyear project
- Implementation of the local area traffic management study for Parkside and Fullarton \$215k
- Continued implementation of Council's Cycling and Walking Plan Year 3 totalling \$180k
- Unley Oval Grandstand upgrade \$1.5m net, year 2 of a multiyear project
- Goodwood Sporting Complex upgrades \$1.8m, year 2 of a multiyear project
- Council's Brown Hill Keswick Creek project contribution of \$1.5m

New capital expenditure may not significantly impact rates in the year of creation but will affect the rates income in the future. As we build new assets or improve old assets the cost of depreciation, maintenance and interest expenses increase. New capital is largely funded by borrowings; however, Council seeks to obtain, where possible, grants to help fund these new assets.

The Capital Renewal Program of \$7.627m net is based on current asset information and asset management plans. Items include:

- \$1.127m for the proposed road reseal program
- \$1.041m for the footways renewal program
- \$872k for drains and storm water
- \$883k for the Property Program, and
- \$493k for reserves, recreation and open space projects

Details of the full Capital Works Program are provided in Appendices 5 and 6.

Borrowings for the 2018-19 Financial Year

Borrowings are an important funding source, especially for expenditure relating to the New Capital. The key objective is to manage the finances of the Council holistically and ensure financial sustainability.

An independent local government report on financial sustainability encourages the use of borrowings to promote intergenerational equity. This involves spreading costs in relation to significant capital expenditure based on the pattern of benefits over time so that one generation is not excessively subsidising another.

Where there is a persuasive argument relating to intergenerational equity, Council will consider the appropriate use of borrowings. This is managed within financial targets to ensure future cash flows are sufficient to repay borrowings with minimal impact on general operations over the medium term.

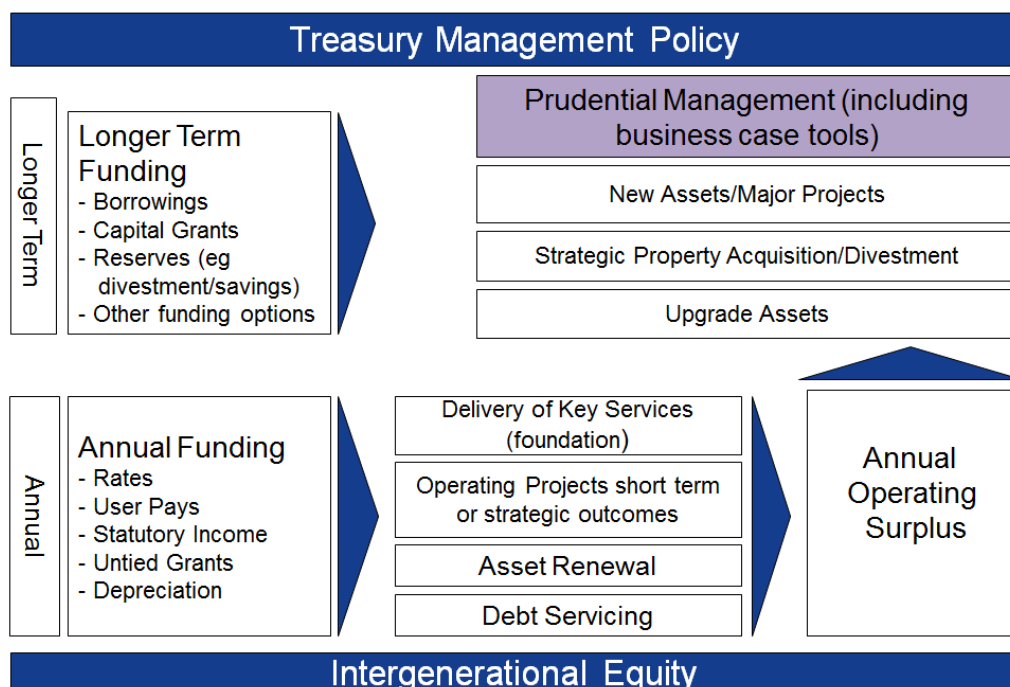
As part of finalising the 2018-19 Budget, Council considered those Capital Projects with short term benefits to determine if they should be funded by rates or borrowing.

	\$000s
Forecast Opening Balance of Borrowings July 2018	5,700
Estimated Borrowing for 2018-19	6,329
Repayment of principal repayments for 2018-19	<u>(669)</u>
Forecast Closing Balance of Borrowings June 2019	<u>\$11,360</u>

Financial Policy Context

Financial Planning Framework

The following diagram illustrates the funding framework for the City of Unley.



In addition, in September 2016, Council adopted two updated policies, namely the Treasury Management Policy and the Prudential Management Policy, which provides context in terms of Council decisions.

Treasury Management Policy

The Treasury Management Policy underpins Council's decision making for funding Council's operations. The policy covers borrowing, cash flow, budgeting, and investments. The updated policy includes principles relevant to borrowing for strategic purposes while maintaining a target range for Net Financial liabilities.

The specific principles mean Council will:

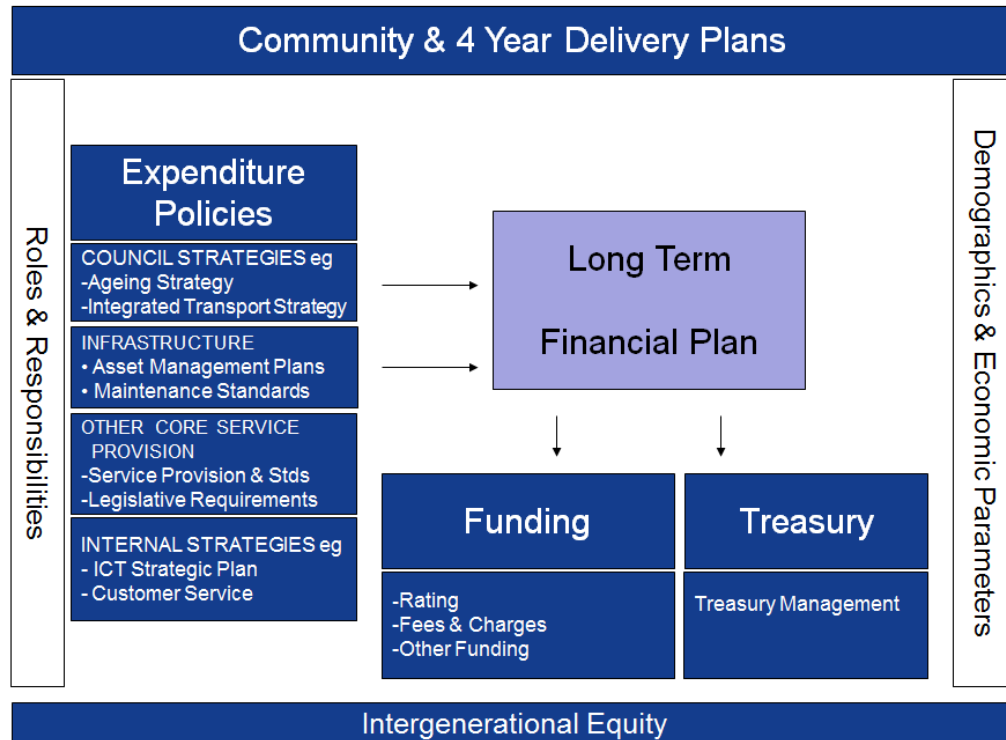
- Maintain a target range for its Net Financial Liabilities ratio;
- Generally, only borrow funds to support cash flow;
- Only retain or quarantine money for a particular future purpose when required by legislation or as part of an agreement;
- Apply, where cost effective, any funds that are not immediately required to meet approved expenditure, to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.
- Not borrow for funding annual operational expenditure

Prudential Management Policy (including Business Case Tools)

The revised Prudential Management Policy adopted in September 2016 now includes specific references to due diligence assessment to determine the level of risk to which Council may be exposed in undertaking projects including the acquisition of property.

Long Term Financial Plan (LTFP)

Council uses a LTFP to guide its financial decisions to ensure it is prudent in its financial management and considers a long term view. The LTFP has been reviewed and updated to reflect the most current information available.



The key components of the plan are:

- Assessment of Council's current financial position and achieving longer term financial sustainability
- Ensuring Financial Targets are met
- Consideration of Council's appropriate role and responsibilities
- Ensuring alignment with the Community Plan and Four Year Delivery Plan and maintenance of high priority strategies
- Ensuring all proposed strategies are costed before adoption
- Ensuring alignment with agreed service provision and delivery standards
- Ensuring alignment with Asset Management Plans and Maintenance Standards
- Ensuring alignment with internal support strategies
- Ensuring alignment with Funding and Treasury principles as well as intergenerational equity (rating stability, Treasury Policy, fees and charges, external funding and investments)

Target Financial Indicators

Under the requirements of Regulation 5(c) of the *Local Government (Financial Management) Regulations 2011*, there is a requirement for Council's LTFP as well as the Annual Financial Statements and Budget to include:

- An Operating Surplus ratio
- A Net Financial Liabilities ratio, and
- An Asset Sustainability ratio.

These ratios are to be presented in a manner consistent with the "Model Financial Statements", Financial Indicators.

Council has adopted three key financial targets relating to these required ratios to guide the direction of the LTFP and Annual Business Plan and Budget. These targets were adopted at the February 2017 Council meeting following a recommendation from the Audit & Governance Committee. Council agreed to retain these targets at its March 2018 meeting following a recommendation from the Audit & Governance Committee.

Financial Indicator	Adopted Target
Operating Surplus Ratio (excluding Centennial Park)	Greater of 5%
Net Financial Liabilities Ratio	<80% of Total Operating Revenue
Asset Sustainability Ratio (rolling 10 year average)	>=100%

The Net Financial Liabilities Ratio of less than 80% is the key target indicator for Council to assess its capacity to borrow in the medium to long term.

The Net Financial Liabilities Ratio is calculated by expressing net financial liabilities at the end of the year as a percentage of total operating revenue for the year.

Taking into account principal repayments and movements in short term borrowings, it is anticipated that total borrowings will increase by \$5.66m from the opening 1 July 2018 balance of \$5.7m to \$11.36m at 30 June 2018. This reflects a Net Financial Liabilities Ratio of 48%.

This Annual Business Plan satisfies all Financial Indicator Targets.

Infrastructure and Asset Management Plans

The City of Unley is responsible for the management, operation and maintenance of a diverse asset portfolio that provides services and facilities for City users. Infrastructure and Asset Management Plans have been developed for all infrastructure assets to ensure Council continues to provide effective and comprehensive management of its assets.

The development of the Infrastructure and Asset Management Plans indicate Council's ongoing commitment to maintain its asset portfolio efficiently to deliver the required levels of service for the community.

Asset management is driven from a service perspective. Council has implemented an agreed level of service for property, bridge, road and footpath asset classes.

The asset system will collect real time data coupled with ongoing regular condition audits, to allow more accurate predictive modelling in regard to treatments and life expectancy of each asset class. Over the next few years the management of assets will balance the target levels of service for each specific asset with the long term costs.

The Infrastructure and Asset Management Plans provide the basis for the Capital Renewal Program included in Council's LTFP and is refined as part of the Annual Business Plan and Budget process. In 2018-19 the Capital Renewal Program has a projected net expenditure of \$7.627m, Appendix 6 – Capital Renewal Summary.

For footpaths forming part of the footways asset category, Council has endorsed a schedule to replace all asphalt to pavers. It is anticipated that the City of Unley will be fully paved by June 2019.

In addition to the Capital Renewal Program Council allocates a significant amount of funds for the operation and maintenance of its asset. For 2018-19 this amounts to \$19.247m.

Details are as follows:

Program and Asset Category	2018-19 Budget Expenditure \$000s	Depreciation	Total Operating Expenditure
Transportation Program			
Bridges	14	133	147
Bus Shelters	9		9
Car Parks	42	78	120
Footpaths	384	1,245	1,629
Kerb & Watertable	226	398	624
Linemarking	76		76
Roadworks	1,097		1,097
Signs	206		206
Street Cleaning	538		538
Street Lighting	566	28	594
	3,158	1,882	5,040
Property Program			
Buildings	1,939	1,326	3,265
Open Space Program			
Reserves	2,082	500	2,582
Street Trees	715		715
	2,797	500	3,297
Drains & Stormwater Program	181	1,122	1,303
Waste Management Program	3,940		3,940
Environmental Initiatives	128		128
Strategic Asset Management	501		501
Depot (including Plant)	641	660	1,301
City Development Management	472		472
Total Asset Maintenance related Expenditure	13,757	5,490	19,247

* For the purpose of reviewing the budget during the year, funding reallocation resulting in no financial impact will not be reported.

Council captures information in relation to changes in maintenance requirements on New Capital and Operating Projects as detailed in Appendix 4 Operating Projects and Appendix 5 New Capital. This assists Council to consider the impact on future costs as part of long term financial planning and enable Council to make allowance for these costs in future budgets.

Funding the Business Plan

Excluding borrowings for New Capital, over 85% of Council's funding is generated from rates with the balance largely related to fees and charges set by Council or statutory fees.

Rates Context

Council will continue with its current method of rating, which is three differential rates with a minimum rate, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the City of Unley.

Rates income is used to deliver services. Rates are a form of property taxation, and property values determine how much each property owner contributes. This system of taxation means that the rates paid may not directly relate to the services used by each ratepayer.

General rates will increase in the order of 2.8% with a further estimated increase of 0.5% from growth. Growth represents new development, capital improvements to existing properties and changes to value as a result of land divisions and will be confirmed by the Valuer-General as part of the valuation of the Council area.

Refer to Appendix 7 for details on Rates Assistance Available.

Rate Statistics

Council has over 18,900 assessments with just over 16,930 for residential, over 920 assessments for non-residential Category 2 (including commercial shops, industrial, and vacant) and nearly 870 non-residential Category 3 (commercial offices and commercial – other). There are 175 non-rateable assessments.

Assessments with the minimum rate total just over 2,400, with residential making up over 2,300 of these assessments.

Rates Modelling

The valuation for the Council area has been completed by the Valuer-General and reflects an increase of 5.47% in valuation for **existing properties**.

Analysis indicates that:

- residential properties, representing over 86% of the overall rateable valuation, had an average valuation increase of 5.8%.
- non-residential properties, including commercial, had an average valuation increase of 3.1%.

The Budget has been formulated using differential rates for residential and non-residential property, resulting in an overall increase in rates of 2.8% excluding growth.

Valuation Method

The Council uses the **capital value** method of valuing properties. This method values the land and all improvements on the land. It is the most widely used method across South Australian councils.

Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the City. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.

In determining how rates are applied, and in determining the rate in the dollar, Council uses the following options.

Minimum Rate

In accordance with S158 of the Act, Council has decided that there will be a minimum rate on every rateable property. Council, in adopting a minimum rate, considers it appropriate that all rateable properties make a contribution to the cost of administering the Council's activities and creating and maintaining the physical infrastructure that supports each property.

The minimum rate will increase to \$805, an increase of \$24. City of Unley maintains one of the lowest minimum rates in metropolitan Adelaide.

Differential Rates

In accordance with S153 of the Act, Council will declare three differential General Rates according to the land use category. The land use categories are as follows:

Group 1	Non-residential Category 2	Non-residential Category 3
Residential	Commercial Shop Industry Light Industry Other Primary Production Vacant Land Other	Commercial Office Commercial Other

Council considers the principle of rate stability when assessing the rates distribution across the above categories. The change in capital value across the land use categories and the rates income provided by each is also considered.

It is estimated that the:

- Residential Differential General Rate will raise net rate revenue in the order of \$31m in 2018-19.
- Non-Residential Differential General Rates will raise net rate revenue in the order of \$8.2m in 2018-19.

Separate Rate for Main Street Trader Associations

Council proposes to continue to raise a separate rate for the promotion of businesses and traders along major shopping strips (excluding Glen Osmond Road). Council collects the separate rate and contracts with the Trader Associations for the provision of marketing and promotion activities.

For the 2018-19 Budget, the separate rates listed in the table below will form part of the proposed Budget. These have been developed in consultation with the four trader associations and their members and were presented to the Unley Business and Economic Development Committee (UBED) in March 2018 and subsequently resolved by Council at the March 2018 Council meeting.

2018-19 Separate Rate for Trader Associations

Main Street Trader Associations	Separate Rate raised 2017-18	Separate Rate raised 2018-19	% Increase (Decrease)
Unley Road	\$ 107 700	\$110,000	2.113%
King William Road	\$ 144 500	\$144,500	NIL
Goodwood Road	\$ 51 500	\$54,500	5.66%
Fullarton Road	\$ 13 250	\$13,250	NIL

In 2016-17, Council also adopted a recommendation from UBED to cap the separate rate at \$2000. This principle continues for 2018-19.

Unley Road

There are approximately 450 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other that pay the separate rate.

King William Road

There are approximately 130 ratepayers with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road that pay the separate rate.

Goodwood Road

Currently just under 100 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south that pay the separate rate.

Fullarton Road

Currently just over 50 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Fullarton Road between Cross Road and Fisher Street that pay the separate rate.

Fullarton Road Traders pay a fixed amount of \$250.

Natural Resource Management Levy

The City of Unley falls within the Central Group of the Adelaide and Mount Lofty Ranges Natural Resource Management (NRM) Board. Council is required, under the *Natural Resources Management Act 2004*, to assist with funding the NRM by imposing a levy against properties.

Council has been advised by the NRM Board that the amount to be paid in 2018-19 is \$1.338m compared to \$1.285m in 2017-18. This represents an increase of 4.1%.

Council does not retain this revenue, or determine how it is spent.

Expected impact on Ratepayers

To deliver the outcomes of the Annual Business Plan for 2018-19, the total General Rates Income required is \$41.215m. This equates to an average rate increase of 2.8% plus 0.5% rates growth. Rate growth is defined as added value for new development including improvements to existing properties and change in value as a result of land divisions.

Council will apply the following rates in the dollar to determine the total rate levied against an individual property:

	Residential	Commercial Shop et al	Commercial Office/ Other
	<i>Category One</i>	<i>Category Two</i>	<i>Category Three</i>
2016-17	0.002586	0.005101	0.006043
2017-18	0.002540	0.005006	0.005998
2018-19	0.002459	0.004959	0.005968

Council has chosen to apply the 2.8% increase as evenly as possible across the three categories.

Fees and Charges Context

Section 188 of the Act provides the legal context for setting fees and charges:

- fees and charges are determined by resolution of Council
- a council is unable to fix or vary fees or charges prescribed under other Acts
- Fees for the use of facilities, services or works requests by council are not required to be set in reference to the cost of the service to council
- council is required to keep the list of fees and charges on public display and provide updates where fees and charges are varied during the year.

Council reviews its fees and charges each year, in conjunction with the development of the annual budget. As in previous years, a comprehensive review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users
- are consistent with Council directions
- are consistent with Council's LTFP assumptions

Generally, this has resulted in proposed fee increases that are in line with CPI or the Local Government Price Index.

Conclusion

The 2018-19 Annual Business Plan and Budget is developed in line with the strategic directions for the City as endorsed by Council. The Plan and Budget reflects Councils continuing focus on ensuring that physical infrastructure is fit for use and maintained in a cost effective way.

The aim of this year's Annual Business Plan and Budget is to deliver a well-managed, sustainable environment for current and future generations.

Appendix 1 – 2018-19 Budgeted General Purpose Financial Statements

Budgeted Uniform Presentation of Finances

Budgeted Statement of Comprehensive Income

Budgeted Statement of Financial Position

Budgeted Statement of Cash Flows

Budgeted Statement of Changes in Equity

Budgeted Financial Indicators

Proposed Budgeted Uniform Presentation of Finances

For the year ended 30 June 2019

\$ '000	2019
Income	48,108
less Expenses	(45,634)
Operating Surplus / (Deficit)	2,474
less Net Outlays on Existing Assets	
Capital Expenditure on Renewal and Replacement of Existing Assets	7,945
less Depreciation, Amortisation and Impairment	(7,880)
less Amounts Received Specifically for Replacement of Existing Assets	-
less Proceeds from Sale of Replaced Assets	(318)
Subtotal	(253)
less Net Outlays on New and Upgraded Assets	
Capital Expenditure on New and Upgraded Assets	8,821
less Amounts Received Specifically for New and Upgraded Assets	(500)
less Proceeds from Sale of Surplus Assets	-
Subtotal	8,321
Net Lending / (Borrowing) for Financial Year	(5,594)
Net Financial Liabilities at Beginning of Year	(17,210)
Decrease / (increase) in Other	(78)
Net Financial Liabilities at End of Year	(22,882)

Proposed Budgeted Statement of Comprehensive Income

For the year ended 30 June 2019

\$ '000	2019
Income	
Rates	41,216
Statutory charges	1,509
User charges	1,711
Grants, subsidies and contributions	2,654
Investment income	12
Reimbursements	299
Other income	630
Operating Projects	-
Net gain - joint ventures & associates	78
Total Income	48,108
Expenses	
Employee Costs	17,703
Materials, contracts & other expenses	18,275
Depreciation, amortisation & impairment	7,880
Finance costs	534
Net loss - joint ventures & associates	-
Operating Projects	1,242
Total Expenses	45,634
Operating Surplus / (Deficit)	2,474
Asset disposal & fair value adjustments	25
Amounts received specifically for new, upgraded assets or replacement assets	500
Physical resources received free of charge	-
Operating result from discontinued operations	-
NET SURPLUS / (DEFICIT)	2,999
Other Comprehensive Income	
Share of other comprehensive income - joint ventures and associates	-
Total Other Comprehensive Income	-
Total Comprehensive Income	2,999

Proposed Budgeted Statement of Financial Position

For the year ended 30 June 2019

\$ '000	2019	2017 \$'000
ASSETS		
Current Assets		
Cash and cash equivalents	217	217
Trade & other receivables	2,340	2,340
Other financial assets	12	12
Total Current Assets	2,569	2,569
Non Current Assets		
Financial Assets	(4)	7
Equity accounted investments in Council businesses	15,402	15,324
Infrastructure, Property, Plant & Equipment	554,984	546,391
Total Non-current Assets	570,382	561,722
TOTAL ASSETS	572,951	564,291
LIABILITIES		
Current Liabilities		
Trade & Other Payables	10,980	8,480
Future Commitment in regards to Grant Funding		2,500
Borrowings - Short Term Draw Down	1,942	1,941
Borrowings Fixed Term	2,211	2,211
Provisions	2,350	2,350
Total Current Liabilities	17,483	17,482
Non-current Liabilities		
Borrowings	7,207	1,547
Provisions	538	538
Other Non-current Liabilities	219	219
Total Non-current Liabilities	7,964	2,304
TOTAL LIABILITIES	25,447	19,786
Net Assets	547,504	544,504
EQUITY		
Accumulated Surplus	147,103	144,103
Asset Revaluation Reserves	400,401	400,401
Other Reserves	-	-
TOTAL EQUITY	547,504	544,504
NET FINANCIAL LIABILITIES	22,882	17,210

Proposed Budgeted Statement of Cash Flows

For the year ended 30 June 2019

\$ '000	2019	2017
Cash Flows from Operating Activities		
<u>Receipts</u>		
Operating Receipts	48,018	47,135
Investment Receipts	12	12
<u>Payments</u>		
Operating payments to suppliers & employees	(37,220)	(36,605)
Finance Payments	(534)	(656)
Net Cash provided by (or used in) Operating Activities	10,276	9,886
Cash Flows from Investing Activities		
<u>Receipts</u>		
Amounts specifically for new or upgraded assets	500	3,480
Proceeds from Sale of Surplus Assets	-	645
Sale of replaced assets	318	229
Repayments of loans by community groups	11	11
<u>Payments</u>		
Expenditure on renewal/replacement of assets	(7,945)	(8,750)
Expenditure on new/upgraded assets	(8,821)	(4,811)
Loans made to Community Groups	-	-
Net Cash provided by (or used in) Investing Activities	(15,937)	(9,196)
Cash Flows from Financing Activities		
<u>Receipts</u>		
Proceeds from borrowings	6,329	1,864
<u>Payments</u>		
Repayments of borrowings	(669)	(2,554)
Net Cash provided by (or used in) Financing Activities	5,660	(690)
Net Increase/ (Decrease) in cash held	(0)	1
plus: Cash & cash equivalents at beginning of period	(1,724)	(1,725)
Cash & cash equivalents at end of period	(1,725)	(1,724)

Proposed Budgeted Statement of Changes in Equity
For the year ended 30 June 2019

\$ '000	Accumulated Surplus	Asset Revaluation Reserve	Total Equity
2018			
Balance at end of previous reporting period	144,103	400,401	544,504
a. Net Surplus / (Deficit) for Year	2,999	-	2,999
b. Other Comprehensive Income			
- Gain (Loss) on revaluation of I, PP&E	-	-	-
- Share of OCI - Equity Accounted Council Businesses	-	-	-
Other Comprehensive Income	-	-	-
Total Comprehensive Income	2,999	-	2,999
Balance at end of period	147,103	400,401	547,504

Proposed Budgeted Financial Indicators

For the year ended 30 June 2019

\$ '000	2019
Operating Surplus Ratio	5.1%
Net Financial Liabilities Ratio	48%
Asset Sustainability Ratio - Current Year based on Asset Management Plan Required Expenditure	97%
Asset Sustainability Ratio - Current Year based on Depreciation	101%
Asset Sustainability Ratio - 10 Year Rolling	110%

Appendix 2 – Budgeted Funding Statement

Proposed Budgeted Funding Statement
For the year ended 30 June 2019

\$ '000	Proposed Budget
Operating Income	
Rates	39,614
Other Rates - Special Rates	317
NRM Levy	1,285
Statutory Charges	1,509
User Charges	1,711
Grants, subsidies & contributions	2,654
Investment Income	12
Reimbursements	299
Other Income	630
Operating Projects	0
Total Operating Income	48,030
Operating Expenditure	
Employee Costs	17,703
Materials, Contracts & Other Expenditure	18,275
Finance Costs	534
Depreciation, amortisation & impairment	7,880
Operating Projects	1,242
Total Operating Expenditure	45,634
Funding Surplus/(Deficit) before Capital Revenue	2,396
Net Outlays on Existing Assets	
Capital Expenditure on Renewal & Replacement of Existing Assets	(7,945)
Depreciation, Amortisation and Impairment	7,880
Amounts received specifically for Renewal & Replacement of Existing Assets	0
Proceeds from Sale of Replaced Assets	318
	253
Net Outlays on New & Upgraded Assets	
Capital Expenditure on New & Upgraded Assets	(8,821)
Amounts received specifically for New & Upgraded Assets	500
Proceeds from Sale of Surplus Assets	0
	(8,321)
Funding Result for Financial Year	(5,672)
Funded By	
New Borrowings	6,329
Proposed Carry Forwards	0
Funding of Carry Forwards & Budget Requests	0
	6,329
Working Capital Funding	0
Community Loans Repaid	11
New Loans to Community Groups	0
Borrowing Repayments	(669)
Total Funding	5,672

Appendix 3 – Budget Framework and Financial Summary

City of Unley 2018-19 Budget

The income and expenditure forecasts in the Annual Business Plan and Budget for the financial year ending 30 June 2018, have been set at a level that meets statutory requirements and provides accountability to the community to achieve the Council's goals and objectives.

2018-19 Budget Framework

The Budget Framework formalises changes in respect to the approved Annual Business Plan and Budget as a result of responding to opportunities, emergencies or other unforeseen events at the time of setting the budget.

For **Core Operating Services**, the Operating Budget has been adopted by total operating revenue and expenditure as referenced in **Appendix 1 Uniform Presentation of Finances**

Council approval will be required where total operating expenditure varies from its approved budget.

Operating Projects

Operating Projects and programs have been developed in consultation with Council. The individual project listing has been included as **Appendix 4** of this document.

Council approval will be required where a change in individual project expenditure is required unless the projects are linked to an identical outcome and delivered by the same budget program. For these projects a reallocation between projects can be undertaken without the need for separate Council approval.

In addition, where a Project has been approved by Council and the Project is allocated to sub projects, the budget can be reallocated across sub projects without Council approval. However, Council approval is required to increase or reduce the overall budget previously approved.

Where a new Operating Project is to be considered or an existing Operating Project deferred, this will require approval by Council.

New Capital Works

A list of New Capital Works Projects has been developed in consultation with Council. The individual project listing has been included as **Appendix 5** of this document.

Where changes to the individual New Capital project expenditure budget is necessary, Council approval is required. Further, where a new project is to be considered or an existing project deferred, this will also require approval by Council.

The Main Street Improvement Program is included in New Capital in total but individual projects are separately approved by Council upon a recommendation from the Unley Business and Economic Development Committee. As such, any change to the budget of individual approved Main Street Improvement Projects or deferral or new projects will require Council approval.

Capital Replacement

These programs and the list of priority projects have been developed by reference to Councils' Asset Management Plans based on condition, levels of service and Council's ongoing commitment to operate and maintain its asset portfolio.

Where changes to the relevant Asset Category expenditure budget is necessary, Council approval is required.

The individual program summary for Capital Replacement has been included as **Appendix 6**.

Grant Funding

When grant funding is received with equivalent income and expenditure, the budget can be adjusted to account for the grant without the need for separate Council approval.

In situations where grant funding requires matching or additional funding from Council, this represents an increase in net expenditure and Council approval is required.

Accounting Reclassification

Where a project requires reclassification between the Operating and Capital Budget to reflect accounting principles the reclassification will occur when practical and the relevant details will be provided to Council at the following Budget Review.

It is noted that transfers between the Operating and Capital Budget have no cash impact on the overall budget.

Financial Summary

	Core Operating Budget	Net Operating Projects	Net New Capital	Net Capital Replacement
	\$ 000s	\$ 000s	\$ 000s	\$ 000s
Income	48,030	47	2,300	318
Expenditure	44,392	1,289	10,621	7,945
Net Surplus/ (Net Expenditure)	\$3,638	\$1,242	\$8,321	\$7,627

Expenditure totals do not include the Net Profit – joint ventures and associates of \$78k

Proposed Operating Budget by Program

Budget Program	Program Description	Draft 2018-19		
		Operating Income \$000s	Operating Expenditure \$000s	Net Expenditure / (Revenue) \$000s
City Development Management	Provides general management, executive support and leadership to the services provided by City Development and to Elected Members	0	472	472
Operational Services	Provides maintenance services to Council's infrastructure, property, open space, street and park trees, plant and equipment assets	1,119	11,665	10,546
Property Services	Provides sustainable strategic management of Council's building and property asset portfolio	404	3,178	2,774
Strategic Asset Management	Provides sustainable strategic management of Council's asset portfolio		501	501
Waste Management	Collection and disposal of general waste, kerbside recycling, green waste and the hard rubbish collection service	82	3,931	3,849
Environmental Initiatives	Drive improved environmental sustainability through policies, strategies, programs and projects.	0	128	128
Transportation & Traffic	Coordination, administration and support to provide an effective, safe and equitable management of transport spaces for all modes, ratepayers and visitors to improve local accessibility and safety	14	580	566
Urban Design	Development and management of high quality public realm and open space. Coordination, administration and support to provide an effective, safe and equitable management of movement spaces for all modes, ratepayers and visitors to improve local accessibility and safety	0	260	260
Urban Policy Planning	Investigate and prepare Council planning strategy, policy and Development Plan Amendments and review State Government strategic, policy and operations directions	0	227	227
City Services Management	Provide general management, executive support and leadership on the services and programs provided by City Services and to Elected Members	0	540	540
Active Ageing	Coordination, administration and support for community based services and projects aimed at facilitating independence and promoting social inclusion	1,253	1,418	165
Arts & Cultural Development	Provision of Art and Cultural Development programs to support a vibrant and active community	5	145	140
Community Bus Program	A community transport service within the City of Unley provided by fully trained and accredited volunteer drivers, aimed at improving mobility plus connection to more City Services	16	139	123
Community Centres	Management and provision of a thriving network of Community Centres that promote social inclusion, belonging and connection	374	860	486
Community Development & Wellbeing Management	Provide management, support and leadership of the projects, programs and services provided by the Community Development & Wellbeing Team.	0	265	265
Community Grants	Funding for community organisations, groups and individuals to implement programs and initiatives that promote community connectivity, belonging, participation and cultural diversity	0	127	127

Budget Program	Program Description	Draft 2018-19		
		Operating Income \$000s	Operating Expenditure \$000s	Net Expenditure / (Revenue) \$000s
Community Events	Efficient and effective coordination of Council-run community and cultural events and activities, as well as the successful facilitation and attraction of external events into the City of Unley to encourage place activation, cultural celebration & vibrancy	0	189	189
Recreation & Sport Planning	Supporting a healthy and active community through the provision of structured and unstructured recreation, sport and leisure programs and facilities	0	117	117
Unley Swimming Centre	Provision of a premier outdoor swimming facility, encouraging community health, wellbeing and water safety	776	1,026	250
Volunteer Development	Coordination, administration and support for community based volunteer services and projects.	0	117	117
Youth Development	Engage and empower young people in the community by identifying, developing and providing activities, programs and events	0	95	95
Animal Management	Promote community safety through education, awareness and compliance with the legislation relating the <i>Dog and Cat Management Act</i> and <i>Local Government Act</i>	179	256	77
Development Services	Planning and building control within the City in accordance with the <i>Development Act</i> and Regulations and other legislative requirements	375	1,794	1,419
Parking Enforcement	Promote community safety through education, awareness and compliance with the legislation relating to the Road Traffic Act and <i>Local Government Act</i> and Council By Laws	985	623	(362)
Public & Environmental Health	Promote community health and safety through education, awareness and compliance with the legislation relating to the <i>Environment and Protection Act</i> and the <i>Local Government Act</i>	37	442	405
Customer Experience	Coordinate and manage the City of Unley brand through customer service, provision of frontline customer service plus resolve customer enquiries and build goodwill within the City of Unley community	0	697	697
Library Services	Provision of Library services, programs and facilities to encourage literacy, lifelong learning and social inclusion and connection	358	2,025	1,667
Unley Museum	Provision of the Unley Museum to showcase the cultural heritage and history of the area through the provision of collection, exhibitions and programs	5	136	131
Office of the CEO	Organise and manage the good governance of the City of Unley, including support for Elected Members and Civic Functions	313	1,292	979
Economic Development	Manage the implementation, monitoring and evaluation of economic development activities and strategic initiatives within the City of Unley	325	631	306
Economic Development and Planning		0	0	0
Strategic Projects	Facilitating delivery of major strategic initiatives from 4 Year Delivery Plan and Community Plan	0	145	145
Governance & Risk	Undertakes administration of legislative and corporate governance requirements, and maintains robust controls through risk management and internal audit oversight	3	927	924
Marketing & Communications	Coordinate and manage the City of Unley reputation and brand in digital and printed communications and media relations	12	482	470
Business Support & Improvement	Provides general management, executive support and leadership to the services provided by Business Support & Improvement Division and supports Elected Members	0	475	475

Budget Program	Program Description	Draft 2018-19		
		Operating Income \$000s	Operating Expenditure \$000s	Net Expenditure / (Revenue) \$000s
Business Systems & Solutions	Manages and maintains Council's Information Communication Technology infrastructure, applications and supporting systems to provide high levels of secure service that supports business operations and performance	0	1,964	1,964
Corporate Activities	The accumulation of corporate costs including leave on-costs, treasury management, levy and taxes and insurances	1,699	3,859	2,160
Culture & Business Capability	This service supports the continuous improvement of overall business capability focused on the provision of 'best value' services to customers. Critical to improved business capability and customer experience is having the best organisational culture possible	0	330	330
Finance & Procurement	Delivers accounting, financial, procurement and treasury management services required to support Council's operations, including statutory and financial reporting obligations	39,696	1,377	(38,319)
Human Resources	Provides support in recruitment, change management, employee relations, injury management, Occupational Health Safety and Welfare	0	958	958
Total		48,030	44,392	(3,638)

Appendix 4 – 2018-19 Proposed New Operating Projects

No.	Title	NET expenditure	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
1	Unley Central	\$ 40,000		X		
2	2018/19 Trader Events Sponsorship	\$ 45,000		X		
3	UGG & TDU	\$ 273,000	X			
4	Community Events Program	\$ 116,000	X			
5	Active Ageing	\$ 20,000	X			
6	Healthy Community Program	\$ 20,000	X			
7	*Reactive Footway Maintenance - increase level of service	\$ 150,000	X			
8	Parking Initiatives General	\$ 40,000	X			
9	Royal Show Traffic Management Support	\$ 21,000	X			
10	Local Govt Elections, including Elected Member Induction	\$ 194,000				X
11	Review of services using a Target Operating Model	\$ 30,000				X
12	City Wide Greening/Verges	\$ 50,000			X	
13	2 nd Generation street tree renewal	\$ 75,000			X	
14	Water Sensitive Urban Design	\$ 40,000			X	
15	Street Tree Water Wells	\$ 50,000			X	
16	Planning System Reform Policy update and transition	\$ 20,000				X
17	All Connections to Unley Art Prize	\$ 30,000	X			
18	LATM 3 Clarence Park	\$ 40,000	X		X	
19	Resilient Est 2018-19 projects	\$ 10,000	X		X	
20	City Wide Street Tree Risk Audit	\$ 25,000	X		X	
	Kirinari lease	-\$ 47,500				X
Operating Projects		\$ 1,241,500				

Proposed New Operating Projects - Detail

	Title	Net Expenditure \$
4 Year Plan Elected Member Priorities		
1	Unley Central This initiative is to continue investigations and facilitation of initiatives relating to the revitalisation of the Unley Central Precinct.	\$40,000
2	2018-19 Trader Event Sponsorship The provision of financial support to Trader Associations in order to stage events based on the following: <ul style="list-style-type: none"> • Unley Road Traders Association \$15,000 Evening Under the Stars (Feb 18) • King William Traders Association \$15,000. For the Unley Long Lunch to be delivered in 2018-19. • Goodwood Road Business Association: \$15,000 SALA on the Side (August 2018) 	\$45,000
3	Unley Gourmet Gala and Tour Down Under The continued staging of Council's Unley Gourmet Gala and the Tour Down Under event in 2018-19 building on previous years' success. The hosting of a TDU Stage is dependent on a stage being granted by SA Tourism Commission.	\$273,000
4	2018-19 Community Events Program The delivery of the City of Unley community events program; including events such as the Double Shot Coffee Fiesta (Nov 18); Ignite Unley Outdoor Cinema Program (Dec 18); Fringe in Unley (Mar 19); Every Generation Festival (Oct 18).	\$116,000
5	Active Ageing Delivery of initiatives relating to Council's Age Friendly Strategy endorsed in December 2015 and informed by research undertaken in 2016-17. As well as the continuation of existing initiatives, the proposed 2018-19 program includes: <ul style="list-style-type: none"> • Fringe in Unley and Zest Fest • Dementia Awareness Training 	\$20,000
6	Healthy Community Program 2018-19 will be year 4 of the 5-year program and will continue to promote the Active Unley program and wellbeing in a broader sense, with an increased focus on community participation in City life, provision of services for all age groups and abilities, promotion of alternative transport options and promoting healthy eating with links to the Greening goal within the Community Plan.	\$20,000
7	Reactive Footway Maintenance – increased level of service This initiative will provide for the ongoing additional funding required to implement Council's agreed higher level of service for ongoing reactive footpath maintenance.	\$150,000

	Title	Net Expenditure \$
8	Parking Initiatives This initiative includes a number of activities aimed at improving parking across the City, including increasing parking accessibility and visibility in the vicinity of main street precincts, delivering outcomes from the Unley Integrated Transport Strategy and reducing unnecessary parking restriction signs.	\$40,000
9	Royal Show Traffic Management Support This is the final year of three-year funding agreement that Council has negotiated with Royal Agricultural and Horticulture Society as a contribution towards traffic management costs during the "Show" period.	\$21,000
10	Local Government Elections including Elected Member Induction This initiative provides for the conduct of the 2018 Local Government Elections and associated Elected Member induction requirements for the new Council. City of Unley requires 6 x Ward elections and a Mayoral election.	\$194,000
11	Implementation of Council's Target Operating Model (TOM) The TOM is an approach of how an organisation can be best organised to more efficiently and effectively deliver and execute its strategy. It will provide Council with a structured approach to understanding and reviewing existing services in detail, to identify the optimum, sustainable balance of service provision	\$30,000
12	City Wide Greening / Verges Implementation of identified streetscape opportunities within the City that can value add or improve the greening of the streetscape for both amenity and environmental benefits.	\$50,000
13	Second Generation Street Tree Implementation (Year 4 of ongoing program) This initiative forms part of Council's endorsed Environmental Sustainability Strategy and Tree Strategy to increase the level of street tree replacement to a more sustainable level. The project covers the removal and replacement of existing street trees to ensure the City maintains its tree canopy cover	\$75,000
14	Water Sensitive Urban Design (WSUD) Initiatives Year 3 of a program to support Council's Environmental Sustainability Strategy to assist in maintaining and enhancing our urban environment as well as strengthening our resilience to climate change. This Project Initiative includes the delivery of the Waterwise Unley theme, and in particular the continued implementation of WSUD which will assist in maintaining and enhancing our urban environment as well as strengthening our resilience to climate change by reducing the water usage across the City.	\$40,000

	Title	Net Expenditure \$
15	<p>Street Tree Water Well Program</p> <p>This is Year 4 of a program forming part of the Environmental Sustainability Strategy to install tree water wells in appropriate streets to assist in providing water to street trees. Tree wells are installed in verges aligned to the Second Generation Tree Program and other verges where Council is planting trees. The initiative does not include the planting of trees.</p>	\$50,000
16	<p>Planning System Reform update and transition</p> <p>The Objectives of this project are to, assess implications and opportunities arising through Planning and Development Code. Pro-actively prepare for identified and emerging planning issues and required policy changes, investigate issues and resolve comprehensive preferred local responses, undertake comprehensive community engagement to develop and implement policy changes.</p> <p>It is proposed that post 2018-19 focus will be on the following initiatives;</p> <ul style="list-style-type: none"> • Significant Tree list audit, review and update (as possible) • Proposed P+D Code policy changes comprehensive community engagement 	\$20,000
17	<p>All Connections Unley Art Prize</p> <p>The All Connections Unley Art Prize was part of the Public Arts Strategy. The Community and Culture Committee in August 2016 indicated a desire to further explore sustainable future opportunities for an Unley Art Prize. The Art Prize will be offered biennially, with a lighter “off year” program to be delivered in 2019-20 at a cost of \$5,000.</p>	\$30,000
18	<p>LATM Study 3 – Clarence Park</p> <p>The proposed project is to complete a Local Area Traffic Management Study (LATM 3) for the area bounded by Leader Street, Goodwood Road, Cross Road and East Avenue. The study will enable a holistic assessment and treatment.</p>	\$40,000
19	<p>Resilient East 2018-19 Project</p> <p>A key priority under the Resilient East Project is the delivery of the Eastern Regional Climate Change Adaptation Plan. The Plan is aimed at ensuring the ‘Eastern Region remains a vibrant, desirable and productive place to live, work and visit and that our businesses, communities and environments can respond positively to the challenges and opportunities presented by a changing climate’.</p>	\$10,000
20	<p>Implementation of City Wide Park Tree Risk Assessment Audits</p> <p>This project is to undertake tree risk assessments in the following reserves: Fullarton Park, Goodwood Oval/Reserve and Forestville Reserves as well as the implementation of actions from these audits.</p>	\$25,000

	Title	Net Expenditure \$
	Kirinari Lease Lease income not recognised in Operating Budget which will be used to help fund Operating Projects for 2018-19 and out years.	(\$47,500)
	Net Operating Projects	\$1,241,500

Appendix 5 – 2018-19 Proposed New Capital

No.	Title	NET expenditure	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
1	Main Street Improvement Fund	\$ 140,000		X		
2	Unley Oval Grandstand Upgrade	\$ 1,500,000	X			
3	King William Road	\$ 2,250,000	X	X	X	
4	Public Arts Strategy	\$ 125,000	X			
5	LATM Implementation	\$ 215,000	X			
6	Digital Services Program (technology for communication, systems and engagement)	\$ 55,000				X
7	Brown Hill Keswick Creek	\$ 1,514,000			X	
8	Alternative Green Energy - Green Infrastructure Implementation	\$ 30,000	X		X	
9	Goodwood Oval and Millswood Sporting Complex Improvement Plan	\$ -	X			
	Capitalised Project Delivery Costs including Overheads	\$ 237,000				X
10	Walking Cycling Plan	\$ 180,000	X		X	
11	Orphanage Park water fountain	\$ 25,000	X			
12	Leah Street replace failing road	\$ 550,000	X			
13	LED Streetlighting	\$ 1,500,000	X		X	
Capital Projects		\$ 8,321,000				

Further details of these projects are provided in the following pages.

	Title	Net Expenditure \$
4 Year Delivery Plan Elected Members Priorities		
1	Main Street Improvement Program This funding allocation is for infrastructure improvement projects for the four main street precincts. (King William, Unley, Goodwood and Fullarton Roads)	\$140,000
2	Unley Oval Grandstand Upgrade Design This project seeks to make the ground compliant with AFL Preferred Facilities Guidelines for State League matches. Year 2 of this multi year project involves the upgrade of the existing change room facilities and creation of new 'Female Friendly player and official change rooms in the Oatey Stand (SANFL A Grade Home Team) and McKay Stand (Female and Junior Home Teams and Away Teams, and Officials) plus a new accessible canteen at the northern end of the McKay Stand.	\$1,500,000
3	King William Road Streetscape Year 2 of this multi year project will see the construction of the King William Road Streetscape, to realise the vision of a flexible and adaptive road reserve environment within a contested main street. The design vision and intent is described in detail in the Curated Street Upgrade (King William Road Project Report HASSELL 2014).	\$2,250,000
4	Public Art Strategy Implementation The 2018-19 Public Arts Strategy initiative aims to build upon the work undertaken in Years 1-4 of the Action Plan associated with the Public Arts Strategy. This is the final year of this strategy. The proposed 2018-19 Centrepiece project will represent the single, most significant opportunity in recent times to create a unique, permanent, stand-alone public art project at one or multiple sites.	\$125,000
5	Local Area Traffic Management Implementation (Parkside, Fullarton) To continue the implementation of the LATM The Objectives of the project are to implement the High priority outcomes from LATM 2 (Fullarton and Parkside) study.	\$215,000
6	Digital Services Program Key objectives for the first year of this multiyear strategy will be to increase self-service options for customers, enable multi- channel customer engagement and improve customer access to data. Key projects include; <ul style="list-style-type: none"> • My Unley • GIS Mapping • Dogs and Cats online • Electronic Rates notices • Online Community Facilities hire • Development Application online lodgement 	\$55,000

	Title	Net Expenditure \$
7	<p>Brown Hill Keswick Creek (BHKC)</p> <p>The City of Unley together with the Cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide have collaborated to develop a catchment based approach to mitigating flood risk and use of stormwater where feasible in the Brown Hill and Keswick Creek catchment.</p> <p>Council's contribution to the BHKC Project for 2018-19 is estimated at \$1.5m with proposed works relating to the construction of a wetland in Victoria Park.</p>	\$1,514,000
8	<p>Alternative Green Energy – Green Infrastructure Implementation</p> <p>Council has taken the lead for the community by developing demonstration sites of alternative energy opportunities as well as investigating other energy recovery opportunities that could be easily transferred to home and or business facilities. It is recommended that Council continue a program of installing renewable energy infrastructure at Council owned properties as both an environmental initiative and a cost saving measure.</p> <p>The Goodwood Community Centre and Library buildings currently do not have solar panels or batteries and are high electricity use sites with the capacity to install up to an 80 kw system.</p> <p>It is expected that this installation will reduce electricity costs in the order of \$25,000 p.a.</p>	\$30,000
9	<p>Goodwood Oval Grandstand</p> <p>This project is for the upgrade of the Goodwood Oval grandstand, the State Government agreed to contribute \$2.5 million to the construction of a new facility. Council will contribute \$950k in 2019-20.</p>	\$NIL
10	<p>Walking & Cycling Plan (WCP) Year 3 Initiatives</p> <p>To continue the implementation of Council's WCP initiatives. This project seeks to continue the implementation of improvements identified in this plan.</p> <p>Key projects during 2018-19 include:</p> <ul style="list-style-type: none"> • King William Road, intersection with Simpson Parade • King William Road from #29 to Greenhill Road 	\$180,000
11	<p>Orphanage Park Water Fountain</p> <p>The daily users of Orphanage Park, the Orphanage Park Pooches Group, has written asking Council to install a shelter shed and water (drinking) fountain in the park. Council staff recognise the community value the drinking fountain would have at Orphanage Park, so look to construct the fountain in 2018-19.</p>	\$25,000
12	<p>Leah Street – replace failing road</p> <p>Leah Street Forestville had a limited reseal 7 years ago in an effort to strengthen a failing pavement at low cost and low disruption. This treatment has had limited success. The pavement has started to fail and needs to be reconstructed in the near future.</p>	\$550,000

	Title	Net Expenditure \$
13	<p>LED Street lighting</p> <p>In 2014, Council completed an audit of its existing street lighting. Key findings of this audit included:</p> <ul style="list-style-type: none"> • There were over 4000 street lights across Unley • Most of our street lights are old, provide substandard lighting, and are a major contributor to our carbon foot print • Significant annual financial savings in the order of \$358k, and a large reduction in CO2 emission are to be achieved if LED lighting is implemented <p>The business case shows that converting to LED's in our City's streets would result in:</p> <ul style="list-style-type: none"> • A net life time cost saving of \$7.1 million over 20 years; • A payback period of 4.2 years if the lights are changed over in 1 year • A reduction in greenhouse gas emission in the order of 8000 tonnes over the life of the lights <p>The total cost will be \$1.5m to change over fully owned council lights across the city.</p>	\$1,500,000
	<p>Capitalised Project Delivery Costs including Overheads</p> <p>These are internal project management costs to deliver the projects listed</p>	\$237,000
	New Capital	\$8,321,000

Appendix 6 - 2018-19 Proposed Capital Renewal Program by Asset Class

Asset Category	Expenditure \$	Income \$
Bridges	\$100,000	
Bus Shelters	\$66,000	
Car Parks	\$44,000	
Drains and Stormwater	\$872,000	
Footways	\$1,041,000	
IT Equipment	\$750,000	
Kerb and Water table	\$438,000	
Plant and Equipment	\$1,331,000	\$318,000
Property including: <ul style="list-style-type: none"> • Buildings • Public Toilets • Swimming Facility • Office Furniture and Equipment 	\$883,000	
Reserves / Recreation and Open Space	\$493,000	
Roads	\$1,127,000	
Signs	\$16,000	
Street lighting	\$25,000	
Streetscape	\$110,000	
Traffic Facilities	\$27,000	
Project Delivery Costs including Corporate Overhead	\$622,000	
Total	\$7,945,000	\$318,000
Net Capital Renewal Program		\$7,627,000

BRIDGES		
Location	Comment	
Bridge/Footbridge	Renewal works required to repair defects on existing structures following the condition audit.	
Total		\$100,000

BUS SHELTERS		
Compliance & Seating		
Progressively replace non-compliant bus shelters – Bus stop 6 Unley Road west side in 2018-19.		
Program to replace plastic tactile indicators with concrete insert tactile.		
Program to replace old seating with age friendly seating at bus stops.		
TOTAL		\$66,000

CARPARKS		
Site	Comment	
Orphanage Park Carpark Stage 1 –	Replace spoon drain with permeable pavers	
TOTAL		\$44,000

DRAINS AND STORMWATER		
Glen Osmond Road / Fullarton Road, Fullarton diversion.		
Lehunte Lane, Wayville upgrade small soakage well to reduce frequency of flooding.		
Ad-hoc general works through the year.		
TOTAL		\$872,000

FOOTWAYS			
Street Name	Side of street	Suburb	Ward
Edmund Avenue (Duthy – Windsor)	Both	Unley	Unley
Parker Terrace (in front of Houses 13-15A)	Southern	Clarence Park	Clarence Park
Norman Terrace (From Leah St – Ethel St)	Northern only	Forestville	Goodwood
King William Road (Park St – Arthur)	Both	Unley	Unley
Palmer Reserve (Palmer Ave – Scammell Reserve)	Board walk & Path	Fullarton	Fullarton
Corner Unley Road and Young Street (in front of 57-59)	Southeast Corner	Parkside	Unley
Footpath Condition Audit			
Eliminate Choke Points at various locations based on results of audit			
Lift and relay pavers in segments where level of service not met based on results of audit			
TOTAL			\$1,041,000

For footpaths forming part of the footways asset category, Council has endorsed an asset management plan schedule to replace all asphalt to pavers based on current service standards. Based on the LTFP it is anticipated that the City of Unley will be fully paved by June 2019.

IT EQUIPMENT	
Computer hardware (including server room upgrade), software (including Records Management System Upgrade, telephone system and Infringements) and other ICT Equipment	
TOTAL	\$750,000

KERB AND WATER TABLE	
Douglas Street, Parkside (Various locations both sides Greenhill Rd – Clyde St)	
Liston Street, Parkside (Various locations both sides Greenhill Rd – Clyde St)	
Riverdale Road, Myrtle Bank (Various locations both sides Ferguson Ave – Cross Rd)	
Fourth Avenue, Everard Park (Various locations both sides Everard Tce – Norman Tce)	
Duthy Street (Various locations both sides Cross Rd – Frederick St)	
Roads on the renewal program will have either kerb or water tables replaced	
TOTAL	\$438,000

PLANT AND EQUIPMENT			
	Gross \$	Income \$	Net \$
Small Plant	\$30,000		
Light Fleet	\$281,000	\$123,000	\$158,000
Major Plant	\$1,020,000	\$195,000	\$630,000
TOTAL	\$1,331,000	\$318,000	\$1,013,000

Plant items include:

- Truck Elevated Platform vehicle
- 1 Tonne Space Cab Ute x2
- Holden Dual Cab Ute
- Community Bus
- 3 Tonne Truck
- Ride on mower
- Tree wood chipper
- Change-over of 8 light fleet vehicles

PROPERTY		
Property Classification	Facilities	Cost \$
Civic Community	<ul style="list-style-type: none"> • Mechanical Services Upgrade – Town Hall and Library • Mechanical Services Upgrade – Goodwood Library • Part Carpet replacement – Unley Library L1 • Pool Vacuum replacement • Pool umbrella shade sails restoration • Pool rear gate/ pavers repair / replacement • Pool café work space and refrigerator mods • Pool bathroom soap holders – shower area • Pool 2 x Lane rope/dive block • Lighting Upgrade – Goodwood Library • Replace Dist. Board – rear area Clarence Park Community Centre 	\$247,000
Civic Operations	<ul style="list-style-type: none"> • Public Toilets – Replacement of auto timers and electric strike locks to standardise across all sites for all main entrance security doors • Operable wall upgrade 	\$35,000
Civic Operations : other	<ul style="list-style-type: none"> • Compaction survey and Regrade landfill Mt Osmond site • Access upgrade – Goodwood Oval minor grandstand area and sub depot WHS compliant safety upgrade • Compliant wash down facility – Unley Oval for mowers and grounds equipment that runs through a filtration system prior to going to sewer. 	\$68,000

PROPERTY		
Property Classification	Facilities	Cost \$
Lease Community	Unley Park Sports Club – Ceiling replacement Minor works – various sites Goodwood/Millswood precinct – various minor works Unley Bowls Club – repair to concrete plinth Lighting upgrade – Goodwood community centre (LED)	\$182,000
Multi Category works	Paint Program Clarence Park, Goodwood and Fullarton Park Community Centres along with priorities identified in the asset condition audit Asbestos removal program year 2 of 3, (sites will be identified on a priority basis from information contained in the Asbestos Registers for each of our properties) Air conditioning – package units' upgrade program Key/lock register upgrade	\$305,000
Office Equipment		\$38,000
TOTAL		\$875,000

Property includes the categories of Buildings, Office Furniture and Equipment, Public Toilets and Swimming Facility.

RESERVES/RECREATION AND OPEN SPACES	
Location	Description
Everard Park	Play equipment renewal and upgrade
North Unley Park (Young Street Unley)	Play equipment renewal and upgrade
Fern Avenue	Play equipment renewal and upgrade
Various Parks	Irrigation systems audit
Orphanage Park	Irrigation renewal
Various Parks	Bin surrounds, fencing, sets, signage, paths, lighting, soft fall and other minor items
Various	Back flow prevention devices
Various	Street furniture replacement and renewal
TOTAL	
\$493,000	

ROADS			
Street	From	To	Suburb
Kenilworth Road	Dudley Street	Wattle Street	Parkside
Northbrook Ave	Victoria Street	Chelmsford Ave	Clarence Park
First Avenue	Everard Terrace	Leader Street	Goodwood
Commercial Road	Westall Street	Unley Road	Unley Park
Nairne Terrace	Nicholls Street	Leader Street	Forestville
Fuller Street	Kenilworth to	Dead end	Parkside
Second Avenue	Everard Terrace	Leader Street	Goodwood
Little Charles Street	Mary Street	Charles Street	Unley
O'Connell Street	Albert Street	Grace Street	Goodwood
King William Road	Various areas – continuing the program of localised pavement reconstruction		
Crack sealing	Various – Maintenance patching to localised defects		
TOTAL			\$1,127,000

SIGNS	
Replacement and renewal of signage across the City.	
TOTAL	\$16,000

STREET LIGHTING	
Replacement and renewal of lights across the City, as and when identified in conjunction with the LED capital works program.	
TOTAL	\$25,000

STREETSCAPE	
Replacement and renewal of streetscape across the City.	
Key locations include:	
Unley Road Western Side	
Unley Road Western Side (Planting approx. 12 trees between Greenhill Rd – Cross Rd)	
Way Avenue Myrtle Bank (renewal of street trees) (Riverdale - Ridge) both sides	
Young Street Parkside (Porter to George) (renewal of street trees stage 2 of 3)	
Ferguson Street Myrtle Bank (Fullarton to Glenford) (renewal of street trees stage 2 of 2)	
TOTAL	\$110,000

TRAFFIC FACILITIES	
Replacement and renewal of traffic management infrastructure.	
TOTAL	\$27,000

PROJECT MANAGEMENT & DELIVERY COSTS (INCLUDING CORPORATE OVERHEAD)	
Project Delivery	
TOTAL	\$622,000

Appendix 7 – Rates Assistance Available

Rebate of Rates – Under Sections 159-165 of the *Local Government Act 1999*

A rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the *Local Government Act 1999* (the Act).

Discretionary Rebate of Rates – Under Section 166 of the Act

In February 2017, Council endorsed a revised Rate Rebate Policy with a key principle that all ratepayers should contribute an amount towards basic service provision. As such the new Policy proposes a maximum discretionary rebate of 75%.

Applications for discretionary rebates for the 2018-19 rating year will need to be received by 1 May 2018 to be considered in accordance with the statutory provisions of Section 166 of the Act. Further information should be obtained from Council's Rate Rebate Policy.

State Government Pensioner and Seniors Concessions

From 1 July 2015, the State Government has elected to replace these concessions with a single "cost-of-living payment" paid directly to eligible persons. This payment may be used for any purpose, including offsetting Council rates.

To check eligibility, contact the Department for Communities and Social Inclusion (DCSI) Concessions Hotline 1800 307 758 or at www.sa.gov.au/

Alternative Payment Arrangements

Any ratepayer who may experience difficulty with meeting standard rate payment arrangements should contact the Council to discuss options for alternative payment arrangements. Such enquiries are treated confidentially and are assessed on a case-by-case basis.

Postponement of Rates in Cases of Hardship

In accordance with Section 182 of the Act, a postponement of rates may be granted if Council is satisfied that the payment of these rates would cause hardship. Council may consider granting a postponement of payment of rates on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement at the cash advance debenture rate, calculated monthly. To qualify for hardship postponement the ratepayer must satisfy the following criteria:

- The property is the principal residence of the ratepayer and is the only property owned by the ratepayer, and
- The property has been owned by the ratepayer and has been their principal residence for more than five years, and
- The ratepayer is able to produce one of the following identification cards
 - Pensioner Concession Card – Centrelink
 - Pensioner Concession Card – Veterans Affairs
 - TPI Card – Veterans Affairs, or

- The ratepayer can demonstrate that they are a self-funded retiree with a household income of less than \$30 000 per year.

All applications for postponement of rates will be assessed on a case-by-case basis and are not contingent on the level of rates payable. All such enquiries and submissions will be treated confidentially.

Postponement of Rates for Seniors

In accordance with Section 182A of the Act, a person may apply to Council to postpone the payment of the prescribed proportion of rates for the current or future financial year. Council may, on application and subject to the ratepayer meeting the criteria, postpone payment of a proportion of rates on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement. Interest will be calculated at the cash advance debenture rate and will be calculated monthly. To be eligible the ratepayer must satisfy the following criteria:

The person is a prescribed ratepayer, or is the spouse or domestic partner of a prescribed ratepayer, and

- The ratepayer or their spouse hold a State Seniors Card, and
 - The property is owned and is the principal place of residence of the State Seniors Card holder and/or spouse (that is, the property is lived in most of the time), and
 - If the ratepayer has a registered mortgage on the property prior to 25 January 2007, or has over 50% equity in the property, and
 - That no person other than the Seniors Card holder and/or his/her spouse has an interest as an owner in the property.
- If a person has applied for the benefit of a postponement of rates under section 182A and an entitlement then ceases to exist, the owner of the land must inform the council in writing of that fact within 6 months from the day on which the entitlement ceased (unless the liability to the relevant rates has been discharged). Failure to do so could lead to a maximum penalty of \$5 000
- Where an amount is not paid in accordance with the general rate notice but is capable of being subject to postponement (e.g. in excess of the prescribed amount \$500) under section 182A of the Act it will be taken to be subject to postponement under that section
- Prescribed interest is applied to the amount of rates postponed, which is charged and compounded monthly on the total amount, until the debt is paid.

All applications for seniors' postponement of rates will be assessed on a case-by- case basis. All enquiries and submissions will be treated confidentially.

DECISION REPORT

REPORT TITLE: 2018-19 FEES AND CHARGES SCHEDULE
ITEM NUMBER: 1192
DATE OF MEETING: 25 JUNE 2018
AUTHOR: SARAH TAYLOR
JOB TITLE: MANAGER FINANCE AND PROCUREMENT

1. **EXECUTIVE SUMMARY**

An annual review of all Council's fees and charges was undertaken as part of the 2018-19 Annual Business Plan and Budget process focusing on the following areas:

- Increasing costs associated with the delivery of Council services.
- Changes currently imposed by Council but not formally recorded in the current schedule.
- Current and new policies of Council that may have an impact on fees and charges.

Generally, this has resulted in proposed fee increases that are in line with CPI where appropriate. In applying an increase, fees in many instances have been rounded to an appropriate amount for ease of application.

In addition, there are a number of activities including some community programs, where the proposed fee is the same as the current year (2017-18). This has occurred where it is considered that the current fee is comparable to providers or where it already adequately covers cost recovery.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The Fees and Charges Schedule for the 2018-19 financial year, as set out in Attachment 1 to this report (Item 1192/2018, Council Meeting 25/06/2018), be approved to take effect from 1 July 2018.
 3. Staff be authorised to include statutory fees and charges in the Fees and Charges Schedule available for public inspection, subsequent to those being published in the SA Government Gazette.
-

3. RELEVANT CORE STRATEGIES/POLICIES

3.1 Local Government Act 1999 Section 188

Civic Leadership

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

4.1 We have strong leadership and governance

4.2 Council provides best value services to the community

4. BACKGROUND

Section 188 of the *Local Government Act 1999* (the Act) provides the legal context for setting fees and charges:

- Fees and charges are determined by resolution of Council.
- A council is unable to fix or vary fees or charges prescribed under other Acts.
- Fees for the use of facilities, services or works requests by council are not required to be set in reference to the cost of the service to council.
- Council is required to keep the list of fees and charges on public display and provide updates where fees and charges are varied during the year.

5. DISCUSSION

Council reviews its fees and charges each year, in conjunction with the development of the annual budget. As in previous years, a comprehensive review has been undertaken to ensure that the fees proposed:

- Reflect (or move progressively toward) the cost of the services provided;
- Are comparable with market rates, where appropriate;
- Take into account benefit derived by users;
- Are consistent with Council directions; and
- Are consistent with Council's Long Term Financial Plan assumptions.

Generally, this has resulted in proposed fee increases that are in line with CPI of 2.3% or the Local Government Price Index of 3.2%.

Attachment 1

In relation to the fees and charges review, the following is highlighted:

The introduction of a new age friendly discount on casual entry to Unley Swimming Centre for patrons aged 70 years and over, during the upcoming 2018-19 season. Under this fee change patrons aged between 70-79 would receive a discount of \$5.25 per visit, patrons aged between 80-89 would receive a discount of \$6.25 per visit, patrons aged between 90-99 would receive a discount of \$6.75 per visit, and patrons aged 100 years plus would receive a

\$7.50 discount per visit. Patrons must show an appropriate age card to be eligible for the discount.

Concession rates currently exist for students, health care card and pension cardholders, however, patrons aged 70 years and above under this new fee schedule would qualify for further discount on casual entry. The discount proposed is applied to the regular casual adult entry rate on a sliding scale, not the already discounted concession casual entry rate.

There are a number of fees where no increase is proposed for the 2018-19 financial year including printing and copying charges, Goodwood Community Centre carpark hire, compostable bags and lines and King William Road Parklet assessment and permit fees to name a few. This has occurred where it is considered that:

- The current fee is comparable to other similar service providers;
- Where the existing fee adequately covers cost recovery; or
- As a result of rounding, it makes sense to increase fees less often than annually.

The review enables Administration to achieve consistency of fees charged across functional areas of Council.

It is proposed that the new fees take effect from 1 July 2018.

A number of the statutory Fees and Charges determined by an Act or Parliament or by Local Government Regulations will not be published in the SA Government Gazette until after adoption of the Council set fees and charges.

It is proposed that these statutory fees be added to the Fees and Charges Schedule available for public inspection once they have been gazetted. It is anticipated that this will occur in early July 2018. These fees include, but are not limited to, development lodgement, application and referral fees, Freedom of Information Applications, and private parking infringement fees.

6. ANALYSIS OF OPTIONS

Option 1 – The schedule of fees and charges referred to in Attachment 1 for the 2018-19 financial year be approved to take effect from 1 July 2018, or until varied

This option will result in the proposed fees and charges schedule being adopted.

Option 2 – The schedule of fees and charges referred to in Attachment 1 for the 2018-19 financial year be approved with amendments to take effect from 1 July 2018, or until varied.

This option allows for further amendments to the proposed fees and charges schedule.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

As part of the Council review of fees and charges, consideration is given to ensuring that fees proposed are consistent with Council directions, policy and plans.

9. REPORT CONSULTATION

All fees and charges have been proposed through the relevant functional area, reviewed by the appropriate Business Unit Manager and approved by the relevant General Manager.

In addition, the proposed 2018-19 fees and charges schedule was provided separately to Members' in May 2018 for their review. There were no inquiries received.

The context for the setting of fees and charges in 2018-19 was included in the draft 2018-19 Annual Business Plan endorsed by Council for consultation at its 23 April 2018 meeting.

10. ATTACHMENTS

- Attachment 1 – 2018-19 Fees and Charges Schedule.

11. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
James Roberts	Acting General Manager Business Support and Improvement
Peter Tsokas	Chief Executive Officer

Fees & Charges

City of Unley

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CITY OF UNLEY

TOWN HALL – including Kitchen

Council's hire of Civic and Town Hall policy outlines discounts are available to: not for profit, schools, charities, local residents and local businesses.

Full Day and Night

Name	Year 18/19 Fee (incl. GST)	GST
Monday – Thursday (8am – Midnight)	\$665.00	Y
Friday, Saturday(8am– midnight) Sunday (8am-10pm)	\$830.00	Y
Hourly Rate – Monday to Friday	\$45.00	Y
Bond	\$500.00	N
Cleaning Fee (per hour Minimum of 2 hours)	\$65 per hour (2 hour minimum)	Y

UNLEY COMMUNITY CENTRE

Council's hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.

CONFERENCE ROOM

Name	Year 18/19 Fee (incl. GST)	GST
Conference Room – hire fee per hr	\$25.00	Y

MAIN HALL

Name	Year 18/19 Fee (incl. GST)	GST
Weekend (Up to 8 Hours)	\$285.00	Y
Weekend Rate – Per Hour	\$50.00	Y
Weekday (Up to 8 Hours)	\$225.00	Y
Weekday Rate – Per Hour	\$35.00	Y
Bond Standard Function < 80 people	\$200.00	N
Bond Large Function > 80 people	\$500.00	N

Main HALL & KITCHEN

Name	Year 18/19 Fee (incl. GST)	GST
Weekend (Up to 8 Hours)	\$315.00	Y
Weekend Rate per hour	\$60.00	Y
Weekday (up tp 8 hours)	\$250.00	Y
Weekday Rate – per hour	\$40.00	Y

KITCHEN/ DINING ROOM

Name	Year 18/19 Fee (incl. GST)	GST
Weekend (up to 8 hours)	\$200.00	Y
Weekday (Up to 8 Hours)	\$170.00	Y
Any Day Rate – per hour	\$35.00	Y

SOUTHERN MEETING ROOM

Name	Year 18/19 Fee (incl. GST)	GST
Per hour	\$0.00	Y
Half Day	\$0.00	Y
Full Day	\$0.00	Y

NORTHERN MEETING ROOM

Name	Year 18/19 Fee (incl. GST)	GST
Per Hour	\$15.00	Y
Half Day	\$35.00	Y
Full day	\$70.00	Y

COMPLETE FACILITY

Name	Year 18/19 Fee (incl. GST)	GST
Weekend (Up to 8 Hours)	\$485.00	Y
Weekend Rate – Per Hour	\$110.00	Y
Weekday (Up to 8 Hours)	\$385.00	Y
Weekday Rate – Per Hour	\$95.00	Y
Podiatrist Room Resources / day	\$0.00	Y
Stage – per 8 hrs	\$80.00	Y
Stage – per hour	\$12.00	Y
Meal Service – various from \$3.50 – \$11.50	3.50-11.50	Y
Photocopying – B&W A4 page	\$0.30	Y
Photocopying – B&W A3 page	\$0.40	Y
Photocopying – Colour A4 page	\$1.40	Y
Photocopying – Colour A3 page	\$1.50	Y
Fax – Incoming – per page	\$0.70	Y
Fax – Outgoing local – per page	\$1.20	Y
Fax – Outgoing STD – first page	\$2.50	Y
Fax – Outgoing STD – subsequent pages	\$1.25	Y
Fax – Outgoing ISD – per page	\$6.30	Y
Fax – Outgoing ISD – subsequent pages	\$1.25	Y
Replacement Security Key Card	\$65.00	Y

PROGRAMS

Name	Year 18/19 Fee (incl. GST)	GST
Craft Corner	\$5.00	N
Drawing and Sketching	\$7.00	Y
Fifties and Fitness fun	\$7.00	Y
Painting with Acrylics	\$7.00	Y
Stretch and Flex	\$7.00	N
Watercolour painting	\$7.00	Y
Fitness with Doug – Group exercise	\$7.00	Y
Over 50's Aquacise	\$7.00	Y
Hand Massage	\$4.00	Y
Let's Dance	\$5.00	Y
Tai Chi	\$7.00	Y
Learn to Paint and Draw	\$0.00	Y
Classic Movies	Free	N
Yoga	\$7.00	Y
Strength for Life	\$7.00	Y

FULLARTON PARK COMMUNITY CENTRE

Council's hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.

General Hire Charges as below:

Hourly rate – Minimum 1hr charge – for bookings of 3hrs or less, Bookings over 3hrs will be charged at the applicable session or day rate.

Single Session – a 4hr time period between 8.30am-6pm.

Weekday Evening Session – Mon/Tues/Wed/Thurs & Sun – begins from 6pm.

Weekend Evening Session – Fri & Sat – begins from 6pm.

Extra hours – add up to 2hrs to single or evening sessions, more than 6hrs, the hire fee reverts to a full day rate.

Full Day rate – This rate is for any hire of more than 6hrs.

Name	Year 18/19 Fee (incl. GST)	GST
Reusable Coffee cups – (Keep Cups)	\$8.00	N

RED ROOM

Name	Year 18/19 Fee (incl. GST)	GST
Full Day Weekday	\$50.00	N
Full Day Weekend	\$125.00	N
Hourly rate	\$15.00	N
Session Weekday	\$50.00	N
Session Weekend	\$70.00	N

HOWARD AND BOARD ROOMS – 30 sq m

Name	Year 18/19 Fee (incl. GST)	GST
Weekday – Single session	\$85.00	Y
Weekday – Double session	\$130.00	Y
Weekday – Evening session	\$85.00	Y
Weekend – Single session	\$95.00	Y
Weekend – Full day session	\$150.00	Y
Weekend – Evening session	\$115.00	Y
Hourly Rate	\$20.00	Y

COMMUNITY ROOM – 40 sq m

Name	Year 18/19 Fee (incl. GST)	GST
Weekday – Single session	\$100.00	Y
Weekday – Double session	\$165.00	Y
Weekday – Evening session	\$100.00	Y
Weekend – Single session	\$115.00	Y
Weekend – Full day session	\$195.00	Y
Weekend – Evening session	\$125.00	Y
Hourly Rate	\$25.00	Y

PARKVIEW ROOM – 85 sq m

Name	Year 18/19 Fee (incl. GST)	GST
Weekday – Single session	\$155.00	Y
Weekday – Double session	\$270.00	Y
Weekday – Evening session	\$155.00	Y
Weekend – Single session	\$210.00	Y
Weekend – Full day session	\$340.00	Y
Weekend – Evening session	\$270.00	Y
Hourly Rate	\$42.00	Y

LOUNGE, KITCHEN

Name	Year 18/19 Fee (incl. GST)	GST
Weekday-Single session	\$350.00	Y
Weekday-Double session	\$560.00	Y
Weekday – Evening session	\$350.00	Y
Weekend-Single session	\$435.00	Y
Weekend-Full day session	\$740.00	Y
Weekend-Evening session	\$585.00	Y
Hourly Rate	\$65.00	Y

BANQUET ROOM – 195 sq m

Name	Year 18/19 Fee (incl. GST)	GST
Weekday – Single session	\$335.00	Y
Weekday – Double session	\$525.00	Y
Weekday – Evening session	\$335.00	Y
Weekend – Single session	\$445.00	Y
Weekend – Full day session	\$690.00	Y
Weekend – Evening session	\$550.00	Y
Hourly Rate	\$59.00	Y

BANQUET ROOM & KITCHEN – 195 sq m

Name	Year 18/19 Fee (incl. GST)	GST
Weekday-Single session	\$370.00	Y
Weekday-Double session	\$600.00	Y
Weekday-Evening session	\$375.00	Y
Weekend-Single session	\$520.00	Y
Weekend-Full day session	\$800.00	Y
Weekend-Evening session	\$635.00	Y
Hourly Rate	\$66.00	Y

ENTIRE MAIN FUNCTION AREA – 390 sq m

Name	Year 18/19 Fee (incl. GST)	GST
Weekday-Single session	\$545.00	Y
Weekday-Double session	\$860.00	Y
Weekday-Evening session	\$540.00	Y
Weekend-Single session	\$715.00	Y
Weekend-Full day session	\$1,135.00	Y
Weekend – Evening session	\$915.00	Y
Hourly Rate	\$98.00	Y

WHOLE BUILDING (Hirable space) 575 sq m

Name	Year 18/19 Fee (incl. GST)	GST
Full Day Session – weekend	\$1,700.00	Y

CRAFT STUDIO

Name	Year 18/19 Fee (incl. GST)	GST
Weekday – per hour	\$13.00	Y
Weekday – over 7 hours	\$105.00	Y
Weekend – per hour	\$13.00	Y
Weekend – over 7 hours	\$105.00	Y

STUDY

Name	Year 18/19 Fee (incl. GST)	GST
Per day = 8 hours	\$65.00	Y
Per half day = 4 hours	\$35.00	Y
Per hour	\$10.00	Y

RETREAT

Name	Year 18/19 Fee (incl. GST)	GST
Per day	\$13.00	Y
REIKI CENTRE – per day	\$15.00	Y

GALLERY

Name	Year 18/19 Fee (incl. GST)	GST
Per Week	\$70.00	Y
22% Commission on all sales	22% commission on all sales	N

CAR PARK

Name	Year 18/19 Fee (incl. GST)	GST
Hire of front car park	\$158.00	Y

BONDS

Name	Year 18/19 Fee (incl. GST)	GST
Bond All rear	\$500.00	N
Bond All Rear High Risk Hirer	\$1,500.00	N
Bond Lounge /Dining High Risk Hirer	\$1,000.00	N
Bonds – Red Room Study	\$100.00	N
Bond – Banquet Room	\$300.00	N
Bond – Lounge	\$300.00	N
Bond – Parkview	\$200.00	N
Bond – Board Room	\$100.00	N
Bond – Howard Room	\$100.00	N
Bond – Community Room	\$100.00	N

Additional Set up Time – Relevant Hourly Rate

Name	Year 18/19 Fee (incl. GST)	GST
Centre run programs	Various	N
Quilting Group per person	\$3.00	Y
Friday Social Group	\$3.00	Y
Mah Jong Group per person	\$3.00	Y
English Language Program – Casual	\$4.00	Y
English Language Program – Term	\$35.00	Y
Photocopying – A4 page	\$0.30	Y
Photocopying – A3 page	\$0.40	Y
Photocopying – Colour A4 page	\$1.40	Y
Photocopying – Colour A3 page	\$1.50	Y
Fax – incoming – per page	\$0.70	Y
FAX Outgoing Local – per page	\$1.20	Y
FAX Outgoing STD – first page	\$2.50	Y
FAX Outgoing STD – subsequent pages	\$1.25	Y
FAX Outgoing ISD – per page	\$6.30	Y
FAX Outgoing ISD – subsequent pages	\$1.25	Y

GOODWOOD COMMUNITY CENTRE

Council's hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.

Other

Name	Year 18/19 Fee (incl. GST)	GST
Car Park – hire of front Car Park	\$155.00	Y

ANIMAL MANAGEMENT ACT – Statutory based fees

REGISTRATIONS

Name	Year 18/19 Fee (incl. GST)	GST
Non-Standard Dog	\$85.00	N
Accredited Assistance Dog	NO FEE	N
Racing Greyhound and Working Livestock Dog	\$17.00	N
Standard Dog	\$42.50	N
Standard Dog – Trained	\$34.00	N
Standard Dog – Concession	\$21.50	N
Standard Dog – Trained – Concession	\$17.00	N
Standard Dog – Temp Concession	\$21.50	N
Standard Dog – Trained – Temp Concession	\$17.00	N
Non-Standard Dog – Trained	\$68.00	N
Non-Standard Dog – Concession	\$42.50	N
Non-Standard Dog – Trained – Concession	\$34.00	N
Non-Standard Dog – Temp Concession	\$42.50	N
Non-Standard Dog – Trained – Temp Concession	\$34.00	N

ANIMAL MANAGEMENT ACT – Non Statutory

Name	Year 18/19 Fee (incl. GST)	GST
Fees for seizure and detention	\$60.00	N
Impounding Fee	\$150.00	N
Daily Holding Fee	\$50.00	N
Multi Dog Permit Application Fee	\$56.00	N
Multi Dog Permit Variation Application Fee	\$28.00	N
Hire Aboistop Collar	\$0.00	Y

REGISTRATIONS

Name	Year 18/19 Fee (incl. GST)	GST
Business Registration (per dog)(not entitled to rebates)	\$85.00	N
Replacement Dog Registration Disc	\$10.00	N
Percentage Penalty for late Registration	\$10.00	N
Percentage rebate for partial year registration	50%	N

MISCELLANEOUS

Name	Year 18/19 Fee (incl. GST)	GST
Cat Cage Deposit	\$24.00	Y
Cat Cage Deposit (Concession)	\$12.00	Y
Late Return fee per day	\$5.10	Y
Replacement (lost or damaged)	\$150.00	Y

FOOD ACT – Non Statutory

EVENTS

Food Premises – 1 day event at the Showgrounds (per day)

Name	Year 18/19 Fee (incl. GST)	GST
Mon – Fri 3Hrs	\$175.00	Y
Mon – Fri 4Hrs	\$230.00	Y
Mon – Fri 5Hrs	\$290.00	Y
Mon – Fri 6Hrs	\$340.00	Y
Sat/ Sun 3Hrs	\$260.00	Y
Sat/ Sun 4Hrs	\$340.00	Y
Sat/ Sun 5Hrs	\$440.00	Y
Sat/ Sun 6Hrs	\$505.00	Y

Food Premises – large events at the Showgrounds (per day)

Name	Year 18/19 Fee (incl. GST)	GST
Mon – Fri	\$520.00	Y
Sat/ Sun	\$730.00	Y

Other

Name	Year 18/19 Fee (incl. GST)	GST
Food Premises – Adelaide Show at the Showgrounds (up to 8 days)	\$3,845.00	Y
Food Premises – charitable/not for profit (in possession for GST exempt	No Charge	N
Food Premises – Stalls at fetes, trading tables etc.	No Charge	N
Food Premises – nominal risk (newsagents, chemists)	\$57.00	Y
Food Premises – Food transport vehicle with Notification from another Council	No Charge	N

FOOD SAFETY AUDITS

Name	Year 18/19 Fee (incl. GST)	GST
On-Site Audit (including re-audits)per hr	\$164.00	Y
Desktop Audit (at Auditors Office) per hr	\$82.00	Y
Desktop Audit (on-site) per hr	\$164.00	Y
Travel (more than 50km away from Council Offices)per hr	\$82.00	Y

WASTE MANAGEMENT SERVICES

The following grouped fees are applicable from 1/7/17 to 30/6/18 and are payable to Waste Contractor

Name	Year 18/19 Fee (incl. GST)	GST
Additional Garbage 140L MGB – domestic/Council/groups	\$155.00	Y
Additional Recycling 240L MGB – domestic/Council/groups	\$88.00	Y
Additional Green Organics 240L MGB – domestic/Council/ groups	\$88.00	Y
Additional Garbage 140L MGB – Kindy/school/childcare	\$155.00	Y
Additional Recycling 240L MGB – Kindy/school/childcare (once off fee per bin; restricted to 1 per 100 children (max 5))	\$72.00	Y
Additional Recycling 240L MGB – Kindy/school/childcare (in excess of 500 – fee per bin)	\$88.00	Y
Additional Green Organics 240L MGB – Kindy/school/childcare	\$88.00	Y
Garbage 140L MGB – business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	\$155.00	Y
Recycling 240L MGB – business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	\$88.00	Y
Green Organics 240L MGB – business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy) subject to demonstrated need.	\$88.00	Y
Kitchen Caddy (inc roll of 52 liners & sticker)	\$11.00	Y
Roll of 100 Compostable liners	\$8.50	Y
Roll of 52 Compostable liners	\$4.50	Y
Roll of 75 Compostable Biobag liners	\$6.50	Y

Special Events (240L MGB hire costs)

Name	Year 18/19 Fee (incl. GST)	GST
Event bins \$190 + \$9.00 per bin	\$190 + \$9.00 per bin	Y
Event bins – missing/ not recovered	\$82.50	Y

Compost

Name	Year 18/19 Fee (incl. GST)	GST
Compost Bin (two)	\$75.00	Y
Compost Bin (each)	\$46.00	Y
Collection of Illegal Dumped Rubbish (per hr per staff member)	\$80.00	Y
Disposal of Illegally Dumped Rubbish (per cubic metre)	\$100.00	Y
Immediate collection of hard refuse(within 5 days) not including mattresses	\$65.00	Y

Waste Services

Name	Year 18/19 Fee (incl. GST)	GST
Pack of Compostable Dog bags	\$4.50	Y
Dog Bags Compostable Biobag	\$4.50	Y
Dog bone holder (1) Blue	\$6.50	Y
Dog pouch holder (1) Green	\$4.50	Y

TRAFFIC SERVICES

PAID PARKING

Name	Year 18/19 Fee (incl. GST)	GST
Bartley Crescent (per hr/per day)	1.00/4.00	N
Boffa Lane Car Park (per 3 hr period)	1.00	N

VEHICLE IMPOUNDING FEE

Name	Year 18/19 Fee (incl. GST)	GST
Vehicle Impounding Fee	\$165.00	N
Storage fee per day	\$9.00	N

TEMPORARY ROAD CLOSURES

Name	Year 18/19 Fee (incl. GST)	GST
Street Parties i.e. non-commercial (M-F)	Subject to quote	N
Street Parties i.e. non-commercial (Sat -Sun)	Subject to quote	N
Temporary hoarding on Council Roads	\$95.50/10m2/week	N
Street Party/ on street Event – with commercial benefit	\$2,045.00	N

Temporary Parking Controls

Name	Year 18/19 Fee (incl. GST)	GST
Building work, filming, wide loads & works by public authorities – 1st Day	\$63.50	N
Rolling Closures at request of Police	FREE	N
Community Facility name signs	\$64.50	N
Bin on Street / Skip/ Shipping Container approval (maximum of 7 days)	\$37.00	N
Street Parties i.e. non-commercial (Sat)	Subject to quote	N

KING WILLIAM ROAD PARKLET

Name	Year 18/19 Fee (incl. GST)	GST
Application fee for Assessment of Proposal to host Parklet	\$363.00	N
Permit fee for an individual Parklet structure for term of agreement	\$519.00	N

Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc)

Name	Year 18/19 Fee (incl. GST)	GST
Within Business Hours	\$68.00	N
After Hours/ Saturday per hr Minimum 3 Hours	\$151.00	N
Within Business hrs – Non Commercial	No cost	N
After Hrs / Sunday per hr Minimum 3 hrs	\$128.00	N

RESIDENTIAL PARKING EXEMPTIONS/PERMITS

Name	Year 18/19 Fee (incl. GST)	GST
Resident Parking Permit for 2 years	\$32.00	N
Work Zone /Tradesperson permit	\$15.50	N
Joint Venture On-Street Car Park Annual Permit	\$557.00	N
Replacement Parking Permit / Exemption Label	\$7.00	N
Business Parking Permit – per permit per annum	\$60.00	Y
Residential Parking Permit in Excess of Policy Entitlements Annual	\$60.00	N

STREET TRADERS

Name	Year 18/19 Fee (incl. GST)	GST
Street Traders – Mobile Street Traders – per month	\$45.00	N
Street Trading Table Licence/day	\$7.00	N
Street. Traders on footway-roadway/yr)	\$61.50	N
Street. Traders-Mobile Street Trader/ Yearly fee	\$450.00	N
Street. Traders – on-street public events (per day)	\$15.50	N

STREET CAFE and OUTDOOR DINING

Name	Year 18/19 Fee (incl. GST)	GST
Application fee for Administration (excl Development Application – \$78.75)	\$0.00	N

Rental per square metre of public land per week :There will be no rental fee for new outdoor dining applications in 2018/19 in accordance with Council decision 26/3/2018 "Item 1113"

Name	Year 18/19 Fee (incl. GST)	GST
Defined retail precincts – with liquor/non smoking	\$0.95	Y
Defined retail precincts – without liquor/non smoking	\$0.55	Y
Other commercial areas – with liquor/non smoking	\$0.90	Y
Other commercial areas – without liquor/non smoking	\$0.45	Y
Residential areas – with liquor/non smoking	\$0.70	Y
Residential areas – without liquor/non smoking	\$0.40	Y

LODGING HOUSE REGISTRATION – no longer have a by law for lodging houses

BUSKING

Name	Year 18/19 Fee (incl. GST)	GST
BUSKING – fee per day (Permits for Business Purposes Policy S222 LGA)	\$6.70	N

COMMONWEALTH HOME SUPPORT PROGRAM

New fees for 2018/19 as per Commonwealth Fund Agreement
all service delivered is required to collect a 10-15% client contribution (minimum) and self funded retiree to pay more than those on a pension

Name	Year 18/19 Fee (incl. GST)	GST
Domestic Assistance – Full Pensioner per hr	\$15.00	N
Domestic Assistance Self Funded Retiree per hr	\$20.00	N
Shopping Support – Full Pensioner per hr	\$12.00	N
Shopping Support – Self Funded Retiree per hr	\$17.00	N
Respite – Full Pensioner per hr	\$12.00	N
Respite – Self Funded Retiree per hr	\$17.00	N
Spring Clean – Full Pensioner per hr	\$20.00	N
Spring Clean Self Funded Retiree per hr	\$25.00	N
Handyman Services Full Pensioner per hr + materials	\$15.00	N
Handyman Services Self Funded Retiree per hr + materials	\$20.00	N
Gutter Clean – Full Pensioner per hr	\$30.00	N
Gutter Clean – Self Funded Retiree per hr	\$35.00	N
Gardening – Full Pensioner per hr	\$20.00	N
Gardening – Self Funded Retiree per hr	\$25.00	N
Window Cleaning Full Pensioner per hr	\$20.00	N
Window Cleaning Self Funded Retiree per hr	\$25.00	N
Social Activities and Trips – Full Pensioner per trip (Refreshments and activity costs at own expense)	\$5.00	N
Social Activities and Trips – Self Funded Retirees per trip (Refreshments and activity costs at own expense)	\$7.00	N
Social Support One on One Full Pensioner per hr	\$5.00	N
Social Support One on One Self Funded Retiree per hr	\$8.00	N
Social Support – Community Harvest – Full Pensioner per delivery	\$10.00	N
Social Support – Community Harvest – Self Funded Retiree per delivery	\$13.00	N
Meet me Monday's – Full Pensioner per session	\$10.00	N
Meet me Monday's – Self Funded Retiree per session	\$15.00	N
Volunteer based car service – Full Pensioner per trip (each way)	\$2.00	N
Volunteer based car service – Self Funded Retiree per trip (each way)	\$4.00	N

EASTERN METRO COMMUNITY PASSENGER NETWORK

Negotiable fee structure based on capacity to pay as per HACC Agreement.

COMMUNITY BUS

* Note that Council's Community Transport Policy outlines special conditions under which discounts may apply.

Special Purpose & Non-Profit Community Group (Charter)

Name	Year 18/19 Fee (incl. GST)	GST
Per Kilometre	\$1.75	Y
Minimum Charge	\$45.00	Y
Late Cancellation fee	\$50.00	Y

Other

Name	Year 18/19 Fee (incl. GST)	GST
Shopping Bus Service (one way fee)	\$1.50	N
Community Bus Service – out and about Tours (refreshments & activity costs at own expense)	\$5.00	Y

COMMUNITY FACILITIES – PARKS AND RESERVES

BOND & ADDITIONAL COSTS

Name	Year 18/19 Fee (incl. GST)	GST
Large Scale Event – New Charge (refundable bond) If the event has 1000 or more and /or significantly impacts stakeholders and/or involves road closures or speed restrictions and/or impacts public transport and/or involves activity that Council deems as potentially dangerous or high risk	\$200.00	N
Marquee Line Marking – After hours/Saturday	\$150.00	Y
Marquee Line Marking -Sunday/Public Hol	\$200.00	Y
Response Crew Assistance. Eg delivery of bollards, bunting, assistance with installation of event infrastructure – After hours / Saturday	\$150.00	Y
Response Crew Assistance. Eg delivery of bollards, bunting, assistance with installation of event infrastructure – Sunday / Public Hol	\$200.00	Y
Power point access fee per day	\$41.00	Y
License for alienation of community land (fully fenced event) – New charge, per day	\$265.00	Y
Additional Toilet Cleaning, hourly rate – New Charge	\$46.00	Y

TENNIS COURT (HARD COURTS)

Bookings and fees apply to ongoing bookings. One-off casual users do not need to book.

* Note that the front(4) hard court tennis courts at Millswood Tennis Centre are available to Community free of charge. Please book with the manager at the clubhouse.

* Please contact relevant clubs for access to lawn tennis courts at Sturt, Millswood and Hyde Park lawn tennis clubs

Name	Year 18/19 Fee (incl. GST)	GST
Seasonal use – max 20 hours or 2 terms	\$200.00	Y
Casual Hire during daylight hours until 5.00pm (per hr/ per court)	\$10.00	Y
Casual Hire after 5.00pm including lights (per hr/ per court)	\$15.50	Y
Casual hire during daylight hours until 5.00pm (per hr/ per court) Regular hirer / Clubs/ Schools	\$7.00	Y
Casual hire after 5.00pm including lights (per hr/ per court) Regular hirer/ Clubs/Schools	\$12.00	Y
Bond for key to access tennis court lights	\$50.00	N

COMMERCIAL FITNESS GROUPS

Fitness training on community land.

* Annual fee according to group size. Application needs to be made and approval given before payment of any fees.

Name	Year 18/19 Fee (incl. GST)	GST
1-4 people (not including fitness trainer)	\$127.50	Y
5-10 people (not including fitness trainer)	\$301.00	Y
11-20 people (not including fitness trainer)	\$602.00	Y

COMMERCIAL DOG TRAINING IN PARKS

Name	Year 18/19 Fee (incl. GST)	GST
Standard annual fee regardless of group size	\$556.00	Y

NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES

Name	Year 18/19 Fee (incl. GST)	GST
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve external event – per day	\$105.00	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve Ratepayer discount – per day	\$53.00	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – School and Sporting Groups – per hr	\$22.00	Y
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Schools with Community use agreements	No fee	N
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre – Grounds – external event – per day	\$160.00	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Ratepayer discount – per day	\$82.00	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Schools and Sporting Groups – per hr	\$36.00	Y
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Schools with Community use agreements	No fee	N
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – external event – per day	\$265.00	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Ratepayer discount – per day	\$133.00	Y
One-off Sports booking – sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. (Schools & Sporting Groups) per hr	\$56.00	Y
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – City of Unley based clubs	\$158.00	Y
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – user groups based outside of Council area	\$521.00	Y
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Schools with Community use agreements	No fee	N

LIBRARIES – GENERAL

Name	Year 18/19 Fee (incl. GST)	GST
B & W Photocopying A4 page	\$0.30	Y
B & W Photocopying A3 page	\$0.40	Y
Colour Photocopying A4 page	\$1.40	Y
Colour Photocopying A3 page	\$1.50	Y
Overdue Processing Fee	\$5.00	Y
Processing fee for lost library material (one card system)	\$5.00	Y
Replacement for lost library cards – child	\$2.50	Y
Replacement for lost library cards – adult	\$2.50	Y
Payment for lost library materials – One Card Sysytem states RRP	As per Cost	Y
Inter Library loans – eg (Interstate libraries)	16.50 – 19.80	Y
Miscellaneous Promotional Items	0	Y
Renting of glass cases for arts & craft exhibitions & sales by individuals – per week	Gold Coin Donation	Y
Business advertising	\$50.00	Y
Special children's programs	Gold coin donation per child	N
Special children's programs – Special performance	Between \$5 – \$10	Y
Special children's programs – Special activity sessions	Between \$5 – \$20	Y
Special adult's programs – Special events	Gold coin donation – \$20	Y
Special adult's programs – Special workshops	Gold coin donation – \$20	Y
Special adult's programs	Gold coin donation per adult	N
Special children's programs – Friends of the Unley Libraries Fundraising events	Gold coin donation – \$10	Y

Digital Literacy Classes

Name	Year 18/19 Fee (incl. GST)	GST
Group Workshops (cost per hour)	\$10.00	Y
Tech Help (45 minute support sessions on own device)	Gold Coin	N

Other – One Lan System – Promotional Material (Businesses)

Name	Year 18/19 Fee (incl. GST)	GST
Design of Slide per hr	\$32.00	Y
Advertising Space per month	\$50.00	Y

Other – One Lan System – Promotional Material (Community Groups)

Name	Year 18/19 Fee (incl. GST)	GST
Design of slide per hour	\$32.00	Y
Advertising Space per month	\$10.00	Y

LIBRARIES – UNLEY (CIVIC CENTRE)

Name	Year 18/19 Fee (incl. GST)	GST
Ear Bud Headphones	\$2.50	N

LIBRARIES – TOY

Name	Year 18/19 Fee (incl. GST)	GST
Lost item tags	\$3.00	Y
Family per year	\$45.00	Y
Group per year	\$65.00	Y
Concessions	\$35.00	Y
Damaged/Lost Toys – (* Depreciated Value of Toy)	DVOT	N
Temporary Member – Borrowing Fee per loan	\$5.00	Y
Missing Pieces	\$3.00 – \$10.00	Y
Overdue processing fee	\$5.00	Y
Lost library cards – child	\$2.50	Y
Lost library cards – adult	\$2.50	Y

MUSEUM

Name	Year 18/19 Fee (incl. GST)	GST
General Research request	\$11.00	Y
Photograph of Unley Oval – SA v England 1903 (unframed)	\$44.00	Y
Photographic reproduction – Commercial use	\$110.00	Y
Special Events including school holiday program events	\$5.50	Y
Whistler's Unley : Then and Now	\$20.00	Y
From Cottage to Community Centre	\$6.00	Y
A History of Unley and Goodwood	\$6.00	Y
Mornington – A Gentleman's Residence	\$6.00	Y
Walford's Houses	\$6.00	Y
Braested – An English House	\$6.00	Y
House History Searches	\$35.00	N
Photographic Scanning and Reproduction (minimum charge)	\$25.00	Y
Set of 4 historic images on cards with envelopes – \$1 per card – Set of 4 = \$4	\$1 per card – Set of 4 = \$4	Y

DAMAGE TO FOOTWAY

Bitumen

Name	Year 18/19 Fee (incl. GST)	GST
1 – 5 square metres	Subject to Quote	Y
6 – 10 square metres	Subject to Quote	Y
11 – 15 square metres	Subject to Quote	Y
Greater than 15 square metres	Subject to Quote	Y

Pavers

Name	Year 18/19 Fee (incl. GST)	GST
1 – 5 square metres	Subject to Quote	Y
6 – 10 square metres	Subject to Quote	Y
11 – 15 square metres	Subject to Quote	Y
Greater than 15 square metres	Subject to Quote	Y

DRIVEWAY

Name	Year 18/19 Fee (incl. GST)	GST
TOP DRESS BITUMEN-Per square metre	Subject to Quote	Y

KERB

Name	Year 18/19 Fee (incl. GST)	GST
KERB AND WATER TABLE-Per lineal metre	Subject to Quote	Y

REINSTATEMENT

Name	Year 18/19 Fee (incl. GST)	GST
UNDERGROUND ELECTRICAL REINSTATEMENT	Subject to Quote	Y
Across footpath +	Subject to Quote	Y
Per lineal metre parallel to kerb	Subject to Quote	Y
NATURE STRIPS Per square metre	Subject to Quote	Y

DISPOSAL OF STORMWATER

Name	Year 18/19 Fee (incl. GST)	GST
Stormwater Pipe (80mm) per lineal metre	Subject to Quote	Y
Box Gutter per lineal metre	Subject to Quote	Y

WOODCHIPS/MULCH

Name	Year 18/19 Fee (incl. GST)	GST
1 Truck Load (3 tonne/4cubic metres)	\$322.00	Y
0.5 Truck Load	\$161.00	Y

BOLLARDS & SIGNS

Name	Year 18/19 Fee (incl. GST)	GST
To hire – a sign or bollard per week or part thereof	Subject to quote	Y
To hire – a section of "fencing" per week or part thereof	Subject to quote	Y

KING WILLIAM ROAD DRIVEWAYS/ROAD WAY – PAVERS

Name	Year 18/19 Fee (incl. GST)	GST
1-5 square metres	Subject to Quote	Y
6 – 10 square metres	Subject to Quote	Y
11 – 15 square metres	Subject to Quote	Y
Greater than 15 square metres	Subject to Quote	Y

APPLICATIONS TO ALTER PUBLIC ROAD

Name	Year 18/19 Fee (incl. GST)	GST
Authorisation to alter public road	\$54.00	N

TREE WATER WELLS

Name	Year 18/19 Fee (incl. GST)	GST
Installation of tree wells in verge	\$460.00	Y

BANNERS

Name	Year 18/19 Fee (incl. GST)	GST
Installation Cost/Banner	\$465.00	Y
Hire Cost /site/week – commercial organisation	\$370.00	Y

UNLEY SWIMMING CENTRE

Admission Costs

Name	Year 18/19 Fee (incl. GST)	GST
Adult (70-80 years) photo id required	\$2.30	N
Adult (80-90 years) photo ID required	\$1.50	N
Adult (90 – 100 years) photo ID required	\$0.75	N
Adult 100+ (Free)	\$0.00	N
Adults	\$7.50	Y
Children Under 12 months	Free of Charge	N
Children 1 – 4 years	\$4.00	Y
Children (5 – 15)	\$6.00	Y
Carers for mobility impaired	Free of Charge	N
Family (2 adults + 3 children)	\$24.00	Y
Pensions/Unemployed/Health Card Holder	\$6.00	Y
Book (10 tickets)	\$60.00	Y
Concession Book (10 tickets)	\$50.00	Y
Book (30 tickets)	\$155.00	Y
Concession Book (30 tickets)	\$130.00	Y
Spectators/ Supervising Adults	\$4.00	Y
Adult 5 visit pass (available month of May only)	\$30.00	Y
Concession 5 visit pass (available month of May only)	\$25.00	Y
Concession 5 visit Programs pass (available month of May only)	\$40.00	Y
School Groups (per person) invoice rate structured activity	\$4.00	Y
School Groups (per person) invoice rate unstructured activity	\$4.50	Y
Adult Groups (per person) invoice rate structured activity	\$5.00	Y
Adult Groups (per person) invoice rate un-structured activity	\$5.50	Y
Adult 5 visit Programs pass (available month of May only)	\$55.00	Y

Learn to Swim

Name	Year 18/19 Fee (incl. GST)	GST
Block of 10 babies and toddlers	\$155.00	Y
Casual babies and toddlers	\$18.50	Y
Block of 10 (L1-L7)	\$170.00	Y
One on One 1/2 hr	\$40.00	Y
One on One 1/2 hr (per lesson) – Multiple Lessons	\$30.00	Y
Two on one 1/2 hr – multiple lessons	\$45.00	Y
Adult (Block of ten Lessons)	\$170.00	Y

Children Parties – 10 children

Name	Year 18/19 Fee (incl. GST)	GST
extra child	\$17.00	Y
1		
Childrens Parties – 10 children	\$170.00	Y

Group Fitness Classes

Name	Year 18/19 Fee (incl. GST)	GST
Casual visit	\$13.00	Y
Concession casual visit	\$10.00	Y
Season pass holder only	\$7.00	Y
10 visit adult	\$115.00	Y
10 visit concession	\$80.00	Y
10 visit season pass holder	\$70.00	N

Season Pass

Name	Year 18/19 Fee (incl. GST)	GST
Adult Season Pass	\$495.00	Y
Concession/ Childrens season Pass	\$375.00	Y
Family Season Pass (2+3)	\$990.00	Y

Hire Charges

Name	Year 18/19 Fee (incl. GST)	GST
Lane Hire (casual user per hour)	\$30.00	Y
Lane Hire (regular user per hour)	\$20.00	Y

Carnival Hire

Name	Year 18/19 Fee (incl. GST)	GST
Entire Centre (including Junior pools, Centre closed to public) per hr (does not include participant entry fee)	\$200.00	Y
Main Pool (8 lanes of main pool, Junior pools open to public) per hour (does not include participant entry fee)	\$180.00	Y
Unley Amateur Swimming Club	By negotiation	N
Water Polo (1/2 the main pool + set up fee)	\$120.00	Y
Other Groups	By negotiation	N

DEVELOPMENT SERVICES

Name	Year 18/19 Fee (incl. GST)	GST
Category 3 Advertising Charge	\$500.00	Y
Local Nuisance Exemption Application fee	\$102.00	Y
The Nuisance and Litter regulations 6,1(b) prescribe that Council is to set the fee under the powers of 188 (1)(g) of the Local Government Act		

COPIES DEVELOPMENT APPLICATION Documents

Name	Year 18/19 Fee (incl. GST)	GST
Photocopying B&W A4 (per page)	\$0.30	N
Photocopying B&W A3 (per page)	\$0.40	N
Photocopying Colour A4 (per page)	\$1.40	N
Photocopying Colour A3 (per page)	\$1.50	N
Fee per A1 black & white copy	\$4.00	N
Fee per A2 black and white copy	\$3.50	N
Fee per A0 black and white copy	\$6.00	N

COPIES DEVELOPMENT PLAN

Name	Year 18/19 Fee (incl. GST)	GST
Request to view plans not on notice*	No charge	N
Request to view plans when archived off site*	No charge	N
Certificate of Title (required for planning assessment)*	\$39.00	N
Land Services Group advise increase annually		

Development Act 31(3)

Name	Year 18/19 Fee (incl. GST)	GST
Hard Copy	\$40.00	N
Electronic Copy	\$11.00	N

ASSETS AND INFRASTRUCTURE

ENCROACHMENT PERMIT

Application fee

Name	Year 18/19 Fee (incl. GST)	GST
Application fee	\$54.50	N

Permit Renewal and Cancellation

(subject to adjustment with the Adelaide Consumer Price Index)

An Encroachment Permit is valid for 12 months upon approval unless a longer term is approved by an appropriate delegate, and may be cancelled or amended if:

The owner/occupier fails to comply

(If the encroachment is approved, the following fees apply in relation to the issue of a Permit for the first year)

A fee at 50% of the standard rate described in Parts 1 to 6 above to encroachments applies as follows:

- Where a property is State or or local heritage listed (or on an interim/provisional list) as contained in the Unley (City) Development Plan or on the State Heritage Register, or contained as a proposed heritage place within a draft Development Plan Amendment; or
- Where the property owner demonstrates that the encroachment was constructed prior to 1945, and/or contributes to the historic character of the building (as determined by Council's Heritage Advisory Service provider).

Name	Year 18/19 Fee (incl. GST)	GST
Renewal Fee	\$111.50	N

Type of Encroachment – 1

Verandah, cornice, awning, hood, sign (non freestanding), pergola, or covered way projecting from non-residential premises and being used directly for any commercial purpose or activity.

15% of the Gross Rental Value of one square metre of the Relevant Ad

Name	Year 18/19 Fee (incl. GST)	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	N

Type of Encroachment – 2

Any balcony projecting from non-residential premises and being used directly for any commercial purpose or activity.

20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in sq

Name	Year 18/19 Fee (incl. GST)	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	N

Type of Encroachment – 3

Verandah, pediment, cornice, awning, hood, sign, pergola, or covered way projecting from residential premises and being used directly for any commercial purpose or activity

3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property

Name	Year 18/19 Fee (incl. GST)	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	N

Type of Encroachment – 4

Any balcony projecting from residential premises (except as in paragraph 5)

Name	Year 18/19 Fee (incl. GST)	GST
A one-off fee to be paid by the developer. The fee will be determined by independent valuation based on the value added to the site by the encroachment – Minimum fee : \$100 (adjusted with Adelaide Consumer Price index)	\$106.50	N

Type of Encroachment – 5

Any balcony projecting from premises and being used directly for any commercial purpose or activity

3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in square metres.* +

Name	Year 18/19 Fee (incl. GST)	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	N

Type of Encroachment – 6

Any overpass, sky bridge, or other structure, not being a balcony, verandah, pediment, cornice, awning, hood, sign, pergola, or covered way

20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the o

Name	Year 18/19 Fee (incl. GST)	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	N

Type of Encroachment – 7

Any footing or other structure including any tunnel, duct, underpass, lift of escalator pit, lift or escalator footing or lift overrun. 1% above the annualised last published Consumer Price Index for Adelaide of the value of the area on or under the publi

Name	Year 18/19 Fee (incl. GST)	GST
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$166.50	N

Type of Encroachment – 8

Signs and/or advertisements which are not in the form of an applied finish to the encroachment (i.e. painted or stencilled)

\$200.00 per square metre of total surface area.*

Name	Year 18/19 Fee (incl. GST)	GST
Minimum fee: \$200.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	\$222.50	N

MISCELLANEOUS ITEMS

Council Documents

Meeting Papers, Minutes and reports to Council

Notices, Agendas and Reports for meetings of Council, Committees etc (per page)

Name	Year 18/19 Fee (incl. GST)	GST
Photocopying B&W A4 (per page)	\$0.30	N
Photocopying B&W A3 (per page)	\$0.40	N

Minutes of Meetings (per page)

Name	Year 18/19 Fee (incl. GST)	GST
Photocopying B&W A4 (per page)	\$0.30	N
Photocopying B&W A3 (per page)	\$0.40	N

Reports to Council (per page)

Name	Year 18/19 Fee (incl. GST)	GST
Photocopying B&W A4 (per page)	\$0.30	N
Photocopying B&W A3 (per page)	\$0.40	N

Register

Name	Year 18/19 Fee (incl. GST)	GST
Copy Register of Members' Interests (individual return)	\$6.30	N
Copy Register of Members' Interests (complete register)	\$36.00	N

Customer Service

Name	Year 18/19 Fee (incl. GST)	GST
Photocopying B&W A4 (per page)	\$0.30	N
Photocopying B&W A3 (per page)	\$0.40	N
Photocopying Colour A4 (per page)	\$1.40	N
Photocopying Colour A3 (per page)	\$1.50	N

Voters Roll

The Voters roll is available for inspection free of charge by any member of the public (refer S15ss14 of the LGEA 1999), however, a member of the public may not purchase the roll. The costs listed below apply to standing candidates during an election per

Name	Year 18/19 Fee (incl. GST)	GST
House of Assembly and Council Roll (Paper Copy)	\$85.00	N
House of Assembly and Council Roll per ward (Paper Copy) (First paper copy is free – see exception below)	\$19.00	N

PHOTOCOPYING OF COUNCIL DOCUMENTS

Council Documents

Photocopying & copies of Council documents otherwise not listed (including Legislation, By-laws, Code of Practice Procedures at Meetings, Representation Reviews, Policies, Delegations, etc.)

Name	Year 18/19 Fee (incl. GST)	GST
Rate Notice reprints – 1st reprint of current year	Free	N
Further copies of prior years rate notice reprints \$10 each	\$10.00	N
Photocopying B&W A4 (per page)	\$0.30	N
Photocopying B&W A3 (per page)	\$0.40	N
Photocopying Colour A4 (per page)	\$1.40	N
Photocopying Colour A3 (per page)	\$1.50	N
Investigation and Archival Retrieval where information not readily available from current data (per 30 minutes)	\$42.50	N
List Property Addresses & Names (Assessment Records) – cost per entry. As per S 174 (2) LG Act 1999	\$3.60	N
S.132 LG Act 1999(By-Laws etc)/page	\$0.30	N
Agenda for Council & Standing Comm.per page (Section 91(6) LG Act 1999)	\$0.30	N
Policies per page	\$0.30	N
Delegations per page (section 44(8) LG Act 1999)	\$0.30	N
Council Publications not specified per page	\$0.30	N

Index of all fees

0

0.5 Truck Load	[WOODCHIPS/MULCH]	24
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1

1 – 5 square metres	[Bitumen]	23
1 – 5 square metres	[Pavers]	23
1 Truck Load (3 tonne/4cubic metres)	[WOODCHIPS/MULCH]	24
10 visit adult	[Group Fitness Classes]	26
10 visit concession	[Group Fitness Classes]	26
10 visit season pass holder	[Group Fitness Classes]	26
11 – 15 square metres	[Bitumen]	23
11 – 15 square metres	[Pavers]	23
11 – 15 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROAD WAY – PAVERS]	24
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2

22% Commission on all sales	[GALLERY]	10
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5

5-10 people (not including fitness trainer)	[COMMERCIAL FITNESS GROUPS]	19
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6

6 – 10 square metres	[Bitumen]	23
6 – 10 square metres	[Pavers]	23
6 – 10 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROAD WAY – PAVERS]	24

A

A History of Unley and Goodwood	[MUSEUM]	22
A one-off fee to be paid by the developer. The fee will be determined by independent valuation based on the value added to the site by the encroachment – Minimum fee : \$100 (adjusted with Adelaide Consumer Price index)	[Type of Encroachment – 4]	29
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Additional Garbage 140L MGB – domestic/Council/groups	[WASTE MANAGEMENT SERVICES]	14
Additional Garbage 140L MGB – Kindy/school/childcare	[WASTE MANAGEMENT SERVICES]	14
Additional Green Organics 240L MGB – domestic/Council/ groups	[WASTE MANAGEMENT SERVICES]	14
Additional Green Organics 240L MGB – Kindy/school/childcare	[WASTE MANAGEMENT SERVICES]	14
Additional Recycling 240L MGB – domestic/Council/groups	[WASTE MANAGEMENT SERVICES]	14
Additional Recycling 240L MGB – Kindy/school/childcare (in excess of 500 – fee per bin)	[WASTE MANAGEMENT SERVICES]	14
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Fee Name	Parent	Page
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Adult 100+ (Free)	[Admission Costs]	25
Adult 5 visit pass (available month of May only)	[Admission Costs]	25
Adult 5 visit Programs pass (available month of May only)	[Admission Costs]	25
Adult Groups (per person) invoice rate structured activity	[Admission Costs]	25
Adult Groups (per person) invoice rate un-structured activity	[Admission Costs]	25
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Advertising Space per month	[Other – One Lan System – Promotional Material (Community Groups)]	22
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Bond – Board Room	[BONDS]	10
Bond – Community Room	[BONDS]	10
Bond – Howard Room	[BONDS]	10
Bond – Lounge	[BONDS]	10
Bond – Parkview	[BONDS]	10
Bond All rear	[BONDS]	10
Bond All Rear High Risk Hirer	[BONDS]	10
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Casual hire after 5.00pm including lights (per hr/ per court) Regular hirer/ Clubs/Schools	[TENNIS COURT (HARD COURTS)]	19
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Casual hire during daylight hours until 5.00pm (per hr/ per court) Regular hirer / Clubs/ Schools	[TENNIS COURT (HARD COURTS)]	19
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Concession Book (30 tickets)	[Admission Costs]	25
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Event bins \$190 + \$9.00 per bin	[Special Events (240L MGB hire costs)]	14
extra child	[Children Parties – 10 children]	26
F		
Family (2 adults + 3 children)	[Admission Costs]	25
Family per year	[LIBRARIES – TOY]	22
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Fax – Outgoing ISD – per page	[COMPLETE FACILITY]	6
Fax – Outgoing ISD – subsequent pages	[COMPLETE FACILITY]	6
Fax – Outgoing local – per page	[COMPLETE FACILITY]	6
Fax – Outgoing STD – first page	[COMPLETE FACILITY]	6
Fax – Outgoing STD – subsequent pages	[COMPLETE FACILITY]	6
FAX Outgoing ISD – per page	[Additional Set up Time – Relevant Hourly Rate]	11
FAX Outgoing ISD – subsequent pages	[Additional Set up Time – Relevant Hourly Rate]	11
FAX Outgoing Local – per page	[Additional Set up Time – Relevant Hourly Rate]	11
FAX Outgoing STD – first page	[Additional Set up Time – Relevant Hourly Rate]	11
FAX Outgoing STD – subsequent pages	[Additional Set up Time – Relevant Hourly Rate]	11
Fee per A0 black and white copy	[COPIES DEVELOPMENT APPLICATION Documents]	27
Fee per A1 black & white copy	[COPIES DEVELOPMENT APPLICATION Documents]	27
Fee per A2 black and white copy	[COPIES DEVELOPMENT APPLICATION Documents]	27
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Greater than 15 square metres	[KING WILLIAM ROAD DRIVEWAYS/ROAD WAY – PAVERS]	24
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H		
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Hourly rate	[RED ROOM]	7
Hourly Rate	[HOWARD AND BOARD ROOMS – 30 sq m]	8
Hourly Rate	[COMMUNITY ROOM – 40 sq m]	8
Hourly Rate	[PARKVIEW ROOM – 85 sq m]	8
Hourly Rate	[LOUNGE, KITCHEN]	8
Hourly Rate	[BANQUET ROOM – 195 sq m]	9

Fee Name	Parent	Page
H [continued]		
Hourly Rate	[BANQUET ROOM & KITCHEN – 195 sq m]	9
Hourly Rate	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Hourly Rate – Monday to Friday	[Full Day and Night]	5
House History Searches	[MUSEUM]	22
House of Assembly and Council Roll (Paper Copy)	[Voters Roll]	30
House of Assembly and Council Roll per ward (Paper Copy) (First paper copy is free – see exception below)	[Voters Roll]	30
I		
Immediate collection of hard refuse(within 5 days) not including mattresses	[Compost]	14
Impounding Fee	[ANIMAL MANAGEMENT ACT – Non Statutory]	12
Installation Cost/Banner	[BANNERS]	25
Installation of tree wells in verge	[TREE WATER WELLS]	24
Inter Library loans – eg (Interstate libraries)	[LIBRARIES – GENERAL]	21
Investigation and Archival Retrieval where information not readily available from current data (per 30 minutes)	[Council Documents]	31
J		
Joint Venture On-Street Car Park Annual Permit	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	16
K		
KERB AND WATER TABLE-Per lineal metre	[KERB]	23
Kitchen Caddy (inc roll of 52 liners & sticker)	[WASTE MANAGEMENT SERVICES]	14
L		
Lane Hire (casual user per hour)	[Hire Charges]	26
Lane Hire (regular user per hour)	[Hire Charges]	26
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – external event – per day	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Ratepayer discount – per day	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval – Schools with Community use agreements	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Large Scale Event – New Charge (refundable bond) If the event has 1000 or more and /or significantly impacts stakeholders and/or involves road closures or speed restrictions and/or impacts public transport and/or involves activity that Council deems as potentially dangerous or high risk	[BOND & ADDITIONAL COSTS]	18
Late Cancellation fee	[Special Purpose & Non-Profit Community Group (Charter)]	18
Late Return fee per day	[MISCELLANEOUS]	12
Learn to Paint and Draw	[PROGRAMS]	7
Let's Dance	[PROGRAMS]	7
License for alienation of community land (fully fenced event) – New charge, per day	[BOND & ADDITIONAL COSTS]	18

Fee Name	Parent	Page
L [continued]		
List Property Addresses & Names (Assessment Records) – cost per entry. As per S 174 (2) LG Act 1999	[Council Documents]	31
Local Nuisance Exemption Application fee	[DEVELOPMENT SERVICES]	27
Lost item tags	[LIBRARIES – TOY]	22
Lost library cards – adult	[LIBRARIES – TOY]	22
Lost library cards – child	[LIBRARIES – TOY]	22
M		
Mah Jong Group per person	[Additional Set up Time – Relevant Hourly Rate]	11
Main Pool (8 lanes of main pool, Junior pools open to public) per hour (does not include participant entry fee)	[Carnival Hire]	26
Marquee Line Marking – After hours/Saturday	[BOND & ADDITIONAL COSTS]	18
Marquee Line Marking -Sunday/Public Hol	[BOND & ADDITIONAL COSTS]	18
Meal Service – various from \$3.50 – \$11.50	[COMPLETE FACILITY]	6
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre – Grounds – external event – per day	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Ratepayer discount – per day	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Schools and Sporting Groups – per hr	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds – Schools with Community use agreements	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Meet me Monday's – Full Pensioner per session	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Meet me Monday's – Self Funded Retiree per session	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Minimum Charge	[Special Purpose & Non-Profit Community Group (Charter)]	18
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 1]	28
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 2]	28
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 3]	28
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 5]	29
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 6]	29

Fee Name	Parent	Page
M [continued]		
Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 7]	29
Minimum fee: \$200.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	[Type of Encroachment – 8]	29
Miscellaneous Promotional Items	[LIBRARIES – GENERAL]	21
Missing Pieces	[LIBRARIES – TOY]	22
Mon – Fri	[Food Premises – large events at the Showgrounds (per day)]	13
Mon – Fri 3Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
Mon – Fri 4Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
Mon – Fri 5Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
Mon – Fri 6Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
Monday – Thursday (8am – Midnight)	[Full Day and Night]	5
Mornington – A Gentleman's Residence	[MUSEUM]	22
Multi Dog Permit Application Fee	[ANIMAL MANAGEMENT ACT – Non Statutory]	12
Multi Dog Permit Variation Application Fee	[ANIMAL MANAGEMENT ACT – Non Statutory]	12
N		
NATURE STRIPS Per square metre	[REINSTATEMENT]	23
Non-Standard Dog	[REGISTRATIONS]	12
Non-Standard Dog – Concession	[REGISTRATIONS]	12
Non-Standard Dog – Temp Concession	[REGISTRATIONS]	12
Non-Standard Dog – Trained	[REGISTRATIONS]	12
Non-Standard Dog – Trained – Concession	[REGISTRATIONS]	12
Non-Standard Dog – Trained – Temp Concession	[REGISTRATIONS]	12
O		
One on One 1/2 hr	[Learn to Swim]	25
One on One 1/2 hr (per lesson) – Multiple Lessons	[Learn to Swim]	25
One-off Sports booking – sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. (Schools & Sporting Groups) per hr	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
On-Site Audit (including re-audits) per hr	[FOOD SAFETY AUDITS]	13
Other commercial areas – with liquor/non smoking	[Rental per square metre of public land per week :There will be no rental fee for new outdoor dining applications in 2018/19 in accordance with Council decision 26/3/2018 "Item 1113"]	16
Other commercial areas – without liquor/non smoking	[Rental per square metre of public land per week :There will be no rental fee for new outdoor dining applications in 2018/19 in accordance with Council decision 26/3/2018 "Item 1113"]	16
Other Groups	[Carnival Hire]	26
Over 50's Aquacise	[PROGRAMS]	7
Overdue processing fee	[LIBRARIES – TOY]	22
Overdue Processing Fee	[LIBRARIES – GENERAL]	21
P		
Pack of Compostable Dog bags	[Waste Services]	14
Painting with Acrylics	[PROGRAMS]	7
Payment for lost library materials – One Card Sysytem states RRP	[LIBRARIES – GENERAL]	21
Pensions/Unemployed/Health Card Holder	[Admission Costs]	25
Per day	[RETREAT]	10
Per day = 8 hours	[STUDY]	10
Per half day = 4 hours	[STUDY]	10
Per hour	[SOUTHERN MEETING ROOM]	6

Fee Name	Parent	Page
P [continued]		
Per hour	[STUDY]	10
Per Hour	[NORTHERN MEETING ROOM]	6
Per Kilometre	[Special Purpose & Non-Profit Community Group (Charter)]	18
Per lineal metre parallel to kerb	[REINSTATEMENT]	23
Per Week	[GALLERY]	10
Percentage Penalty for late Registration	[REGISTRATIONS]	12
Percentage rebate for partial year registration	[REGISTRATIONS]	12
Permit fee for an individual Parklet structure for term of agreement	[KING WILLIAM ROAD PARKLET]	15
Photocopying – A3 page	[Additional Set up Time – Relevant Hourly Rate]	11
Photocopying – A4 page	[Additional Set up Time – Relevant Hourly Rate]	11
Photocopying – B&W A3 page	[COMPLETE FACILITY]	6
Photocopying – B&W A4 page	[COMPLETE FACILITY]	6
Photocopying – Colour A3 page	[COMPLETE FACILITY]	6
Photocopying – Colour A3 page	[Additional Set up Time – Relevant Hourly Rate]	11
Photocopying – Colour A4 page	[COMPLETE FACILITY]	6
Photocopying – Colour A4 page	[Additional Set up Time – Relevant Hourly Rate]	11
Photocopying B&W A3 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying B&W A3 (per page)	[Notices, Agendas and Reports for meetings of Council, Committees etc (per page)]	30
Photocopying B&W A3 (per page)	[Minutes of Meetings (per page)]	30
Photocopying B&W A3 (per page)	[Reports to Council (per page)]	30
Photocopying B&W A3 (per page)	[Customer Service]	30
Photocopying B&W A3 (per page)	[Council Documents]	31
Photocopying B&W A4 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying B&W A4 (per page)	[Notices, Agendas and Reports for meetings of Council, Committees etc (per page)]	30
Photocopying B&W A4 (per page)	[Minutes of Meetings (per page)]	30
Photocopying B&W A4 (per page)	[Reports to Council (per page)]	30
Photocopying B&W A4 (per page)	[Customer Service]	30
Photocopying B&W A4 (per page)	[Council Documents]	31
Photocopying Colour A3 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying Colour A3 (per page)	[Customer Service]	30
Photocopying Colour A3 (per page)	[Council Documents]	31
Photocopying Colour A4 (per page)	[COPIES DEVELOPMENT APPLICATION Documents]	27
Photocopying Colour A4 (per page)	[Customer Service]	30
Photocopying Colour A4 (per page)	[Council Documents]	31
Photograph of Unley Oval – SA v England 1903 (unframed)	[MUSEUM]	22
Photographic reproduction – Commercial use	[MUSEUM]	22
Photographic Scanning and Reproduction (minimum charge)	[MUSEUM]	22
Podiatrist Room Resources / day	[COMPLETE FACILITY]	6
Policies per page	[Council Documents]	31
Power point access fee per day	[BOND & ADDITIONAL COSTS]	18
Processing fee for lost library material (one card system)	[LIBRARIES – GENERAL]	21
Q		
Quilting Group per person	[Additional Set up Time – Relevant Hourly Rate]	11
R		
Racing Greyhound and Working Livestock Dog	[REGISTRATIONS]	12
Rate Notice reprints – 1st reprint of current year	[Council Documents]	31
Recycling 240L MGB – business/industrial/commercial for each multiple tenancy on a single assessment (per tenancy)	[WASTE MANAGEMENT SERVICES]	14

Fee Name	Parent	Page
R [continued]		
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – City of Unley based clubs	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Regular Sports Bookings – ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Souter Park. Permit must be issued before activities commence. Maximum 20 hrs or 2 school terms – user groups based outside of Council area	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
REIKI CENTRE – per day	[RETREAT]	10
Renewal Fee	[Permit Renewal and Cancellation]	28
Renting of glass cases for arts & craft exhibitions & sales by individuals – per week	[LIBRARIES – GENERAL]	21
Replacement (lost or damaged)	[MISCELLANEOUS]	12
Replacement Dog Registration Disc	[REGISTRATIONS]	12
Replacement for lost library cards – adult	[LIBRARIES – GENERAL]	21
Replacement for lost library cards – child	[LIBRARIES – GENERAL]	21
Replacement Parking Permit / Exemption Label	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	16
Replacement Security Key Card	[COMPLETE FACILITY]	6
Request to view plans not on notice*	[COPIES DEVELOPMENT PLAN]	27
Request to view plans when archived off site*	[COPIES DEVELOPMENT PLAN]	27
Resident Parking Permit for 2 years	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	16
Residential areas – with liquor/non smoking	[Rental per square metre of public land per week :There will be no rental fee for new outdoor dining applications in 2018/19 in accordance with Council decision 26/3/2018 "Item 1113"]	16
Residential areas – without liquor/non smoking	[Rental per square metre of public land per week :There will be no rental fee for new outdoor dining applications in 2018/19 in accordance with Council decision 26/3/2018 "Item 1113"]	16
Residential Parking Permit in Excess of Policy Entitlements Annual	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	16
Respite – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Respite – Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Response Crew Assistance. Eg delivery of bollards, bunting, assistance with installation of event infrastructure – After hours / Saturday	[BOND & ADDITIONAL COSTS]	18
Response Crew Assistance. Eg delivery of bollards, bunting, assistance with installation of event infrastructure – Sunday / Public Hol	[BOND & ADDITIONAL COSTS]	18
Reusable Coffee cups – (Keep Cups)	[FULLARTON PARK COMMUNITY CENTRE]	7
Roll of 100 Compostable liners	[WASTE MANAGEMENT SERVICES]	14
Roll of 52 Compostable liners	[WASTE MANAGEMENT SERVICES]	14
Roll of 75 Compostable Biobag liners	[WASTE MANAGEMENT SERVICES]	14
Rolling Closures at request of Police	[Temporary Parking Controls]	15
S		
S.132 LG Act 1999(By-Laws etc)/page	[Council Documents]	31
Sat/ Sun	[Food Premises – large events at the Showgrounds (per day)]	13
Sat/ Sun 3Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
Sat/ Sun 4Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
Sat/ Sun 5Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
Sat/ Sun 6Hrs	[Food Premises – 1 day event at the Showgrounds (per day)]	13
School Groups (per person) invoice rate structured activity	[Admission Costs]	25
School Groups (per person) invoice rate unstructured activity	[Admission Costs]	25
Season pass holder only	[Group Fitness Classes]	26

Fee Name	Parent	Page
S [continued]		
Seasonal use – max 20 hours or 2 terms	[TENNIS COURT (HARD COURTS)]	19
Session Weekday	[RED ROOM]	7
Session Weekend	[RED ROOM]	7
Set of 4 historic images on cards with envelopes – \$1 per card – Set of 4 = \$4	[MUSEUM]	22
Shopping Bus Service (one way fee)	[Other]	18
Shopping Support – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Shopping Support – Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – School and Sporting Groups – per hr	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve – Schools with Community use agreements	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve external event – per day	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Small sized open spaces reserved for small scale events only: Forestville Reserve, North Unley Playground, Page Park, Scammell Reserve Ratepayer discount – per day	[NEW FEE STRUCTURE FOR EVENTS IN OPEN SPACES]	20
Social Activities and Trips – Full Pensioner per trip (Refreshments and activity costs at own expense)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Activities and Trips – Self Funded Retirees per trip (Refreshments and activity costs at own expense)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support – Community Harvest – Full Pensioner per delivery	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support – Community Harvest – Self Funded Retiree per delivery	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support One on One Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Social Support One on One Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Special adult's programs	[LIBRARIES – GENERAL]	21
Special adult's programs – Special events	[LIBRARIES – GENERAL]	21
Special adult's programs – Special workshops	[LIBRARIES – GENERAL]	21
Special children's programs	[LIBRARIES – GENERAL]	21
Special children's programs – Friends of the Unley Libraries Fundraising events	[LIBRARIES – GENERAL]	21
Special children's programs – Special activity sessions	[LIBRARIES – GENERAL]	21
Special children's programs – Special performance	[LIBRARIES – GENERAL]	21
Special Events including school holiday program events	[MUSEUM]	22
Spectators/ Supervising Adults	[Admission Costs]	25
Spring Clean – Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Spring Clean Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Stage – per 8 hrs	[COMPLETE FACILITY]	6
Stage – per hour	[COMPLETE FACILITY]	6
Standard annual fee regardless of group size	[COMMERCIAL DOG TRAINING IN PARKS]	19
Standard Dog	[REGISTRATIONS]	12
Standard Dog – Concession	[REGISTRATIONS]	12
Standard Dog – Temp Concession	[REGISTRATIONS]	12

Fee Name	Parent	Page
S [continued]		
Standard Dog – Trained	[REGISTRATIONS]	12
Standard Dog – Trained – Concession	[REGISTRATIONS]	12
Standard Dog – Trained – Temp Concession	[REGISTRATIONS]	12
Storage fee per day	[VEHICLE IMPOUNDING FEE]	15
Stormwater Pipe (80mm) per lineal metre	[DISPOSAL OF STORMWATER]	24
Street Parties i.e. non-commercial (M-F)	[TEMPORARY ROAD CLOSURES]	15
Street Parties i.e. non-commercial (Sat -Sun)	[TEMPORARY ROAD CLOSURES]	15
Street Parties i.e. non-commercial (Sat)	[Temporary Parking Controls]	15
Street Party/ on street Event – with commercial benefit	[TEMPORARY ROAD CLOSURES]	15
Street Traders – Mobile Street Traders – per month	[STREET TRADERS]	16
Street Trading Table Licence/day	[STREET TRADERS]	16
Street. Traders – on-street public events (per day)	[STREET TRADERS]	16
Street. Traders on footway-roadway/yr)	[STREET TRADERS]	16
Street. Traders-Mobile Street Trader/ Yearly fee	[STREET TRADERS]	16
Strength for Life	[PROGRAMS]	7
Stretch and Flex	[PROGRAMS]	7
T		
Tai Chi	[PROGRAMS]	7
Tech Help (45 minute support sessions on own device)	[Digital Literacy Classes]	21
Temporary hoarding on Council Roads	[TEMPORARY ROAD CLOSURES]	15
Temporary Member – Borrowing Fee per loan	[LIBRARIES – TOY]	22
To hire – a section of "fencing" per week or part thereof	[BOLLARDS & SIGNS]	24
To hire – a sign or bollard per week or part thereof	[BOLLARDS & SIGNS]	24
TOP DRESS BITUMEN-Per square metre	[DRIVEWAY]	23
Travel (more than 50km away from Council Offices)per hr	[FOOD SAFETY AUDITS]	13
Two on one 1/2 hr – multiple lessons	[Learn to Swim]	25
U		
UNDERGROUND ELECTRICAL REINSTATEMENT	[REINSTATEMENT]	23
Unley Amateur Swimming Club	[Carnival Hire]	26
V		
Vehicle Impounding Fee	[VEHICLE IMPOUNDING FEE]	15
Volunteer based car service – Full Pensioner per trip (each way)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Volunteer based car service – Self Funded Retiree per trip (each way)	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
W		
Walford's Houses	[MUSEUM]	22
Water Polo (1/2 the main pool + set up fee)	[Carnival Hire]	26
Watercolour painting	[PROGRAMS]	7
Weekday – Double session	[PARKVIEW ROOM – 85 sq m]	8
Weekday – Evening session	[PARKVIEW ROOM – 85 sq m]	8
Weekday – Evening session	[COMMUNITY ROOM – 40 sq m]	8
Weekday – Single session	[PARKVIEW ROOM – 85 sq m]	8
Weekday – Double session	[HOWARD AND BOARD ROOMS – 30 sq m]	8
Weekday – Double session	[COMMUNITY ROOM – 40 sq m]	8
Weekday – Double session	[BANQUET ROOM – 195 sq m]	9

Fee Name	Parent	Page
W [continued]		
Weekday – Evening session	[HOWARD AND BOARD ROOMS – 30 sq m]	8
Weekday – Evening session	[LOUNGE, KITCHEN]	8
Weekday – Evening session	[BANQUET ROOM – 195 sq m]	9
Weekday – over 7 hours	[CRAFT STUDIO]	9
Weekday – per hour	[CRAFT STUDIO]	9
Weekday – Single session	[HOWARD AND BOARD ROOMS – 30 sq m]	8
Weekday – Single session	[COMMUNITY ROOM – 40 sq m]	8
Weekday – Single session	[BANQUET ROOM – 195 sq m]	9
Weekday (Up to 8 Hours)	[MAIN HALL]	5
Weekday (Up to 8 Hours)	[KITCHEN/ DINING ROOM]	6
Weekday (Up to 8 Hours)	[COMPLETE FACILITY]	6
Weekday (up tp 8 hours)	[Main HALL & KITCHEN]	5
Weekday Rate – per hour	[Main HALL & KITCHEN]	5
Weekday Rate – Per Hour	[MAIN HALL]	5
Weekday Rate – Per Hour	[COMPLETE FACILITY]	6
Weekday-Double session	[LOUNGE, KITCHEN]	8
Weekday-Double session	[BANQUET ROOM & KITCHEN – 195 sq m]	9
Weekday-Double session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekday-Evening session	[BANQUET ROOM & KITCHEN – 195 sq m]	9
Weekday-Evening session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekday-Single session	[LOUNGE, KITCHEN]	8
Weekday-Single session	[BANQUET ROOM & KITCHEN – 195 sq m]	9
Weekday-Single session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekend – Evening session	[HOWARD AND BOARD ROOMS – 30 sq m]	8
Weekend – Evening session	[COMMUNITY ROOM – 40 sq m]	8
Weekend – Evening session	[PARKVIEW ROOM – 85 sq m]	8
Weekend – Evening session	[BANQUET ROOM – 195 sq m]	9
Weekend – Evening session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekend – Full day session	[HOWARD AND BOARD ROOMS – 30 sq m]	8
Weekend – Full day session	[COMMUNITY ROOM – 40 sq m]	8
Weekend – Full day session	[PARKVIEW ROOM – 85 sq m]	8
Weekend – Full day session	[BANQUET ROOM – 195 sq m]	9
Weekend – over 7 hours	[CRAFT STUDIO]	9
Weekend – per hour	[CRAFT STUDIO]	9
Weekend – Single session	[HOWARD AND BOARD ROOMS – 30 sq m]	8
Weekend – Single session	[COMMUNITY ROOM – 40 sq m]	8
Weekend – Single session	[PARKVIEW ROOM – 85 sq m]	8
Weekend – Single session	[BANQUET ROOM – 195 sq m]	9
Weekend (up to 8 hours)	[KITCHEN/ DINING ROOM]	6
Weekend (Up to 8 Hours)	[MAIN HALL]	5
Weekend (Up to 8 Hours)	[Main HALL & KITCHEN]	5
Weekend (Up to 8 Hours)	[COMPLETE FACILITY]	6
Weekend Rate – Per Hour	[MAIN HALL]	5
Weekend Rate – Per Hour	[COMPLETE FACILITY]	6
Weekend Rate per hour	[Main HALL & KITCHEN]	5
Weekend-Evening session	[LOUNGE, KITCHEN]	8
Weekend-Evening session	[BANQUET ROOM & KITCHEN – 195 sq m]	9
Weekend-Full day session	[LOUNGE, KITCHEN]	8
Weekend-Full day session	[BANQUET ROOM & KITCHEN – 195 sq m]	9
Weekend-Full day session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Weekend-Single session	[LOUNGE, KITCHEN]	8
Weekend-Single session	[BANQUET ROOM & KITCHEN – 195 sq m]	9
Weekend-Single session	[ENTIRE MAIN FUNCTION AREA – 390 sq m]	9
Whistler's Unley : Then and Now	[MUSEUM]	22
Window Cleaning Full Pensioner per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Window Cleaning Self Funded Retiree per hr	[COMMONWEALTH HOME SUPPORT PROGRAM]	17
Within Business Hours	[Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc)]	16

Fee Name	Parent	Page
W [continued]		
Within Business hrs – Non Commercial	[Installation and removal of temporary parking controls – Commercial (ie work zone, building work, filming etc]	16
Work Zone /Tradesperson permit	[RESIDENTIAL PARKING EXEMPTIONS/PERMITS]	16
Y		
Yoga	[PROGRAMS]	7

DECISION REPORT

REPORT TITLE: DISCRETIONARY RATE REBATE APPLICATIONS

ITEM NUMBER: 1193

DATE OF MEETING: 25 JUNE 2018

AUTHOR: SARAH TAYLOR AND KYM CAULFIELD

JOB TITLE: MANAGER FINANCE AND PROCUREMENT AND SENIOR RATES COORDINATOR

1. **EXECUTIVE SUMMARY**

This report provides information to support four discretionary rate rebate applications for Council consideration and endorsement.

In accordance with legislation, Council cannot make a 'blanket' decision on groups of applicants, but must consider each application individually on its merits. When rate rebates are applied to properties, any rates foregone are redistributed to all other ratepayers. Discretionary rate rebates are only to be granted to successful applicants for the period of the Council term.

Council has a Rate Rebate Policy, with a key principle, that all ratepayers should contribute an amount towards basic service provision. As such, the Policy proposes a maximum discretionary rebate of 75%.

The recommendations in this report are based on the adopted Rates Rebate Policy and Administration's consideration of whether the applicants meet the following criteria:

- are not-for-profit or profit-based;
- provide services or activities that are directly aligned to Council's outcomes in accordance with the Community Plan and 4 Year Delivery Plan, or other community services that support the disadvantaged, or sections of the community that require assistance;
- provide a direct benefit to the residents of the City of Unley and the proportion of users that are Unley residents;
- allows access to the services or activities by the community and general public; and
- provides direct services to the community as distinct from administration or advocacy.

As a result of Administration's assessment, the following recommendations are made to Council:

- A 75% rate rebate be granted to Tabor College under Section 166(1)(d) of the *Local Government Act 1999* (the Act), as they are a not for profit organisation. Tabor is a private higher educational college with a Christian focus who have particular expertise in the education of community professionals including pastors, teachers, counsellor, youth workers etc. and as their Educational, programs and actives align with Councils community outcomes.

The rate rebate is to be considered for 2017-18 until end of the current Council term:

- A 75% rate rebate not be granted to The Uniting Church in Australia Property Trust under Section 166(1)(j) of the Act as the carpark is not contiguous land to the Church;
- A 25% rate rebate be granted to Kirinari Community School under Section 166(1)(d) of the Act. The rate rebate to be considered for 2017-18 until end of the current Council term; and
- Not grant a 75% rate rebate to the Chinese Association due to council resolution already passed granting them a 25% rate rebate for 2018-19 in 2017/18.

2. RECOMMENDATION

That:

1. The report be received.
2. The application from Tabor College Inc. under Section 166(1)(d) of the *Local Government Act 1999* be granted a 75% rate rebate.
3. The application from The Uniting Church in Australia Property Trust under Section 166(1)(j) of the *Local Government Act 1999* not be granted a rate rebate.
4. The application from Kirinari Community School under Section 166(1)(d) of the *Local Government Act 1999* be granted a 25% rate rebate.
5. The application from Chinese Association under Section 166(1) *Local Government Act 1999* not be granted a 75% rate rebate as Council has already granted a 25% rebate for 2018-19 in 2017/18.
6. Applicants for discretionary rate rebates be formally advised of Council's decision.

3. RELEVANT CORE STRATEGIES/POLICIES

Organisational Strategy/Goal

4.1 – We have strong leadership and governance.

4.2 – Council provides best value services to the community.

4. DISCUSSION

The *Local Government Act 1999* (the Act) has provision for the application of mandatory (s159 to s165) and discretionary (s166) rate rebates.

The Rate Rebate Policy is used to assist in determining community eligibility for rate rebates in accordance with the requirements of the *Local Government Act 1999* (the Act).

Attachment 1

A summary of Discretionary Rate Rebate Applications to be considered.

Attachment 2

The Rate Rebate Policy recognises that all rate payers (unless 100% Mandatory Rebate) contribute an amount towards basic council service provision. As such, the Policy recommends a maximum discretionary rebate of 75%.

This report provides information to Council for discretionary rebate applications received under Section 166 of the Act. Discretionary rebates are to be considered on a case-by-case basis, and may only be granted where applicants meet at least one of the 15 prescribed eligibility criteria set out in Section 166 of the Act.

Attachment 3

Criteria Used by Council for Determination of a Discretionary Rebate

In accordance with legislation and Council's Rate Rebate Policy, Council must, in deciding whether to grant a rebate of rates or charges under section 166 subsection 1(d), (e), (f), (g), (h), (i) or (j) of the Act take into account:

- the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area;
- the community needs being met by activities carried out on the land for which the rebate is sought;
- the extent to which activities carried out on the land for which the rebate is sought, provides assistance or relief to disadvantaged persons, and
- may take into account other matters considered relevant by the Council.

The Administration in providing their recommendation to Council has taken into account whether the organisation:

- is not-for-profit or profit-based;
- provides services or activities that are directly aligned to Council's outcomes in accordance with the Community Plan and 4 Year Delivery Plan (maximum 75%);
- provides other community services or activities that support the disadvantaged or sections of the community that require assistance (maximum 75%);
- provides a community benefit to the residents of the City of Unley (maximum 50%) and a proportion of users are Unley residents;
- allows access to the services or activities by the community and general public; and
- provides direct services to the community as distinct from administration or advocacy.

Under Section 166 of the Act, Council has no obligation to grant rebates, but rather the obligation to apply equity to similar applications (received now and in

the future). Council cannot make a 'blanket' decision on groups of applicants, but must consider each application on its merits.

When rate rebates are applied to properties, any rates foregone are then redistributed to other ratepayers.

Under the Rates Rebate Policy where there is no maximum timeframe specified for a rebate provided under Section 166 of the Act, Council may only grant the rebate to the last rating period within a Council term. All approved rebates will be applied commencing this current financial year 2017-18.

Summary information from each discretionary rebate application is provided below

Tabor College Inc. – 68 Greenhill Road, Wayville & 164 Goodwood Road, Goodwood

An application has been received requesting a discretionary rate rebate for 75%, under section 166(1)(d) of the Act "where the land is being used for educational purpose".

Tabor College is a not-for-profit organisation providing private higher education with a Christian perspective, to community professionals such as pastors, teachers, counsellors and youth workers etc.

Tabor College receives no government support and relies on community and students for support and therefore requests financial assistance through a 75% rate rebate.

Due to an increase in its music and vocational education and training programs, Tabor College has leased the two properties at 68 Greenhill Road, Wayville, and 164 Goodwood Road, Goodwood.

The 68 Greenhill Road, Wayville, premises is used as a teaching centre for students to attend classes. VET training and teaching is located on the ground floor. Music students practice and attend lectures on the 1st floor.

The 164 Goodwood Road, Goodwood premises is used as a counselling centre under the business name "Life Design". Counselling students are given the opportunity, with trained support, to counsel any person of the public at a nominal fee.

Administration in providing their recommendation to Council has taken into account that the organisation:

- is not-for-profit;
- provides community services and life-long learning activities that directly align to Council's Community Plan and 4 Year Delivery Plan objectives;
- provides a direct benefit to the wider community and a small proportion of residents of the City; and
- provides direct services to the community and access to an on-going program of activities.

In accordance with Council's Discretionary Rate Rebate matrix, their services and activities directly align with Council's community outcomes and are accessible to the public. It is therefore recommended that a 75% rate rebate be granted.

The Uniting Church in Australia Property Trust (SA) – 1A Carlton Street, Highgate (Carpark)

An application has been received requesting a discretionary rate rebate for 75% under section 166(1)(j) of the Act "where the land is being used by an organisation which provides a benefit or service to the local community".

Note that this application varies from the application received in 2016-17 for the Church Tennis and Netball courts for which a rebate of 100% was applied.

The carpark located at 1A Carlton Street, which is not contiguous land to the Church, is owned by the Uniting Church, which is a not-for-profit religious organisation.

The Rosefield Uniting Church uses the property as private car parking for congregation members and visitors. They do not charge for the use of the car park or lease any of the car parks. The carpark is also used for overflow for the adjacent shopping centre.

The Administration in providing their recommendation to Council has taken into account that the organisation:

- is not-for-profit; and
- provides a community service and minimises the burden of on-street parking in the direct vicinity of the Church.

Although the Rosefield Uniting Church serves and supports the community in many ways the carpark is utilised for overflow parking for the adjacent shopping centre and is only used in part for Church Service Parking. It is therefore recommended that a rate rebate not be granted.

Kirinari Community School – 18 Trimmer Terrace, Unley

An application has been received requesting a discretionary rate rebate for 75% under section 166(1)(d) of the Act "where the land is being used for educational purpose".

Kirinari Community School closed in 2016 and Unley Council bought the property at 18 Trimmer Terrace, Unley. Kirinari now lease the property from the Unley Council and under the lease agreement, Kirinari are responsible for payment of council rates.

Kirinari School closed to students in 2016, however they are still providing educational support to home schooled students, and educational activities for disadvantaged children and families, and for those with a disability.

The lease is due to expire January 2019 and it is unlikely that Kirinari will renew their lease with Council. This being the case, on the merits of the information

provided in their application it is recommended that a 25% rate rebate be granted for 2017-18.

The Chinese Association of SA Inc. – 12 Gordon Road, Black Forest

An application has been received requesting a discretionary rate rebate of 75% under section 166(1)(c) of the Act “where the rebate will conduce to the preservation of buildings or places of historic significance; (d) where the land is being used for educational purposes; (g) where the land is being used to provide facilities or services for children or young persons; (i) where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth) or a day therapy centre.

The Chinese Association of SA Inc. are an unregistered not-for-profit entity and they have owned and occupied their property for more than 10 years.

The Association promotes good relations between Chinese residents in South Australia and other nationalities.

The Association runs the Chinese Ethnic School that conducts Chinese language, art and calligraphy classes at Glenunga High School each Saturday during the school term. The premises at 12 Gordon Street primarily serves as the administration centre and a site for storing all the text and reference books required for the classes. The Clubhouse opens regularly on Friday to Sunday from 11am to 6pm for mah-jong games, karaoke, table tennis and martial arts sessions. The Clubhouse opening hours vary depending on demand from its members.

The Administration in providing their recommendation to Council has taken into account whether the organisation:

- is an unregistered not-for-profit;
- provides cultural awareness and life-long learning programs targeted at a minority group that are aligned to Council’s Community Plan and 4 Year Delivery Plan objectives;
- provides a direct benefit to the wider community and a small proportion of residents of the City;
- provides direct services to the community as distinct from administration or advocacy; and
- the association has been granted a 25% discretionary rate rebate for 2018/19 by council decision (item 898).

The recommendation is to reaffirm the 25% discretionary rate rebate granted for 2018-19 by Council decision (Item 898) and should the association register with the ACNC as a not-for-profit in future, a mandatory rate rebate could be applied if all criteria is met according to the *Local Government Act 1999* division 5.

5. **ANALYSIS OF OPTIONS**

Option 1 – That the following applications for a discretionary rate rebate under Section 166 of the *Local Government Act 1999* be granted a 75% rate rebate for the rating years from 2017-18 until end of the current Council term:

- a) the Tabor College Inc. under Section 166 (1)(d) of the *Local Government Act 1999*.

That the following applications for a discretionary rate rebate under Section 166 of the *Local Government Act 1999* be granted a 25% rate rebate for the 2017-18:

- a) the Kirinari Community School under Section 166 (1) (d) of the *Local Government Act 1999*.

That the following applications for a discretionary rate rebate under Section 166 of the *Local Government Act 1999* not be granted

- a) the Uniting Church in Australia Property Trust (SA) under Section 166 (1) (j) of the *Local Government Act 1999*.
- b) the Chinese Association of SA Inc. under Section 166(1)(c)(d)(g)(j) of the *Local Government Act 1999* as they were granted a 25% rebate for 2018- 19 in 2016-17.

This option is based on the adopted Rates Rebate Policy and Administration's consideration of whether the organisation:

- is not-for-profit or profit-based;
- provides services or activities that are directly aligned to Council's Community Plan and 4 Year Delivery Plan objectives;
- provides other community services that support the disadvantaged or sections of the community that require assistance;
- provide a direct benefit to the residents of the City of Unley and the proportion of users that are Unley residents;
- allows access to the services or activities by the community and general public; and
- provides direct services to the community as distinct from administration or advocacy.

Option 2 – That Council resolve to offer rebates that differ to those recommended within the report.

Should this be the preferred option, a key principle of the Policy to note is that all rate payers should contribute an amount towards basic council service provision. As such, the Policy recommends that the maximum discretionary rebate not exceed 75%.

6. **RECOMMENDED OPTION**

Option 1 is the recommended option.

7. POLICY IMPLICATIONS

7.1 Financial /Budget

- When rate rebates are applied to properties, any rates foregone are redistributed to all other ratepayers.
- When property rates have been declared for a rating period the level of rates income to be collected is also determined. Therefore, all rate rebates granted after that time will result in a decrease in actual rates income that will need to be adjusted at a future Budget Review.

7.2 Legislative/Risk Management

- The primary legislative provisions in the Local Government Act relating to rebates are:
Local Government Act 1999 Division 5 – Rebates of Rates
Section 160 – Health Services 100% Rebate
Section 161 – Community Services 75% Rebate
Section 162 – Religious Purposes 100% Rebate
Section 163 – Public Cemeteries 100% Rebate
Section 164 – Royal Zoological Society of SA 100% Rebate
Section 165 – Educational Purposes 75% Rebate
Section 166 – Discretionary rebates of rates
- Council's revised Rate Rebate Policy was adopted at the 27 February 2017 Council Meeting.

8. REPORT CONSULTATION

Council, Executive Management, Community Development and the Manager Finance & Procurement have been consulted or involved in the assessment of each application and the writing of this report.

A full copy of each application was available for review in the Members' room for prior to the Council meeting, and a summary of each application (with similar detail to this report) has been sent electronically to each Member.

9. ATTACHMENTS

- Attachment 1 – Summary of Discretionary Rate Rebate Applications to be considered.
- Attachment 2 – Rate Rebate Policy.
- Attachment 3 – Legislation – Section 166 of the *Local Government Act* 2018-19 Annual Business Plan and Budget.

10. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
James Roberts	Acting General Manager Business Support and Improvement
Peter Tsokas	Chief Executive Officer

166—Discretionary rebates of rates

- (1) A council may grant a rebate of rates or service charges in any of the following cases (not being cases that fall within a preceding provision of this Division):
- (a) where the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);
 - (b) where the rebate is desirable for the purpose of assisting or supporting a business in its area;
 - (c) where the rebate will conduce to the preservation of buildings or places of historic significance;
 - (d) where the land is being used for educational purposes;
 - (e) where the land is being used for agricultural, horticultural or floricultural exhibitions;
 - (f) where the land is being used for a hospital or health centre;
 - (g) where the land is being used to provide facilities or services for children or young persons;
 - (h) where the land is being used to provide accommodation for the aged or disabled;
 - (i) where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the *Aged Care Act 1997* (Cwlth) or a day therapy centre;
 - (j) where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;
 - (k) where the rebate relates to common property or land vested in a community corporation under the *Community Titles Act 1996* over which the public has a free and unrestricted right of access and enjoyment;
 - (l) where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—
 - (i) a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or
 - (ii) a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;
 - (m) where the rebate is considered by the council to be appropriate to provide relief in order to avoid what would otherwise constitute—
 - (i) a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the council in its annual business plan; or
 - (ii) a liability that is unfair or unreasonable;
 - (n) where the rebate is to give effect to a review of a decision of the council under Chapter 13 Part 2;
 - (o) where the rebate is contemplated under another provision of this Act.

Local Government Act 1999—4.7.2016

Chapter 10—Rates and charges

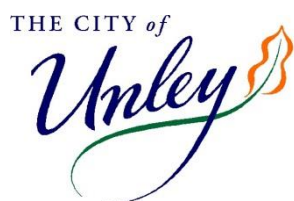
Part 1—Rates and charges on land

Division 5—Rebates of rates

- (1a) A council must, in deciding whether to grant a rebate of rates or charges under subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account—
 - (a) the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
 - (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
 - (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons,and may take into account other matters considered relevant by the council.
- (2) A rebate of rates or charges under subsection (1) may be granted on such conditions as the council thinks fit.
- (3) A rebate of rates or charges under subsection (1)(a), (b) or (k) may be granted for a period exceeding one year, but not exceeding 10 years.
- (3a) A rebate of rates or charges under subsection (1)(l) may be granted for a period exceeding one year, but not exceeding three years.
- (3b) A council should give reasonable consideration to the granting of rebates under this section and should not adopt a policy that excludes the consideration of applications for rebates on their merits.
- (4) A council may grant a rebate under this section that is up to (and including) 100 per cent of the relevant rates or service charge.

Attachment 2

Applicant/Rate Payer	Property Address	Actual Use	Section	Recommendation/ Reason	2018/19 Valuation	Total Rates 2018/19	Requested Discretionary Rebate % and Amount	Recommended Discretionary Rebate Amount
Tabor College Inc.	68 Greenhill Road, Wayville	Education	166.1.d	<ul style="list-style-type: none"> recommend granting a 75% discretionary rate rebate under Section 166 of the Local Government Act 1999 for 2017/18 & 2018/19 their services and activities align with Councils community outcomes and a proportion of users are Unley residents 	\$1,525,000	\$9,101	(\$6,825)	(\$6,825)
	164 Goodwood Road, Goodwood	Education	166.1.d		\$392,000	\$2,339	(\$1,754)	(\$1,754)
The Uniting Church in Australia Trust (SA)	1A Carlton Street, Highgate	Carpark	166.1.j	<ul style="list-style-type: none"> recommend not granting a 75% discretionary rate rebate under Section 166 of the Local Government Act 1999 	\$630,000	\$3,759	(\$2,819)	(\$0.00)
Kirinari Community School	18 Trimmer Terrace, Unley	Administration/ Educational Services	166.1.d	<ul style="list-style-type: none"> recommend granting a 25% discretionary rate rebate under Section 166 of the Local Government Act 1999 for 2017/18 & 2018/19 	\$1,125,000	\$5,579	(\$4,184)	(\$1,395)
Chinese Association of SA Inc.	12 Gordon Road, Black Forest	Administration/ Clubhouse	166.1.j	<ul style="list-style-type: none"> recommend reaffirm 25% discretionary 2018/19 until end of the Council term 	\$ 510,000	\$3,044	(\$2,283)	(\$761)
							(\$17865)	(\$10,735)



RATE REBATE POLICY

Policy Type:	Council Policy
Responsible Department:	Business Support & Improvement
Responsible Officer:	Manager Finance & Procurement
Related Policies and Procedures	n/a
Date Adopted:	24 May 2010
Last Council Review:	28 February 2017
Next Review Date:	February 2020
ECM Doc Set I.D.	1205127

1. POLICY STATEMENT

The Local Government Act 1999 (“the Act”) sets out at Chapter 10, Division 5 (Sections 159 to 166) those provisions applicable to the Council granting a rebate of rates to persons or bodies.

This Policy is intended to provide guidance to the community as to the grounds upon which a person or body is, or may be entitled to receive a rebate of rates and the matters that the Council will take into account in deciding an application for a rebate.

In accordance with the rebate provisions contained in the Act, this Policy sets out the type of use in respect of land for which the Council must grant a rebate of rates and the amount that rebate must be, and those types of land use where the Council has a discretion to grant a rebate of rates.

2. COMMUNITY GOAL

O5.3 Good governance & legislative framework

3. POLICY OBJECTIVES

The rate rebate policy seeks to:

- assist council in meeting its legislative requirements, under the Local Government Act, 1999.
- define the criteria for assessments which have not met the mandatory requirements of the Act, but have provided sufficient support for a discretionary rebate under Section 166.
- streamline the decision making process for discretionary rebate determinations and provide a consistent framework under which to apply determinations.

- provide transparency in regards to the discretionary rebates granted by Council, and provide for a regular review process to be undertaken in terms of the financial support provided by council.

4. PRINCIPLES

In developing this policy Council has given consideration to the five principles previously identified by the local government industry in applying the imposition of rates on communities.

These principles are:

- Equity - rating responsibility should be distributed in an equitable manner across and within our communities;
- benefit - ratepayers should receive some benefits from paying tax, but not necessarily to the extent of the tax paid;
- ability-to-pay - in raising rates the ability of the taxpayer to pay the rates must be taken into account;
- efficiency – Council's rates are currently designed to be neutral in its effect on ratepayers and therefore it is considered efficient unless it changes ratepayer behaviour;
- simplicity – the application of rates should be understandable, hard to avoid and easy to collect.

To some extent these principles are in conflict with each other. As such Council aims to balance the application of the principles, the policy objectives of rating, the need to raise revenue and the effects of rates on the community.

Further, in achieving equity across the community, this policy has an overriding principle that all ratepayers should contribute an amount to basic service provision.

Council is mindful that where a rebate is applied to a property or that property is exempt from paying council rates, those rates foregone must be contributed by the rest of the community. The principles of equity dictate that Council remains diligent in only awarding rebates and exemptions where they are warranted.

5. POLICY

5.1 Mandatory Rebates

5.1.1 The City of Unley will act in accordance with the Local Government Act in providing mandatory rebates as reference in Section 160 – 165 of the Act.

5.1.2 Where the Council is satisfied from its own records, or from other sources, that a person or body meets the necessary criteria for a mandatory rate rebate, the Council will grant the rebate accordingly.

5.1.3 Where the Council is not satisfied based upon the information in its possession or otherwise does not hold relevant information it will require the person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require.

5.1.4 Applicants who satisfy the criteria for a mandatory rebate will be granted the rebate at any time provided the application is lodged prior to the 30 June of the rating year and provided the entitlement to the rebate existed at 1 July of the rating year.

5.1.5 Council will confirm the continuation of a person or body's eligibility for a mandatory rebate on a regular basis to ensure that rebates are only granted where they are warranted. This will require the relevant person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require to confirm the continuation of eligibility.

5.2 Discretionary Rebates

5.2.1 Council may grant a discretionary rebate of rates up to and including 100% of the relevant rates or service charges under a number of cases and for a period not exceeding the timeframe as identified in Section 166 of the Act. However, to ensure all ratepayers contribute an amount towards basic service provision, the maximum discretionary rebate will be 75%.

5.2.2 Under the same premise, although Council may, pursuant to the Act, increase a mandatory rebate by up to a further 25%, Council will not grant any additional discretionary rebate to ensure ratepayers contribute an amount towards basic service provision.

5.2.3 In deciding whether to grant a rebate for land uses, as detailed in Section 166 (1a) of the Act, Council will take the following matters into account:

- (a) the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in the Council's area;
- (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
- (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons
- (d) other matters considered relevant by council (**Attachment 1**).

5.2.4 Persons who or bodies which seek a discretionary rebate will be required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.

5.2.5 All persons who or bodies which wish to apply to the Council for a discretionary rebate of rates must do so on or before 1 May prior to the rating year unless the application is a result of a change in eligibility for a mandatory rebate. In those circumstances where an application relates to a change in rebate/rate exemption in a relevant rating year, then the application will be applied for the full rating year if received within 2 months of the change in rebate/exemption being advised. The Council reserves the right to refuse to consider applications received after the specified date.

5.2.6 Where there is no maximum timeframe specified for a rebate provided under Section 166, Council will grant a discretionary rebate to the last rating period commencing within a Council term to allow for a regular review of discretionary rate rebates.

5.2.7 A summary of all discretionary rebates applied for, including whether they have been successful or not and the associated reasons will be reported to Council on an annual basis.

5.3 All Rebates

5.3.1 If an entitlement to a rebate ceases or no longer applies during the course of a financial year, council will recover rates proportionate to the remaining part of the financial year.

5.3.2 If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.

5.3.3 The Council will, in writing, advise an applicant for the rebate of its determination of that application. The advice will state:

- (i) if the application has been granted, the amount of the rebate; or
- (ii) if the application has not been granted, the reasons why.

5.3.4 Any person or body who is aggrieved by a determination of the delegated officer in respect of an application for a rebate may seek a review of that decision in accordance with Council's Procedure for Internal Review of a Council Decision.

6. DEFINITIONS

CEO: Chief Executive Officer of the Corporation of the City of Unley as appointed by Council.

Council (with a capitalised C): The elected Council body.

council (with a non-capitalised c): Council as the organisation.

Discretionary Rebate: A rebate which has been applied under the Local Government Act 1999, Section 166

Rebates can be categorised as strategic development, land uses providing a benefit or service to the local community and rate relief. Under legislation, these include:

- (a) where it is desirable for the purpose of securing the proper development of the area (or a part of the area);
- (b) where it is desirable for the purpose of assisting or supporting a business in its area;
- (c) where it will be conducive to the preservation of buildings or places of historic significance;
- (d) where the land is being used for educational purposes;
- (e) where the land is being used for agricultural, horticultural or floricultural exhibitions;
- (f) where the land is being used for a hospital or health centre;
- (g) where the land is being used to provide facilities or services for children or young persons;
- (h) where the land is being used to provide accommodation for the aged or disabled;

- (i) where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;
- (j) where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community;
- (k) where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment
- (l) where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to:
 - a redistribution of the rates burden within the community arising from a change to the basis or structure of the council rates: or
 - a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.
- (m) where the rebate is considered by council to be appropriate to provide relief in order to avoid what would otherwise constitute:
 - a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the council in its annual business plan; or
 - a liability that is unfair or unreasonable;
- (n) where the rebate is to give effect to a review of a decision of the council under Chapter 13 part 2 (Section 270 to 271 of the Act)
- (o) where the rebate is contemplated under another provision of the Act

Mandatory Rebate: Rebates that Council must grant in accordance with the Act.

- Mandatory Rebates of **100%** are for public cemeteries, the Royal Zoological Society as well as:

Health Services

Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976;

Religious Purposes

Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes;

- Mandatory Rebates of **75%** are for either community services or educational purposes.

Community Services

The Act provides that as well as meeting the definition of “community services organisation” as defined in the Act, eligibility for a rebate by a community services organisation is subject to it providing one or more of the following community services:

- emergency accommodation
- food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability)
- supported accommodation (i.e., residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life)

- essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities
- legal services for disadvantaged persons
- drug or alcohol rehabilitation services, or
- the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses.

Where a “community services organisation” is eligible for a mandatory rebate, the residential rate must be applied to the land to which the rebate relates in accordance with Section 161 (2) of the Act. This is as a result of Council declaring differential rates according to land use and providing for a distinct residential rate.

Educational Purposes

- Land occupied by a government school under a lease or licence and being used for educational purposes, or
- Land occupied by a non-government school registered under Part 5 of the Education Act 1972 and being used for educational purposes, or
- Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

Rating: Process of raising revenue by way of levying rates and charges.

Rebates: An amount that a rate or charge may be reduced in accordance with Chapter 10, Division 5 of the Act.

The Act: The *Local Government Act 1999* as amended

7. LEGISLATION/REFERENCES

Local Government Act 1999 Division 5 – Rebates of Rates

Section 160 – Health Services	100% Rebate
Section 161 – Community Services (including Housing Associations)	75% Rebate
Section 162 – Religious Purposes	100% Rebate
Section 163 – Public Cemeteries	100% Rebate
Section 164 – Royal Zoological Society of SA	100% Rebate
Section 165 – Educational Purposes	75% Rebate
Section 166 – Discretionary rebates of rates	

Aged Care Act 1987 (Commonwealth)

Community Housing Providers National Law

Community Titles Act 1996

Education Act 1972

Health Commission Act 1976

8. POLICY DELEGATIONS

The Council has delegated its power, pursuant to Section 44 of the Act, to the Chief Executive Officer and sub delegates to grant applications for mandatory rebates, which meet the requirements of the Act.

The CEO **only** has also been delegated the power under Sections 159 (4), 161(1) and Section 165 (1) and (2), to grant a rebate of more than 75% of rates for persons or bodies who meet the requirements of the Act for mandatory rebates.

The power to grant discretionary rebates of rates is retained by Council.

Refer to the Council Delegations Register for further information.

9. ROLES/RESPONSIBILITIES

This policy is applicable to all staff and Council and Committee members in relation to the application of rebates by the City of Unley.

10. AVAILABILITY

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

Civic Centre
181 Unley Road
Unley SA 5061

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

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

11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
17 May 2010	Item 319, CSP Committee	Policy no. COU28. Policy Title was "Discretionary rate rebates"
24 May 2010	Item 665, Council	
15 February 2017	Item 49, Audit & Governance Committee	Policy number discontinued. Name changed to "Rate rebate" policy.
28 February 2017	Item 767, Council	

When deciding an application for a Discretionary Rebate on specified grounds (being Section 166(1)(d) – (j) inclusive as highlighted in blue in Section 6 definitions) Council:

- must take into account the statutorily prescribed matters as detailed in clause 5.2.3 of this Policy and
- may take into account other matters it considers relevant.

These other relevant matters include, but are not limited to:

- the community need that is being met by activities carried out on the land for which the rebate is sought;
- the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons;
- why there is a “need” for financial assistance through a rebate;
- the level of rebate (percentage and dollar amount) being sought and why it is appropriate;
- the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
- whether the applicant has made/intends to make applications to another Council whether, and if so to what extent, the applicant is or will be providing a service within the Council area;
- whether the applicant is:
 - a public sector body;
 - a private not for profit body;
 - or a private for profit body.
- whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;
- the desirability of granting a rebate for more than one year in those circumstances allowed for in Section 166 (1) (eg securing proper development, supporting business or common property under the Community Titles Act) of this policy
- consideration of the full financial consequences of the rebate for Council;
- the time the application is received;
- the availability of any community grant to the person or body making the application;
- whether the applicant is in receipt of a community grant; and
- any other matters and policies of Council, which are considered to be relevant.

In relation to the granting of discretionary rebates other than those set out at Section 166(1)(d) – (j), the Council may take into consideration any matters it considers relevant, but is not obliged to take into consideration those matters set out above.

DECISION REPORT

REPORT TITLE:	CHIEF EXECUTIVE OFFICER'S PROPOSED KEY PERFORMANCE INDICATORS 2018-19 AND ASSESSMENT OF 2017-18 KEY PERFORMANCE INDICATORS
ITEM NUMBER:	1194
DATE OF MEETING:	25 JUNE 2018
AUTHOR:	ANDREW LINDSAY
JOB TITLE:	MANAGER CULTURE AND BUSINESS CAPABILITY

1. **EXECUTIVE SUMMARY**

As part of its governance process, the Council undertakes an annual review of the Chief Executive Officer's (CEOs) performance and remuneration.

To enable the City of Unley to effectively review the CEOs performance, a series of key performance indicators (KPIs) are set against which performance is assessed. The KPIs need to align with the strategic direction of Unley and deliver clear and measurable results in the year under review.

The CEO Performance Review Panel and the CEO have been engaged in a consultative process of determining a set of KPIs for 2018/19, and they are presented in this report to Council.

This report also provides an assessment of the 2017/18 KPIs for Council's consideration.

2. **RECOMMENDATION**

That:

1. The draft KPIs for 2018/19 developed by the CEO performance Review Panel in consultation with the CEO as set out in Attachment 1 to this report (Item 1194/18, Council Meeting 25/06/2018) be adopted.
2. The report on the CEO's 2017/18 KPIs be noted.

3. **RELEVANT CORE STRATEGIES/POLICIES**

City of Unley Four Year Delivery Plan 2017–2021

Goal 4 Civic Leadership

- 4.2a Implement improvements to business processes to enhance the customer experience.
- 4.2c Align our organisation to deliver efficient and effective community outcomes.
- 4.3a Encourage our staff to model the organisation's values in the workplace.
- 4.3b Build business capability through the attraction, development and retention of talented staff.
- 4.3c Continue to improve our Business Systems and Solutions and practices to

enable delivery of efficient and effective services.
4.3d Foster an environment of continuous improvement and innovation.

4. DISCUSSION

2018/19 Draft KPIs

The CEO Performance Review Panel has the responsibility to work consultatively with the CEO to develop a series of relevant and measurable KPIs against which an effective performance review can be conducted. The KPIs need to align with the Strategic Plan for the City of Unley and set out a series of KPIs for the 2018/19 year which also enable the longer term delivery of the Strategic Plan.

Attachment 1

The CEO Performance Review Panel met with the CEO on 5 April and 30 May to discuss a series of ideas from the Panel and the CEO that could be developed into KPIs for the 2018/19 financial year. The CEO outlined some of the current key initiatives that should also be considered by the Panel. From the discussion, an initial draft set of KPIs were developed and circulated to the Panel for Review. The CEO also consulted with his direct reports to ensure that they could have input in relation to their specific areas of responsibility. From those discussions, and from the comments and suggestions for change from the Panel, a draft set of KPIs were developed and distributed amongst all Elected Members for review/ comment before finalization.

2017/18 KPIs Assessment

Performance reviews were undertaken periodically during the year by the Panel, with a final review of the 2017/18 KPIs occurring early in June 2018.

Attachment 2 provides a report against these KPIs for Council's consideration.

Attachment 2

In summary, Attachment 2 indicates that of the 10 KPIs, 7 were achieved, and 3 were achieved in part.

Of those that were partially achieved in terms of milestones, the following comments are made:

Target Operating Model

Delays occurred as a result of Council reviewing its strategic plans and the availability of external consultants. The work involved in developing a framework for the target operating model will be undertaken in August 2018.

Strategic Infrastructure Projects

Of the 3 projects, 2 have been achieved with the other (King William Road) to be completed in August/ September 2018. Additional time has been spent in the community engagement process prior to a design being finalised.

Public Lighting

Work has commenced on the tender process and this will be completed in the next 2-3 months. This work will be done in conjunction with the City of Campbelltown.

5. ANALYSIS OF OPTIONS

Option 1 – The draft KPIs for 2018/2019 developed by the CEO performance Review Panel in consultation with the CEO be adopted. The report on the CEO's 2017/18 KPIs be noted.

Adoption of the 2018/19 KPIs will ensure that the CEO has 12 months to achieve the agreed milestones.

Option 2 – The draft KPIs for 2018/19 (as amended) developed by the CEO performance Review Panel in consultation with the CEO be adopted.

6. RECOMMENDED OPTION

Option 1 is the recommended option.

7. POLICY IMPLICATIONS

Nil

8. REPORT CONSULTATION

- CEO Performance Review Panel
- Elected Members

9. ATTACHMENTS

- Attachment 1 – CEO's KPIs for 2018/19.
- Attachment 2 – CEO's KPIs for 2017/18.

Key Performance Indicators	Description	Milestones
1. Customer Experience		
Continue to develop a customer service focused culture across the organisation	<p>The proposed Customer Experience Program will require 3 years to be fully implemented and focuses on the following key areas:</p> <ul style="list-style-type: none"> • Service standards • Customer self-service options • Communication channels • Service quality and assurance • Use of technology and systems <p>Year 2 of the Program includes the following initiatives:</p>	
	Description	Milestones – by June 2019
	Consolidate and integrate Year One actions to become the standard	<ul style="list-style-type: none"> • 70% Customer Satisfaction based on independent survey results. • 70% First Call Resolution. • Implement complaints framework and report on statistical data (number of complaints, resolution timeframes).
	Leverage systems and technologies for an effortless online customer experience.	<ul style="list-style-type: none"> • Review online transaction processes and provide a report to Council on options to improve online services.
	Develop a user-centred customer experience.	<ul style="list-style-type: none"> • Review two (2) priority service areas and undertake customer “journey mapping” to inform customer needs and current service gaps. Prepare a report to Council with recommendations for implementing service improvements. • Undertake customer surveys for four specific services (1) Traffic, (2) Planning, (3) Environmental Health and (4) Economic Development / business concierge service.

Draft – CEO KPI's 2018/19

Key Performance Indicators	Description	Milestones
2. Induction of new Council		
Timely delivery of a new council induction program	The new Council will be required, from the first meeting, to make important decisions on behalf of our community and take responsibility for those decisions. These decisions often involve significant use of public money, assets or natural resources, and it is critical that all Elected Members are supported to develop skills in areas that may be unfamiliar to them, such as understanding council meeting procedures, the rules of debate or interpreting financial statements, etc.	<ul style="list-style-type: none"> • Delivery of a 12 month prioritised comprehensive induction program to the new Elected Members. • Undertake a satisfaction survey of elected members to gauge the impact and quality of the induction program.
3. Strategic Infrastructure Projects		
<ul style="list-style-type: none"> • Revitalisation of King William Road streetscape • Redevelopment of Goodwood Oval Grandstand. • Encourage redevelopment in the Unley Central Precinct 	<p>Council has allocated a budget for the development of detailed designs and the commencement of stage 1 works for King William Road.</p> <p>Council and the State Government have jointly allocated funds for the redevelopment of the Goodwood Oval Grandstand.</p> <p>To encourage redevelopment in the Unley Central precinct, it is important to communicate Council's Vision to the Community.</p>	<ul style="list-style-type: none"> • Detailed design for the King William Road project completed, tenders called and work commenced by June 2019. • The Goodwood Oval Grandstand project delivered within time and budget. • Communication Strategy for Unley Central precinct endorsed by Council and implemented successfully.

Draft – CEO KPI's 2018/19

Key Performance Indicators	Description	Milestones
4. Digital Strategy		
<ul style="list-style-type: none"> A Digital Strategy that provides a framework for implementation of digital services and Smart City technologies Smart City Technology opportunities identified and implemented for the City of Unley 	<p>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.</p> <p>The unprecedented growth of new technologies not only represents a massive challenge in how we build and manage cities but also presents an opportunity to improve the lives of people in our communities. It is important that Council knows what uses are available, at what cost, and what benefit they have for the Council and its community. Council must be informed, if it is to plan responsibly for new approaches and solutions that will improve customer services; transportation; water and waste management; energy usage; and a host of other infrastructure and social issues that serve to underpin the operation of our community and the lifestyle of our citizens.</p>	<ul style="list-style-type: none"> Digital Strategy endorsed by Council and Year 1 of the implementation plan delivered successfully. Periodic reporting is submitted to Council on the implementation of digital and smart technologies and identification of new technology options and their application including benefit/ costs and impact on the budget.
5. Organisational Culture		
Continue to develop a performance-based culture across the organisation and build the capability and capacity of the people	<p>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.</p> <p>Results from the 2018 culture survey provides 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.</p>	<ul style="list-style-type: none"> Survey results disseminated to all staff by the end of July 2018. Briefing of survey results provided to Council in August 2018. All teams to have completed a culture action plan by end November 2018. Organisation culture strategy formulated by end of 2018.

Draft – CEO KPI's 2018/19

Key Performance Indicators	Description	Milestones
6. Recurrent Savings		
Deliver the annual business plan for 2018/19, whilst continuing to review and implement initiatives that deliver strong financial performance	<p>Since 2012, the Administration has found ongoing operational savings as part of the annual budget process. These savings have been used to implement new initiatives or to fund increases in service levels. To date, some \$3m of ongoing savings have been found.</p> <p>With Council embarking on a number of significant strategic projects, it is important that Council continues to have a strong financial position on an annual and long term basis.</p>	<ul style="list-style-type: none"> • A target of \$400k ongoing savings will be identified for the 2019/20 budget. This amount will include the absorption of any additional costs imposed on Council, such as the impact of recycling costs to councils. • The Council's Long Term Financial Plan will be prepared on the basis of a CPI increase over the next 5 years.
7. Non Rate Based Funding		
Increasing the sourcing of non -rate based revenue	Currently Council receives most of its income from rates. It is important that we continue to look at alternative sources of revenue. Success in attracting suitable grant funding provides Council with another legitimate source of income that can augment the timely delivery of its Community and Strategic Plans.	<ul style="list-style-type: none"> • Council will receive quarterly reporting on the sourcing of suitable external funding opportunities. • Ensure grant funding achieved is aligned with Councils Strategic Management Plans. • Additional pay for use parking areas implemented.
8. External Stakeholder Relationships		
Improved engagement with external stakeholders	The good management of relationships with Council's external stakeholders will promote trust and confidence in the City of Unley. Improved relationships with State and Federal Government as well as State Agencies support the organisation to deliver increased value to customers and our community.	<ul style="list-style-type: none"> • 15-20% of diary time allocated to building relationships with the following stakeholders: <ul style="list-style-type: none"> ○ State and Federal Government ○ Relevant State Agencies ○ Business owners ○ Key Community Groups

Draft – CEO KPI's 2018/19

Key Performance Indicators	Description	Milestones
9. Environment		
Continue to implement policies, strategies and projects to drive improved environmental sustainability across the City	The Council has established a number of policies and strategies to maintain and enhance our urban environment, and strengthen our City's resilience to climate change. The ongoing implementation of strategy through a diverse range of key projects will demonstrate the Council's leadership to our community.	<ul style="list-style-type: none"> • Implement the Second Generation Street Tree Replacement Program, by the planting of 400+ trees. • Undertake a street light replacement program, installing energy efficient LED Street Lights to all local streets – P class lights only. • Implement round 2 of the Green Verge Program to encourage local residents to convert dolomite verges to "green" verges across the City. • Establish new service agreements with waste contractors to meet the changing requirements of the global recycling markets. • Demonstrate local leadership on climate adaptation and mitigation initiatives through Resilient East.

Key Performance Indicators

1. Customer Experience

Continue to develop a customer service focused culture across the organisation

Milestones

- The existing call centre will be re-engineered as a customer resolution centre with a service ethos of achieving 55% call resolution at the first point of contact.
- A complaints management framework will be implemented.
- Customer request workflows will be standardised across the organisation.
- Organisation wide customer KPIs to measure successful customer resolution will be reported.
- Implement customer service kiosks in satellite locations such as libraries and community centres to provide customers the ability to log on-line requests.
- Service areas identified for survey in 2017/18 are:
 - Development Services
 - Parking and Traffic
 - Footpath replacement program

Comments

Customer Resolution Centre (CRC)

Work commenced on restructuring the CRC from a call centre to a resolution centre with a 55% resolution target at first point of contact. Position descriptions were reviewed and modified and a capability audit was completed. Two long-term staff retired in April 2018 with a 3rd retiring end of June 2018. Recruitment of all vacancies occurred in May 2018, with new recruits commencing June 2018.

The City of Unley participated in the annual Municipal Benchmarking Survey via CSBA. A CSBA workshop to discuss the results is scheduled for June 2018. Two additional surveys commenced to benchmark overall Corporate Customer Satisfaction and First Contact Resolution. These surveys were undertaken by Oracle, a professional customer experience service provider between 24/4/18 and 11/5/18).

Survey channel	Number of customers	Response rate
Phone call	574	32.06%
SMS	567	8.64%
	1,141	40.7%

The survey (both phone and SMS channels) asked the following two questions:

- Customer Satisfaction: How satisfied were you with the service you received from the City of Unley?

Target (June 20)	Phone survey % satisfaction	SMS survey % satisfaction	Overall result % satisfaction
80%	80%	65%	72%

- First Contact Resolution: Did we resolve your query the first time you contacted us? (Yes/No)

Target (June 18)	Phone survey 'yes'	SMS survey 'yes'	Overall result 'yes'	Target Achieved
55%	71.20%	57.14%	64.17%	Exceeded

Complaints Management Framework

A Customer Complaints Policy was developed with Elected Member input and was endorsed by Council at its meeting in May 2018. The Customer Complaints Procedure has been endorsed by the Executive Team and training of staff will commence in June 2018 with implementation scheduled for July 2018.

Service Partnering Agreements (SPA)

SPA's for Planning, Traffic and Parking and Rangers have been completed and implemented. The development of a SPA for our Assets and depot area is scheduled in June 2018.

Customer Request Workflows in Pathway

A review of customer request workflows has been completed, with changes in Pathway currently underway to enable standardising of workflows and reporting across the organisation, for an end of June 2018 completion.

Corporate Customer Experience KPIs

The Executive have endorsed the following five organisational KPIs for reporting as of 1 July 2018:

1. Overall customer satisfaction and % first contact resolution.
2. Ease of doing business – focus on Business Concierge Program, no target set yet.
3. Top 10 reasons for customer calls.
4. Service requests classified as:
 - Total number of service requests received per month
 - Top 5 service requests per subject
 - Service requests by portfolio
5. Customer complaints classified as:
 - Total number of complaints received per month.
 - Top 5 customer complaints per subject.
 - Complaints by portfolio.

Service Kiosks

Five service kiosks have been assembled and will be operational in the libraries and community centres in July 2018. Two of the kiosks are currently being used in the King William Road shopfront.

Business Unit Customer Satisfaction Surveys

Implementation of customer satisfaction surveys for 3 services commenced to measure satisfaction with service delivery, identify opportunities for improvement, and develop a set of actions to improve service delivery.

Summary of Survey Responses for the Period 1/1/2018 – 11/5/2018:**Footpath Replacement Surveys**

- 159 hard copy surveys were distributed and 15 survey responses received (return rate of 11%), with 93% of the respondents experiencing the replacement of footpaths as good, excellent or superior.
- As this satisfaction rate has been maintained over the last 9 months, it is proposed to cease this survey and identify additional surveys in other areas of the business to test customer satisfaction.

Planning and Building Surveys

- 100 hard copy surveys were distributed up to May, and 1 anonymous survey response was received. In April, a follow up phone call was actioned via Oracle to encourage customer feedback, resulting in 6 responses after 23 phone calls were made (return rate of 26%). Overall satisfaction rate is 79%, with some respondents indicating the timeframe for planning approval is a key area for improvement.
- It proved to be quite difficult to get feedback from customers, as the majority of planning approvals are outsourced by home owners to building contractors, architects, etc. who are not necessarily interested or have time to provide feedback. It is proposed to stop hard copy surveys and proceed with 20 phone call samples per month via Oracle instead as this has proven to be the most effective way in getting feedback, although quite expensive at \$1.38 ex GST per min for the phone survey.

Traffic Surveys

- Commenced in January 2018 with 20 hard copy surveys distributed and 3 survey responses received. The survey form was then amended and another 20 hard copy surveys were distributed in April 2018 with an additional 5 survey responses received (total return rate of 20%). The small sample risks highlighting the negative, and where possible a wider sample mail-out will commence in June 2018 as staff process on average 70 customer requests per month.
- For the question "Please rate your overall satisfaction in dealing with the Traffic Team", 3 respondents rated their satisfaction level as very dissatisfied; 3 rated it as neutral and 2 rated it as very satisfied. The response comments identified that in some instances customer expectations and opinions do not align with Council service delivery or approach to policy.
- It is anticipated that we will gain a better understanding of the satisfaction levels of survey respondents over the next 6 months when more surveys are distributed.

Summary – KPI Achieved / Not Achieved

- The existing call centre will be re-engineered as a customer resolution centre with a service ethos of achieving 55% call resolution at the first point of contact. **Achieved**
- A complaints management framework will be implemented. **Achieved**
- Customer request workflows will be standardised across the organisation. **Achieved**
- Organisation wide customer KPIs to measure successful customer resolution will be reported. **Achieved**
- Implement customer service kiosks in satellite locations such as libraries and community centres to provide customers the ability to log on-line requests. **Achieved**
- Service areas identified for survey in 2017/18 are: **Achieved**
 - Development Services
 - Parking and Traffic
 - Footpath replacement program

Key Performance Indicators

2. Targeted Operating Model

Development of Target Operating Model (TOM) providing principles that enables Council to define the future business operating model to deliver best value services

Milestones

- Council will have endorsed the TOM framework to provide the basis for making decisions on Council's role in services provided.
- Council will have endorsed a report detailing what existing services we currently provide, how we provide them and the cost of providing those services.

Comments

- The Target Operating Model framework has a number of components to enable Council to make a decision on its role in the delivery of services to the community. One key element is to have a sound strategic planning framework. In 2017, Council spent considerable time understanding, reviewing and updating the COU Community Plan and also developed a Four Year Delivery Plan. These plans (in particular the Four Year Delivery Plan), detail the services, projects and outcomes Council wishes to achieve in the short term. This process included a number of workshops and meetings with Elected Members. To complete the strategic planning framework, an Annual Operating Plan was developed for 2017/18 which provides details on the day to day services Council provides and the resources involved in delivering those services. Council endorsed the report template for each service that includes:
 - A service description
 - Key activities or functions the service provided
 - Level of service provided (additional data collected since March)
 - Financial information
 - FTE data
 - Project information (operating and capital)
 - Other initiatives to support the delivery of the Four Year Delivery Plan
- This Plan enables Members to understand the Operational Budget and how the majority of the budget is spent. The 2018/19 Operational Plan is currently being compiled and will be provided to Members after the 2018/19 Annual Business Plan and Budget is adopted.
- The final aspect of the framework, which is yet to be finalised is a SWOT analysis which considers the strengths of the "business", external impacts and trends, and agreement of Council priorities. LKS Quero will then facilitate a number of sessions with Members to determine a matrix/framework for the next Council to use in making decisions about Council Services. Due to the timing and availability of the Consultants, this work is expected to be undertaken in August 2018.
- Irrespective of the above, the Council has already considered its role with three Community Services and decided to outsource the provision of those services to other organisations who are better placed to deliver them. In particular:
 - Community Passenger Network (CPN) – Program was transferred to the Red Cross.
 - Eastern Region Supported Residential Facility – Program has been outsourced to a not for profit organisation, and will be fully transferred by 1 July 2018.
 - Aquacise Program – Review conducted currently in negotiations of a new model of delivery with will result in financial and efficiency savings for Council.

Summary – KPI Achieved / Not Achieved

- Council will have endorsed the TOM framework to provide the basis for making decisions on Council's role in services provided. **Achieved in part**
- Council will have endorsed a report detailing what existing services we currently provide, how we provide them & the cost of providing those services. **Achieved**

Key Performance Indicators

3. Strategic Infrastructure Projects

The revitalisation of the King William Road street scape and redevelopment of Unley Oval Grandstands and Goodwood Oval Grandstand.

Milestones

- Design and construction documentation for the revitalisation of the King William Road streetscape will have been completed. This will include community and business engagement as part of the process and a report provided to Council on the proposed design.
- Detailed design documentation will be completed for the redevelopment of the Unley Oval Grandstands in accordance with the concepts approved by Council.
- Detailed designs for Council's priority projects for the Goodwood Oval redevelopment in accordance with Council's approved concept (to be considered in July 2017).

Comments

King William Road

- Consultation for the project is currently underway. A shop front has been opened on the street to make it easier for the community and other stakeholders to provide feedback. This is also serving to increase community awareness of the project
- A series of workshops were conducted on 24th April involving a wide range of stakeholders, including Councillors, land lords, traders and key Council staff.
- A letter advising residents of the opportunity to provide input into the project has been distributed to all properties in the surrounding suburbs.
- To date, we have received over 250 separate inputs/ ideas from the community and business of their aims and aspirations for King William Road. In June, engagement will continue to test preliminary design ideas in response to community feedback, and leading to a preferred design.
- The project has received generally favourable media coverage in the Messenger, TV news and radio.
- Council has been briefed on the project on several occasions as has UBED and the KWR Traders' Association.
- A tender has also been released for design services, which will be awarded and design work commenced before the end of June, 2018.
- Detail design work is expected to be completed by the end of August 2018.

Unley Oval

- The construction of the Unley Oval grandstand is currently well underway with the canteen almost complete and work focusing on the Jack Oatey stand. It is expected that Stage 1 of the project (currently funded) will be completed by the end of 2018.

Goodwood Oval

- Council has been provided with briefings and reports on the various Goodwood Oval projects throughout the year. A preliminary design for the grandstand was endorsed by Council for community consultation. This process has recently been concluded and the results, with appropriate recommendations were provided to Council in April. After considering this report, Council resolved to proceed with detail design, documentation and tender works.
- Following the preparation of a concept plan and indicative costings, the redevelopment of the Croquet clubrooms has been put on hold until external financial support becomes available and to enable Council to complete the grandstand works as a matter of priority.

- Work is proceeding with Tennis SA to explore a potential resurfacing of the courts, interior building works, and improved lighting. Whilst there is no budget for this work in 2018/19 a State Government funding application has been submitted. If no external funding is available progress will cease.

Summary – KPI Achieved / Not Achieved

- Design and construction documentation for the revitalisation of the King William Road streetscape will have been completed. This will include community and business engagement as part of the process and a report provided to Council on the proposed design. **Achieved in part**
- Detailed design documentation will be completed for the redevelopment of the Unley Oval Grandstands in accordance with the concepts approved by Council. **Achieved**
- Detailed designs for Council's priority projects for the Goodwood Oval redevelopment in accordance with Council's approved concept (to be considered in July 2017). **Achieved**

Key Performance Indicators
4. Organisational Culture Continue to develop a performance based culture across the organisation and build the capability and capacity of the people
Milestones <ul style="list-style-type: none"> An organisation culture survey will be undertaken in March 2018 with a target participation rate of at least 90%. The organisation culture results will show an overall improvement in constructive styles and causal factors compared to the 2015 results.
Comments <ul style="list-style-type: none"> The 2018 organisational culture survey was undertaken in May 2018 with a 98% participation rate. Results from the survey are expected to be available by mid-June enabling a detailed briefing to Council to be provided in the first part of July 2018.
Summary – KPI Achieved / Not Achieved <ul style="list-style-type: none"> An organisation culture survey will be undertaken in March 2018 with a target participation rate of at least 90%. Achieved The organisation culture results will show an overall improvement in constructive styles and causal factors compared to the 2015 results. Achieved

Key Performance Indicators

5. Recurrent Savings

Deliver the annual business plan for 2017/2018, whilst continuing to review and implement initiatives that deliver strong financial performance

Milestones

- A target of \$400k ongoing savings will be identified for the 2018/19 budget.
- A report identifying additional areas for the introduction of paid parking will be submitted to Council for consideration.

Comments

Draft Annual Budget

The Draft Annual Budget for 2018/19 incorporates operating savings of \$448,000, consisting of:

- Cleaning contract (new) for Council facilities. This contract is a 5 year contract and the savings has been achieved while maintaining the same level of service. Current feedback from users is that the cleaning of facilities has improved.
- Telecommunication (mobile) costs across the business as a result of a new contract.
- A review of Multi-Functional Device (photocopier and scanner) consumables as part of the maintenance contract. There has also been a one off saving of in the upfront capital cost but this has NOT been factored in the savings.
- Reduction in the number of casual employees across the organisation.
- A growth in income of in relation to parking enforcement and development fees has been included. These figures take into account recent trends where actual income received has exceeded the budget forecast.

It should also be noted that the following additional savings need to be found during the 2018/19 year to cover the following costs that have been identified late in the budget process:

- \$57k for employee costs. The draft budget considered an EA increase in salaries and wages to be 2% (CPI at the time). This is likely to now be 2.3%, (March CPI). The current agreements expire 30 June 2018 and negotiations have been completed with the ASU and continue with the AWU.
- \$10k for various contracts that have a rise and fall clause associated with CPI.
- \$85k estimated shortfall to address the financial impact of the China waste ban
- These savings will be sought through regular review and monitoring of the 2018-19 Budget.

Paid Parking

With respect to paid parking, the Council approved a draft Parking Policy which includes a framework for the use of paid parking across the city. This draft policy will be issued for community consultation in June 2018. The Parkside LATM Report will be submitted to Council in June and the report includes the identification of additional areas for paid parking.

Summary – KPI Achieved / Not Achieved

- A target of \$400k ongoing savings will be identified for the 2018/19 budget. **Achieved**
- A report identifying additional areas for the introduction of paid parking will be submitted to Council for consideration. **Achieved**

Key Performance Indicators

6. ERA Shared Services

Continue to collaborate with the ERA Councils to implement shared services to improve efficiency, while maintaining agreed service levels

Milestones

- A report will be provided to Council outlining a business case whether to proceed towards establishing a separate entity for the provision of regulatory services across two or more ERA councils. This report will discuss governance arrangements as well as operational considerations.

Comments

Shared Services

The existing shared service arrangement with the Town of Walkerville for the provision of regulatory services on a 'fee for service' basis continues to be a successful collaboration between the two councils. The Town of Walkerville CEO has recently expressed a high level of satisfaction with the service being provided. Discussions were undertaken with the City of Prospect to explore expanding the Shared Service model to the three councils. This included the engagement of BRM Holdich to review the feasibility of implementing a tripartite shared service approach for the provision of regulatory services whereby the City of Unley would provide the lead in a shared service offering with Prospect and Walkerville. The report concluded amongst other matters, that there were limited identified economies of scale benefits from aggregating GI Services at the scale of the three Participating Councils. Consequently the City of Prospect decided not to proceed with any shared service arrangements. As the current arrangement is working well with Unley and Walkerville, discussions have commenced about additional opportunities to be explored, such as building and traffic advice.

Collaboration

In addition to the shared service arrangement with the Town of Walkerville, a number of other successful collaborations are either in place or are being explored as follows:

Adelaide City Council

- The existing shared service arrangements with the City of Adelaide for the provision of IT infrastructure management continues. Present benefits include access to very highly specified infrastructure at a lower cost and support from specialised technical experts that are leading industry in South Australia. Other benefits from the on-going relationship is access to information, pilot testing results and other technical experts that are involved in their globally recognised transformation projects. Some of these include smart cities, economic development, spatial innovation, and big data and analytics. Regular meetings occur to discuss alignment of projects and leverage opportunities for initiatives and staff development.

City of Mitcham

- Currently financial management support is being provided on a fee for service basis to assist the COM in the delivery of key outcomes following the recent departure of their Finance Manager. This service is short term in nature while the COM undertakes a recruitment process. This has in turn provided a professional development opportunity to a member of our Finance Team.
- Late last year advisory support and consultation was given to the COM for the implementation of their GIS. A number of presentations were also given by our staff in S.A and W.A. which has cemented the COU as one of the leaders in spatial services.

Summary – KPI Achieved / Not Achieved

- A report will be provided to Council outlining a business case whether to proceed towards establishing a separate entity for the provision of regulatory services across two or more ERA councils. **Achieved**

Key Performance Indicators

7. Economic Development

Remove barriers in Council's policies and processes to assist the City of Unley to be recognised as an easy place to do business

Milestones

- A staff concierge service will be established.
- An on-line business service tool will be identified for implementation.
- A program of Council policies for review will have been approved by Council and reviews commenced and implemented.

Comments

Business Concierge Service

A business concierge has been established with Economic Development staff being the first point of contact for businesses and acting as a conduit between the business and internal departments as needed. This has been in the form of facilitating meetings with relevant departments at the beginning of an application process, maintaining regular contact with the business, answering questions where appropriate and following up on applications.

The service has also worked in reverse when the planning department was waiting for additional information, and used the relationship developed through the concierge service to provide what was needed.

Examples include:

St Louis (KWR)

- Conversations started before a lease was signed and assistance was provided with what would be required from Council as there was no change of use. This included DA for signage, Environmental Health inspection and Food Business Notification, Outdoor Dining Application and Liquor Licence support. All requirements were completed simultaneously, with the business able to operate fully when the fit-out is completed. Additional support has been provided in the desire to dress the traffic exchange box (put in touch with DPTI), Unley Life Feature, facilitating connections with other traders to collaborate (eg hosting a Dymocks book club)

Dymocks (KWR)

- No change of use was required. Established a relationship prior to the lease being signed and provided support. There was a desire from the owner for all information to be kept confidential until existing staff had been notified. Having a trusted contact kept conversations open. Supporting opportunities such as connection with the Library, community services and promotion were also facilitated.

Korpormotus (Level 1, ANZ Building Unley Road)

- Complex application with building code upgrades required. Initial conversations highlighted the building requirements and through the concierge service was able to ensure this involvement from the beginning. This was a key component to the approval being granted with a private certifier being engaged. The Health team were notified early and inspected the application. The owner is investigating electronic signage and Conversations continue regarding the process. Having a trusted contact, the owner was able to reach out, and an appointment organised with Council's heritage consultant.

Surveys will be undertaken in June of those that have used the service to obtain feedback of their experience and any areas we can improve on.

A full audit of business related information has been undertaken to identify opportunities to improve the information provided and navigation to the information highlighted. This will continue to be rolled out in year two of the project. There will be traditional and online elements to this. A marketing plan has been drafted that includes the introduction of easy to follow guides, checklists and flow charts for businesses as well as re-mapping of the website with the business section of the site directing people to relevant information to self-help.

Online Business Service Tool

- An online business service tool was identified and implemented - Remplan Economy has been purchased to provide economic data for the City of Unley. There is a public interface as well as more detailed internal programs. An Elected Member and UBED briefing is scheduled for July.
- The Economic Development Hive (cross functional group) was established with representation from across the organisation. This group promotes the importance of economic development and the interconnected nature of economic development opportunities throughout the organisation. The Hive is working on opportunities to better connect internal departments with the Concierge Service acting as the external interface. This initiative has raised awareness of the importance of economic development and the role various departments play in supporting economic development.
- Council has signed up to the Small Business Friendly Council Initiative through the Office of the Small Business Commissioner. This demonstrates Council's commitment to implementing changes to be business friendly.

Council Policies Review

- A review of Council policies is underway. The review will highlight policies with a business focus (or that should have a business focus), and the potential to make them more business friendly. A review of the Outdoor Dining and Business Merchandising Policy was undertaken with the draft Street Trading Policy out for Public Consultation in June. Our draft policy has also been picked up by the State Government Red Tape Reduction working party for possible adoption as a model policy.

Summary – KPI Achieved / Not Achieved

- A staff concierge service will be established. **Achieved**
- An on-line business service tool will be identified for implementation. **Achieved**
- A program of Council policies for review will have been approved by Council and reviews commenced and implemented. **Achieved**

Key Performance Indicators
<p>8. Public Lighting</p> <p>Explore opportunities to reduce the costs of public street lighting; improve service level and improve environmental outcomes</p>
<p>Milestones</p> <ul style="list-style-type: none"> • A report will be provided to Council detailing options and benefits/ costs for consideration. • A tender process will be completed for the provision of public lighting across the City as well as smart infrastructure options in selected precincts.
<p>Comments</p> <p><i>Options and Considerations</i></p> <ul style="list-style-type: none"> • A Business case on the changeover to LED lighting for the Council's "P category" lighting has been prepared, and presented to Council. This work was done in association with Campbelltown Council. The business case demonstrated that there was significant benefit to council in the changeover from both a financial and environmental criteria. • Council has endorsed the roll out of LED lighting across the City's residential streets in 2018/19. A budget of \$1.5m has been allocated for this project. The report indicates that there will be annual savings in the order of \$350k with a payback period of 5 years. • Ironbark Sustainability has been engaged to assist with the roll out of the project, including negotiations with SAPN, the procurement of LED's, 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. <p><i>Tender Process</i></p> <ul style="list-style-type: none"> • Work has commenced on identifying smart city opportunities and preparing documentation to call tenders. This work is expected to be completed in July/ August 2018.
<p>Summary – KPI Achieved / Not Achieved</p> <ul style="list-style-type: none"> • A report will be provided to Council detailing options and benefits/ costs for consideration. Achieved • A tender process will be completed for the provision of public lighting across the City as well as smart infrastructure options in selected precincts. Achieved in part

Key Performance Indicators
<p>9. Recreation</p> <p>Develop strategies with sporting clubs and other tenants of Council properties to increase usage and patronage of their facilities</p>
<p>Milestones</p> <ul style="list-style-type: none"> • Baseline data of usage for recreational facilities/open space will be gathered as well as club membership numbers. • A report will be presented to Council discussing opportunities to assist and reward clubs who increase their membership numbers. • A program will be developed to increase usage on Council owned open space/recreational facilities.
<p>Comments</p> <p><i>Baseline Data of Usage</i></p> <ul style="list-style-type: none"> • At the time of writing this report, the Healthy Communities initiative (promoted as 'Active Unley') supported 8 community groups and clubs and 15 businesses to hold 119 activity sessions during 2017/18. Activities have held throughout Council's parks and indoor spaces, and at private facilities, with total participant numbers estimated at 1500. • The Healthy Communities initiative also supported three workshops for our sport and recreation clubs, covering a range of topics including seeking sponsorship, fundraising and developing strategic plans. • A report was presented at the May 2018 meeting of Council to provide a detailed response of the baseline data of usage for recreational facilities, open spaces and club membership numbers. The report quantifies the popularity of community facilities and open spaces, what the community value of each setting, as well as future desires. <p><i>Opportunities to Increase Membership</i></p> <ul style="list-style-type: none"> • In addition, the May 2018 report identified a number of opportunities to assist clubs to grow their membership, including greater financial assistance through the Council's existing Healthy Communities initiatives to include increased public promotion (advertising / signage) of local clubs, and come-and-try events, as well as Council staff to provide support in developing sustainable strategic plans for each club. • The report recommended the development of a master plan for Ridge Park in 2018/19 to increase recreational opportunities and allow for growth of cricket and AFL membership, particularly in female and junior sport, which is at capacity at the existing Goodwood Oval facilities. <p><i>Program to Increase Usage</i></p> <ul style="list-style-type: none"> • The report also identified a number of program opportunities to increase usage of open spaces and recreational facilities, including strategic partnering of the Healthy Communities initiative to introduce new events / activities into local open spaces, as well as a review of leases and licences to increase the use of community facilities outside of established club times.
<p>Summary – KPI Achieved / Not Achieved</p> <ul style="list-style-type: none"> • Baseline data of usage for recreational facilities/open space will be gathered as well as club membership numbers. Achieved • A report will be presented to Council discussing opportunities to assist and reward clubs who increase their membership numbers. Achieved • A program will be developed to increase usage on Council owned open space/recreational facilities. Achieved

Key Performance Indicators
<p>10. Community Engagement</p> <p>Implement a continuous improvement program to evaluate the effectiveness of Council's community engagement practices and identify opportunities for improvement</p>
<p>Milestones</p> <ul style="list-style-type: none"> • A continuous improvement program will be introduced inclusive of an independent audit approach to evaluate a minimum of 3 community engagement activities and identify opportunities for improving future practices. The community engagement toolkit will be reviewed based on findings of the audits undertaken. • A training programme on community engagement will have been completed by key staff in the organisation.
<p>Comments</p> <p><i>Continuous Improvement</i></p> <ul style="list-style-type: none"> • A Review of the Community Engagement Toolkit was undertaken – the kit is a comprehensive resource that provides clear guidance to staff regarding community engagement process. • Effective engagement processes have been undertaken for Unley Oval, Goodwood Grandstand redevelopment and King William Road (currently underway). • The King William Road project is an excellent example of the application of a wide range of engagement tools, and has extended the approach used to include 'involve' and 'collaborate' techniques to gather ideas/input from the community on design options for the project. • The majority of Council's engagement activities are however pitched at the inform/consult level, and usually undertaken by way of survey or direct mailout. This is often the most appropriate approach given the nature of the issues being consulted upon, but is also as a consequence of resourcing (both dollars and human) available to undertake engagement. • Instances have been identified where there have been gaps in engagement processes undertaken, for example, key stakeholder not receiving communication. These appear to be human error, rather than a systemic failing of the engagement process. <p><i>Training Program</i></p> <ul style="list-style-type: none"> • There is an opportunity to provide some additional tools for staff reference – simple check lists or information sheets, drawn from the more detailed Community Engagement Toolkit. This work is currently underway and will be completed in June 2018. With respect to training, a number of discussions have been held with key staff who use the Toolkit and no additional training is required. • As part of the policy review process required post the November election, the Community Engagement Policy will be reviewed.
<p>Summary – KPI Achieved / Not Achieved</p> <ul style="list-style-type: none"> • A continuous improvement program will be introduced inclusive of an independent audit approach to evaluate a minimum of 3 community engagement activities and identify opportunities for improving future practices. The community engagement toolkit will be reviewed based on findings of the audits undertaken. Achieved • A training programme on community engagement will have been completed by key staff in the organisation. Achieved

DECISION REPORT

REPORT TITLE: MILLSWOOD AREA – ON-STREET PARKING REVIEW
ITEM NUMBER: 1195
DATE OF MEETING: 25 JUNE 2018
AUTHOR: SATYEN GANDHI
JOB TITLE: TRANSPORT AND TRAFFIC LEAD

1. EXECUTIVE SUMMARY

Administration and the Goodwood and Clarence Park ward councillors have received a number of community concerns regarding on-street parking availability and turnover in the Millswood/Forestville area, particularly public transport nodes such as tram and bus stops.

Community consultation (via questionnaire survey) was undertaken with the residents of the study area to assess their usage of on-street parking and support for the time restricted parking zones.

During the consultation period, 325 surveys were delivered and 135 responses were received. The survey feedback provided insights into the parking practices of the local residents, and importantly identified that out of 135 respondents, 84 were in support of 3-hour parking time limits in the local streets.

In the interests of parking management and minimising the impact of on-street parking for local residents, it is proposed that the 3-hour parking zones be implemented in two stages. Stage 1 is to include the streets in the immediate vicinity of transport nodes while other streets are to be assessed 6 months following the implementation of Stage 1.

2. RECOMMENDATION

That:

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), 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.
 4. The community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas be notified of the Council decision.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

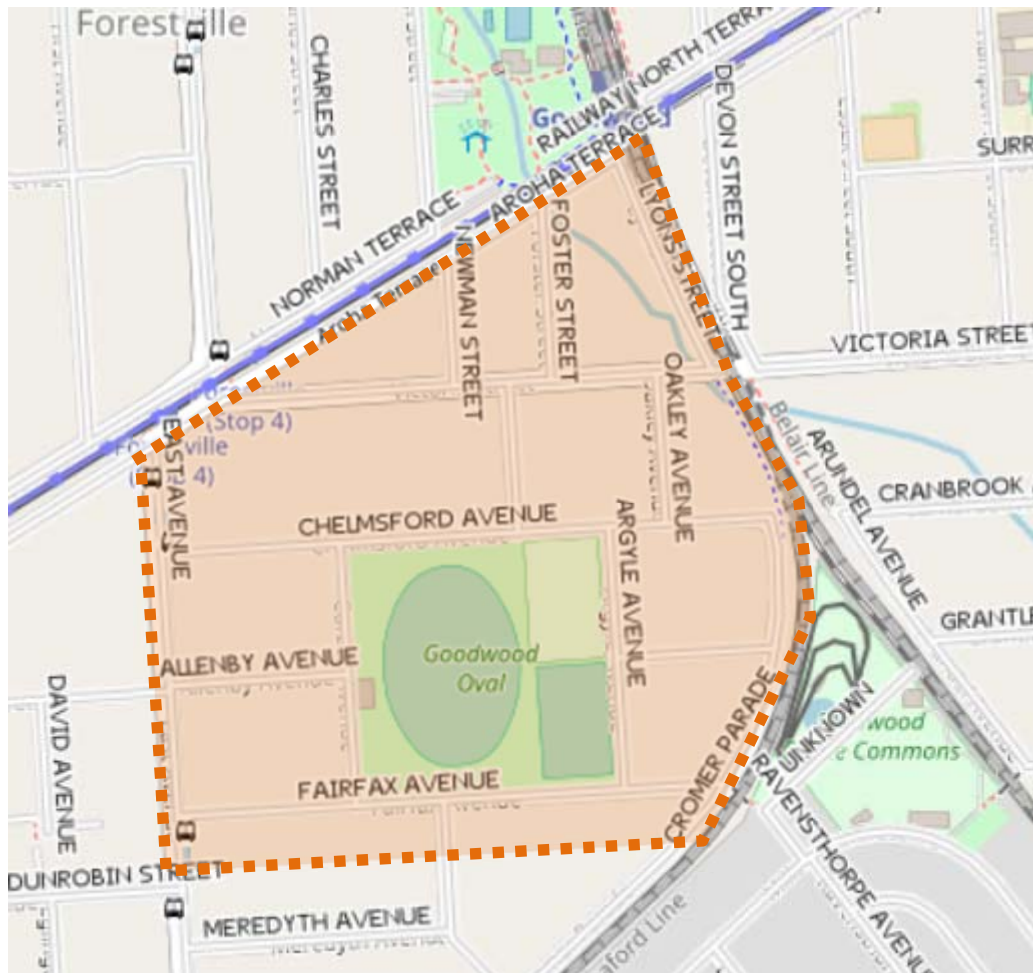
3.1 Theme - Community Living

Objective – 1.5: Our City is connected and accessible.

4. **DISCUSSION**

Administration and the Goodwood and Clarence Park ward councillors have received a number of community concerns regarding a lack of on-street parking availability and turnover in the Millswood/ Forestville area near public transport nodes (i.e. tram and bus stops). In order to investigate these concerns, a parking study was undertaken of the area bounded by the tramline, East Avenue, Fairfax Avenue and the train line.

The study area is shown in Map 1 below.



Map 1 – Study area

The parking study has confirmed the parking concerns expressed by the local residents in the area.

Map 2 shown below demonstrates the level of parking occupancy during the daytime in the study area.



Map 2 – Parking occupancy in the study area

As shown in the above map, there are streets near the transport nodes that experience a high level of parking demand and lack of parking turn over (>80% occupancy). However, treating only these sections of the streets would transfer the parking problem to the adjacent street(s). Given the potential for this flow on effect, Administration decided to consult the residents across the whole study area (via a questionnaire survey) to ascertain views on possible changes to on street parking to ameliorate the identified parking issues.

The questionnaire (Attachment 1) sought to gain an understanding of local parking needs and parking practices in order to determine an appropriate solution. A total of 325 surveys were delivered to residents, with 135 responses received.

Attachment 1

The table below provides a summary of the responses received:

Number of respondents who believe there are parking congestion/accessibility issues in their street	
Yes	93
No	38
No clear answer/response	4
Number of respondents using on-street parking and the frequency of use	
Daily	43
Sometimes	64
No	27
No response	1
Number of respondents and duration of use of on-street parking	
0-3 hrs	31
3-6hrs	15
6+ hrs	57
No response	32
Number of respondents with available off-street parking (i.e. parking at their property)	
Yes	120
No	13
No clear answer/response	2
Number of respondents supporting/opposing the installation of 3 hour parking controls between 9am -5 pm Monday to Friday	
Yes	84
No	49
No clear answer/response	2

The community feedback regarding support or otherwise for the 3 hour parking zones is summarised below, based on responses received from each street:

SUPPORT FOR 3 HOUR PARKING			
Street Name	Total circulars delivered	Support	Don't support
Aroha Terrace	5	1	0
Allenby Street	5	2	1
Argyle Avenue	3	0	1
Chelmsford Avenue	38	14	4
Curzon Avenue	7	2	2
Cromer Parade	10	2	5
East Avenue	38	14	4
Fairfax Avenue	22	5	9
Foster Street	21	7	3
Hackett Avenue	9	0	6
Lyons Parade	22	2	1
Newman Street	19	4	2
Northbrook Avenue	6	1	0
Oakley Avenue	5	1	2
Victoria Street	115	24	8
No address details given		5	1
TOTAL	325	84	49
*please note that 2 respondents did not indicate a clear preference			

The feedback indicates that the majority of respondents support the option of implementing time-limited parking. The main reason provided was that time limit controls will discourage all day commuter parking.

It is proposed to introduce parking restrictions in two stages, with the initial focus placed on those streets adjacent to public transport stops and directly affected by the current commuter parking congestion.

Attachment 1 highlights the proposed Stage 1 area, with the surrounding streets identified as Stage 2 to be reviewed after an agreed period (proposed to be six months).

Attachment 1

Goodwood Oval Use and Parking Review

Following the consultation process, some residents also expressed concerns about the increase in on-street parking associated with the lighting related Development Application for Goodwood Oval. As shown in Attachment 1, these streets will be reviewed as part of the Stage 2 of the parking review process.

Resident Permit Parking

As part of the consultation process, residents were also advised that they may be eligible for a parking permit (with an associated fee), if time limits were introduced. The letter sent to residents is included as Attachment 2.

Attachment 2

5. ANALYSIS OF OPTIONS

Option 1 – 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), be endorsed.

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.

The community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas be notified of the Council decision.

This option will enable the parking issues in the local area to be alleviated and the staged installation of parking controls will ensure that only required streets are treated with the parking restrictions. This is also consistent with the community's expectations.

Option 2 – Parking Controls be applied to the whole study area.

This option ensures that no commuter or all day parking occurs in the area. However, it may affect sections of streets that currently do not have a prevalent parking problem.

Option 3 – Alternative option

Council may choose to provide an alternative approach on the matter.

6. RECOMMENDED OPTION

Option 1 is the recommended option.

7. POLICY IMPLICATIONS

7.1 Financial/Budget

- There are no foreseeable adverse financial implications associated with the recommendations.
- The signage and community notification costs are to be accommodated within Council's operating budget.

7.2 Legislative/Risk Management

- The installation of parking controls are within the delegated authority of the Council Officers.
- There are no foreseeable adverse legislative/risk issues associated with the recommendations.

7.3 Staffing/Work Plans

- If the recommendations are supported, implementation will occur during the 2018-19 financial year.
- As is the case with all additional parking restrictions, it will require enforcement from Council's Regulatory Services team, noting that this team currently experiences a high level of enforcement requests.

7.4 Environmental/Social/Economic

- Nil

7.5 Stakeholder Engagement

- There has been comprehensive community consultation on the matter and the feedback has been one of the key considerations at the core of the proposed recommendations.
- The community will be notified via letter and an on-line update following Council's decision.

8. REPORT CONSULTATION

Nil

9. ATTACHMENTS

- Attachment 1 – staged implementation of parking controls plan.
- Attachment 2 – copy of community survey letter and feedback form.

10. REPORT AUTHORISERS

<u>Name</u>	<u>Title</u>
Peter Tsokas	Chief Executive Officer
John Devine	General Manager City Development

RECOMMENDATION



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

Dear Resident / Property Owner,

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

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

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

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

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

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

Yours sincerely

Satyen Gandhi
Transport and Traffic Lead

FEEDBACK FORM



ON-STREET PARKING

We are seeking your comments on **CURRENT PARKING CONDITIONS IN YOUR STREET** and your opinion on the potential to introduce time limited parking.

Feedback will be received until **19 January 2018**, and will be considered by COUNCIL'S TRANSPORTATION AND TRAFFIC DEPARTMENT.

Please provide your contact details

Name

Address

Email

Phone number

1. DO YOU BELIEVE PARKING CONGESTION/ACCESSIBILITY IS AN ISSUE IN YOUR STREET?

☐

YES

☐

NO

Return this form by Friday **19 JANUARY 2018** either by using the reply paid envelope provided or posting to:
MILLSWOOD ON-STREET PARKING REVIEW
City of Unley, PO Box 1, Unley SA 5061

2. DO YOU USE ON-STREET PARKING?

☐

YES
DAILY

☐

YES
SOMETIMES

☐

NO

3. IF YES, HOW LONG DO YOU USE IT FOR?

☐

0-3
hours

☐

3-6
hours

☐

6+
hours

4. DO YOU HAVE CAR PARKING AVAILABLE AT YOUR PROPERTY?

☐

YES

☐

NO

5. IF YES, HOW MANY PARKS DO YOU HAVE?

6. DO YOU SUPPORT 3-HOUR TIME LIMIT PARKING APPLICABLE MONDAY TO FRIDAY (9am to 5pm)?

☐

YES

☐

NO

7. DO YOU HAVE ANY OTHER COMMENTS ABOUT PARKING IN YOUR AREA?

DECISION REPORT

REPORT TITLE: ITEMS OF URGENCY AND CONCERN AND ELECTED MEMBER REPORTS

ITEM NUMBER: 1196

DATE OF MEETING: 25 JUNE 2018

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER OFFICE OF THE CEO

1. **EXECUTIVE SUMMARY**

At the Council Meeting on 28 May 2018 Council resolved:

1. *An item be considered for re-introduction into the regular council agenda under the following heading:*

Elected Member Items of Urgency and Concern

with the details regarding the process for use of the item to be developed by Council at an Elected Member Workshop.

Item 1177/2018, Council Meeting 28/05/2018

An Elected Member (EM) Briefing Session was convened on 4 June 2018 at which consideration was given to the details and process for the re-introduction of the Council Agenda item, Elected Member Items of Urgency and Concern. At the conclusion of the Briefing it was agreed that a report would be presented to the June Council meeting, noting the conduct of the EM Briefing as per Council Resolution 1177/2018.

The Briefing Session also discussed the protocols to be applied to written reports submitted by Elected Members for inclusion in the Council Agenda as either the Mayor's Report, the Deputy Mayor's Report or Reports of Members. At the conclusion of the Briefing it was agreed a protocol would be documented, based on the discussion and legal advice provided regarding the purpose and form of Elected Member Reports, and that this would be presented to the June Council meeting for consideration/endorsement.

This report provides the above information for the consideration of Council.

2. **RECOMMENDATION**

That:

1. The report be received, and it be noted that an Elected Member Briefing was conducted on 4 June 2018 to consider the re-introduction of council agenda item "Elected Member Items of Urgency and Concern".
 2. The Elected Member Report Protocol, as set out in Attachment 1 to this Report, be endorsed.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4.1 – we have strong leadership and governance

4. BACKGROUND

At the Council Meeting on 28 May 2018 Council resolved:

2. *An item be considered for re-introduction into the regular council agenda under the following heading:*

Elected Member Items of Urgency and Concern

with the details regarding the process for use of the item to be developed by Council at an Elected Member Workshop.

Item 1177/2018, Council Meeting 28/05/2018

An Elected Member (EM) Briefing Session was convened on 4 June 2018 at which details and the process that would apply to the re-introduction of an item on the Council Agenda as proposed by the resolution was discussed.

The Briefing Session also discussed the protocols that would be applied to written reports submitted by Elected Members that are included in the Council Agenda as Mayor's Report, Deputy Mayor's Report or Reports of Members.

5. DISCUSSION

Items of Urgency and Concern

The EM Briefing session was facilitated by Natasha Jones, KelledyJones Lawyers. Discussion initially focussed on the role of council meetings and council members and the intended outcome to be achieved from the inclusion of an item on the Council agenda that would allow members to raise items of urgency and concern.

The primary purpose of council meetings was defined as a forum to exercise the primary decision making power of Council. It was also noted that meetings need to be conducted in accordance with legislative requirements (as set out in the *Local Government Act 1999* and *Local Government (Procedures at Meetings) Regulations 2013*).

Discussion regarding items of urgency and concern noted that a purpose of the item was to enable a member to place a topic 'on the record' or present a new idea with a view to 'gaining traction' on the issue with other members. Another view expressed was that the item would enable a matter to be raised by a member at short notice.

It was noted that the information proposed to be included in this item, as described above, would not be information used to inform a decision, which is inconsistent with the primary purpose of a council meeting.

The range of mechanisms available to members to place items on the Council Agenda were discussed. These included:

- Motion of which Notice has been given
Included in the Council Agenda distributed prior to the meeting. Generally supported by commentary from the mover, which provides context for the motion. Where relevant, Officer Comments are provided. Motion and outcome recorded in the minutes.
- Motion Without Notice
Raised by the member on the night of the meeting. Presiding Member has the discretion to accept or refuse. If accepted, motion and outcome recorded in the minutes.
- Question of which Notice has been given
Question and Answer included in the Council Agenda distributed prior to the meeting (also recorded in the minutes of the meeting). There is no opportunity to debate the question or answer. A member may indicate they wish to raise a motion without notice relating to the question/answer at the appropriate time on the agenda, or may subject a Motion of which notice has been given to a subsequent Council meeting.
- Question Without Notice
Raised by the member on the night. May be answered or taken on notice. Questions asked and answered on the night are not recorded in the minutes unless the meeting resolves to do so. A member may indicate they wish to raise a motion without notice relating to the question/answer at the appropriate time on the agenda, or may subject a Motion of which notice has been given to a subsequent Council meeting.

It was also noted that the following mechanisms are available to members for raising matters:

- Request a briefing from the CEO;
- Distribute information amongst Elected Members (or ask that information be distributed by staff); and
- Submit a request for service.

Risks associated with the inclusion of items of urgency or concern on the Council Agenda were discussed, and included potential for:

- Misuse of council resources (which includes publications/council reports);
- Breach of Code of Conduct; and
- Inappropriate expression of personal opinion or self-promotion.

It was also noted that in the lead up to the November 2018 Council elections it is important that Council does not act in a manner that could expose it to criticism in terms of use of resources or providing an advantage to sitting members. The Caretaker Policy provides specific guidance in relation to the type/nature of activities that must be avoided during the caretaker period, however, prior to commencement of the caretaker period Council should consider potential for negative perceptions relating to matters that are captured by the Policy.

It was agreed that a report would be presented to the June Council meeting, noting the conduct of the EM Briefing as per Council Resolution 1177/2018.

Elected Member Report Protocols

There was general discussion regarding the protocols that should apply to written reports submitted by Elected Members, including the Mayor and Deputy Mayor Report. It was agreed a protocol would be documented, based on the discussion and legal advice provided regarding the purpose and form of Elected Member Reports and that this would be presented to the June Council meeting for consideration/endorsement.

A copy of the proposed Elected Member Report Protocol is provided as Attachment 1 to this Report.

Attachment 1

It should be noted that following the Elected Member briefing session held on 4 June, it was agreed that the briefing sessions were an appropriate forum for items of urgency or concern to be aired and considered by members. Accordingly, time will be allocated during each briefing session to provide members with an opportunity to raise items in an appropriate manner.

To date members have aired and considered items at the two briefing sessions held on 12 June and 18 June.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received, and it be noted that an Elected Member Briefing was conducted on 4 June 2018 to consider the re-introduction of council agenda item “Elected Member Items of Urgency and Concern”.
2. The Elected Member Report Protocol, as set out in Attachment 1 to this Report, be endorsed.

Option 1 allows for the finalisation of action against Council Resolution 1177/2018 in relation to the consideration of inclusion of the Council agenda item “Elected Member Items of Urgency and Concern”, having completed the Elected Member briefing on the topic. It also formalises the criteria to be used in the development of written Elected Member Reports (including the Mayor and Deputy Mayor reports) for inclusion in the Council Agenda.

Option 2 –

1. The report be received.

Option 2 allows for the receipt of the report and does not endorse any other action in relation to this item.

7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

8. **ATTACHMENTS**

- Attachment 1 – Elected Member Report Protocol.

9. **REPORT AUTHORISERS**

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

ELECTED MEMBER REPORTS PROTOCOL

Policy Type:	Council Procedure
Responsible Department:	Office of the CEO
Responsible Officer:	Executive Manager
Related Policies and Procedures	<ul style="list-style-type: none"> Code of Practice – Procedures at Meetings
Community Plan Link	4.1 We have strong leadership and governance 4.3 Our business systems are effective and transparent.
Date Adopted	25/06/2018
Last review date	
Next review date	
Reference/Version Number	
ECM Doc set I.D.	

1. INTRODUCTION

- 1.1. This document sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda. For the purpose of this procedure, Elected Member Reports include the Mayor's Report and the Deputy Mayor's Report.

2. PROCEDURE

- 2.1. Elected Members may submit a written report for inclusion on the Council Agenda, under the headings:
- 2.1.1. Mayor's Report (Mayor only);
 - 2.1.2. Deputy Mayor's Report (Deputy Mayor only); and
 - 2.1.3. Reports of Members.
- 2.2. The purpose of a written report is to provide information about the activities of an Elected Member in the conduct of their office (between formal meetings).
- 2.3. There is no obligation on a Member to submit a written report.
- 2.4. When deciding whether or not to make a contribution by way of a written report, Elected Members should consider the following:
- 2.4.1. Is this an event/activity I am attending in my formal capacity as an Elected Member?
 - 2.4.2. What was the basis for attending/participating in the event/activity?

- 2.4.3. Could my contribution be perceived or construed as advertising my political position or personal opinion?
- 2.4.4. Could my contribution be perceived or construed as self-promotion?
- 2.5. If an Elected Member decides to submit a written report the contribution should include:
 - 2.5.1. The date of the event/activity attended by the Elected Member (in their capacity as an Elected Member); and
 - 2.5.2. A brief description of the event/activity.
- 2.6. The written report should not include:
 - 2.6.1. Details of an Elected Member's membership to a group, club, society or organisation, or volunteer position/volunteering activities;
 - 2.6.2. Opinions or debate.
- 2.7. Photographs may be included to depict content included in the written report, or display community interest information, but must not include Elected Members.
- 2.8. Where photographs are included in written reports Elected Members are responsible for ensuring relevant consents/approvals for publication of the images/information are obtained from any individuals depicted in the photos and for maintaining appropriate records of the consents/approvals provided.
- 2.9. At the time a report that includes photographs of individuals is submitted for inclusion in the Council Agenda, a copy of the relevant consent/approval for publication of images/information must also be submitted for Council record keeping purposes.
- 2.10. A written report should be prepared on the template provided as Attachment 1 to this Protocol, and should be submitted to:

Lara Jones

Executive Assistant, Office of the CEO

Email: ljones@unley.sa.gov.au

by no later than close of business Monday of the week prior to a Council meeting.

- 2.11. Staff are authorised to redact or remove content from written reports that does not comply with the requirements of this Protocol. In the event that content is identified for redaction/removal, advice will be provided to the report author.

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR NAME

WARD: WARD NAME

DATE OF MEETING: Date Of The Meeting

Date **Event/Activity Name**

Comment/Summary

Date **Event/Activity Name**

Comment/Summary

Date **Event/Activity Name**

Comment/Summary

Date **Event/Activity Name**

Comment/Summary

DECISION REPORT

REPORT TITLE: NOMINATIONS FOR THE SOUTH AUSTRALIAN COUNTRY ARTS TRUST

ITEM NUMBER: 1197

DATE OF MEETING: 25 JUNE 2018

AUTHOR: DALLIS VON WALD

JOB TITLE: PRINCIPAL GOVERNANCE OFFICER

1. **EXECUTIVE SUMMARY**

Country Arts SA has requested from the LGA, nominations for a Local Government Member on the South Australian Country Arts Trust for a three year term commencing immediately on appointment. Nominations must be forwarded to the LGA by cob Wednesday 11 July 2018.

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 Executive Committee as a Local Government representative on the South Australian Country Arts Trust for a three year term.

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 South Australian Country Arts Trust (the Trust) is pursuant to the *South Australian Country Arts Trust Act 1992*.

The functions of the Trust are:

- a) To advise the Premier on matters of policy related to country arts;
- b) To act as an advocate for country arts;
- c) To manage the development of country arts;

- d) To establish and maintain an information service for country arts;
- e) To develop and manage programs for the touring of country arts activities within the State or within or outside of the State;
- f) To provide, manage and control premises and facilities for country arts;
- g) To evaluate and be responsible for the financial and artistic performance of country arts activities funded by the Trust;
- h) To provide ticketing services for productions or events of any kind staged or promoted by the Trust or any other person; and
- i) To carry out any other functions assigned to the Trust under this or any other Act or by the Premier.

Appointments to the Trust are for a period of three (3) years. The LGA is currently represented by Councillor Peter Dunn, of the Regional Council of Goyder. Cr Dunn's term on the Trust expires on 17 June 2018, and he is eligible for re-appointment.

Sitting fees of \$206 per four hour session are payable to members, except where they are employed by the SA Government. Additionally, any reasonable travel expenses will be reimbursed.

Meetings are held six (6) times a year.

LGA nominations to outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving Council Members or Council staff. A copy of the Nominations to Outside Bodies policy is available [here](#).

Nominations addressing the selection criteria provided in Part A (Attachment 1) for the South Australian Country Arts Trust must be forwarded to lgasa@lga.sa.gov.au by a Council using the attached Part B (Attachment 2) along with an up-to-date CV/resume by Cob on Wednesday 11 July 2018.

Attachment 1

Attachment 2

The LGA Board will consider nominations received at its meeting on Thursday 19 July 2018.

Council is under no obligation to make a nomination.

5. ANALYSIS OF OPTIONS

Option 1 – Council makes a nomination of either an elected member or staff member for the South Australian Country Arts Trust by endorsing the following resolution:

1. *The report be received.*
2. _____ *be nominated for consideration by the LGA Executive Committee as a Local Government representative on the South Australian Country Arts Trust.*

This Option provides an opportunity for an elected member or staff member of the City of Unley to advocate and manage the future development of country arts.

Option 2 – Council make no nomination for the South Australian Country Arts Trust by endorsing the following resolution:

1. *The report be received.*

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

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 – LGA Nominations to Outside Boards – Part A.
- Attachment 2 – LGA Nominations to Outside Boards – Part B.

8. REPORT AUTHORISERS

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

Nominations to Outside Bodies - PART A

Name of Body	South Australian Country Arts Trust
Legal Status of Body	Statutory Authority
Summary Statement	The SA Country Arts Trust meets at least six times in one year to advise the Minister on matters of policy related to country arts, act as an advocate for country arts and perform other functions and duties as outlined in the <i>South Australian Country Arts Trust Act 1992</i> .
<u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u> The following selection criteria must be addressed when completing Part B	
Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	Nil.
Industry Experience	Practical knowledge of and extensive experience in Local Government.
Board / Committee Experience	Experience in working with intergovernmental boards or committees is desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	<ul style="list-style-type: none"> • Appropriate arts skills and experience. • Experience in developing and maintaining meaningful working partnerships.
<u>LIABILITY AND INDEMNITY COVER</u> The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis).	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

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.

South Australian Country Arts Trust

Council details			
Name of council submitting the nomination			
Name of person submitting this form on behalf of council – refer LGA Policy	Name: Email: Telephone:		
Nominee details			
Name of Nominee	Title	First name	Surname
<input type="checkbox"/> Current Elected Member <u>OR</u> <input type="checkbox"/> Current council officer			
Home / Postal Address			
Work Phone		Facsimile:	
A/H Phone		Mobile:	
Email			
Is Curriculum Vitae attached or will it be forwarded separately?			
Information relevant to the appointment sought (forms part of the selection criteria for nomination)			
Industry Experience:			
Board/Committee Experience:			
Key Expertise:			
Any other comments:			
Undertaking:			
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?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signature of Nominee: _____			



DECISION REPORT

REPORT TITLE: NOMINATIONS FOR THE SOUTH AUSTRALIAN
BOATING FACILITY ADVISORY COMMITTEE

ITEM NUMBER: 1198

DATE OF MEETING: 25 JUNE 2018

AUTHOR: DALLIS VON WALD

JOB TITLE: PRINCIPAL GOVERNANCE OFFICER

1. **EXECUTIVE SUMMARY**

The Minister for Transport, Infrastructure and Local Government has requested from the LGA, nominations for a Local Government Member on the South Australian Boating Facility Advisory Committee for the remainder of the current two (2) year term. Nominations must be forwarded to the LGA by COB Tuesday 17 July 2018.

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 Executive Committee as a Local Government representative on the South Australian Boating Facility Advisory Committee for the remainder of the current two (2) year term.

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 South Australian Boating Facility Advisory Committee is established pursuant to the *Harbors and Navigation Act 1993*.

The role of the South Australian Boating Facility Advisory Committee is to:

- advise the Minister for Transport ("the Minister") on the amount of the levy that should be imposed and the application of monies;
- advise the Minister, and as may be required, the Executive Director of the Department of Planning, Transport and Infrastructure (DPTI), Transport Services Division, on matters affecting the development of boating facilities in South Australia;
- assist in establishing South Australia as a prime recreational boating location for local boating enthusiasts, and interstate and international visitors; and
- assist with the continuing sustainable development of the commercial fishing industry and other commercial boating activities.

As per the Terms of Reference, appointments to the South Australian Boating Facility Advisory Committee are for a period of two years. The LGA was recently represented by Ms Jaasmine Wood (Charles Sturt) who resigned in order to contest the recent State Election. Ms Wood is eligible to be reappointed.

Reimbursement for reasonable travelling and incidental expenses necessarily incurred in carrying out the business of the Committee may also be paid at the discretion of the Minister.

Committee meetings are normally held on a quarterly basis - dependent on the amount and urgency of business and usually meet at the Department of Planning, Transport and Infrastructure (DPTI) building, 77 Grenfell St, Adelaide. Meetings start at 10am and generally finish around 2pm.

LGA nominations to outside bodies will, unless determined otherwise by the LGA Board or Executive Committee, be currently serving Council Members or Council staff. A copy of the Nominations to Outside Bodies policy is available on the LGA website.

Nominations addressing the selection criteria provided in Part A (Attachment 1) for the South Australian Boating Facility Advisory Committee must be forwarded to lgasa@lga.sa.gov.au by a Council using the attached Part B (Attachment 2) along with an up-to-date CV/resume by COB on Wednesday 17 July 2018.

Attachment 1

Attachment 2

The LGA Board will consider nominations received at its meeting on Thursday 19 July 2018.

Council is under no obligation to make a nomination.

5. **ANALYSIS OF OPTIONS**

Option 1 – Council makes a nomination of either an elected member or senior officer for the South Australian Boating Facility Advisory Committee by endorsing the following resolution:

1. *The report be received.*
2. _____ *be nominated for consideration by the LGA Executive Committee as a Local Government representative on the South Australian Boating Facility Advisory Committee.*

This Option provides an opportunity for an elected member or senior officer of the City of Unley to sit of the committee representing recreational boating and commercial fishing interests with a direct concern for the strategic development of recreational boating and commercial fishing industry facilities.

Option 2 – Council make no nomination for the South Australian Boating Facility Advisory Committee by endorsing the following resolution:

1. *The report be received.*

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

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 – LGA Nominations to Outside Boards – Part A.
- Attachment 2 – LGA Nominations to Outside Boards – Part B.

8. **REPORT AUTHORISERS**

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

Nominations to Outside Bodies - Part A

South Australian Boating Facility Advisory Committee	
Legal Status of Body	Statutory Authority
Summary Statement	The committee established in accordance with the Harbours and Navigation Regulations 2009 represents recreational boating and commercial fishing interests with a direct concern for the strategic development of recreational boating and commercial fishing industry facilities, and providing for safe recreational boating and commercial fishing operations within South Australia.
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	Local Government representative (Elected Member or Senior Officer).
Board / Committee Experience	Expertise, experience and skills appropriate to carrying out the functions of a committee.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Experience and expertise in recreational boating issues would be advantageous.
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 be submitted by a council; and must not exceed 2 pages;
 - must be emailed in PDF format to lgasa@lga.sa.gov.au - upon receipt at the LGA, will be acknowledged by return email.

South Australian Boating Facility Advisory Committee

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer LGA Policy	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:			
Board/Committee 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</i>			



resign your appointment if requested to do so by the LGA?

Yes ☐ No ☐

Signature of Nominee: _____

INFORMATION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 1199
DATE OF MEETING: 25 JUNE 2018
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT OFFICE OF THE CEO
ATTACHMENT: 1. COUNCIL ACTION RECORDS

1. **EXECUTIVE SUMMARY**

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

2. **RECOMMENDATION**

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2018					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
25/07/16	522	Parkside on Street Parking - 2. Subject to approval from DPTI of the concept, community engagement on (pay for use) parking bay indention along Greenhill Road be supported. 3. Further investigation into the introduction of Smart Parking technology occur, and if the proposal looks to have promise, a report be provided to a future meeting regarding a trial in the Parkside area. 4. A report outlining the outcome of the above community engagement be presented to Council as soon as the results are available.	GM City Development	DPTI supports the Greenhill Road parking option in-principle and community engagement occurred with affected stakeholders in September 2017. Currently options are being worked out for smart parking solutions. A further report to Council is to be included in the Parkside LATM area for community engagement. LATM report is scheduled for July 2018 Council meeting.	July 2018
23/01/17	744	Notice of Motion Councillor Rabbitt re Vacant Land at 251 Goodwood Road 1. Administration investigates ownership of the vacant land at 251 Goodwood Road, Kings Park (believed to be owned by the Department of Planning Transport and Infrastructure). 2. On the basis of 1. above being confirmed, Administration requests the transfer of ownership of this land to the City of Unley 'gratis', on the basis that council will maintain the land in a tidy state. 3. Administration prepares a concept plan and costing for a low maintenance, dry garden area that would provide an additional 'green space', enhance the western approach to the Millswood Train Station and hopefully discourage the regular dumping of rubbish at the site. 4. Administration identifies funding sources as part of the 2017/18 budget process	GM City Development	This matter has been escalated to the General Manager Property at DPTI for follow up. A draft agreement showing the conditions that would be imposed on Council by DPTI if the land was leased is being prepared by DPTI. This is expected to be available for discussions with DPTI at the end of June. Note that this agreement will require Ministerial approval. Following receipt of the report from DPTI, we will conduct soil testing on-site to check for contamination.	September 2018
27/02/17	772	Proposed Road Opening Western Corner of Blyth and Nelly Streets Parkside 2. Council accept the gift of the small piece of land on the western corner of Blyth and Nelly Street, Parkside, and undertake the process under the Roads Opening and Closing Act 1991, to transfer this piece of land to public road, at Council's expense. 3. Subject to the response to the Community Consultation process, the Chief Executive Officer and Mayor be approved to sign and Seal where necessary, any documents to complete the roads opening process.	GM City Development	Conveyancer verified details of the owners and we will receive documents for LTO to be finalised in the coming weeks. Documents have all been sorted and lodged with the LTO (lands title office) now waiting for LTO to process documents	August 2018
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	Documents have all been sorted and lodged with the LTO (lands titles office) now waiting for LTO to process documents.	August 2018
27/03/17	799	42 Ferguson Avenue and Ferguson Avenue Reserve Myrtle Bank - Proposed Land Swap and Road Closure	GM City Development	Documents back with Conveyancer and now being finalised with the owner of 42 Ferguson Avenue – expect documents for this to be lodged with the LTO soon. Conveyancer currently liaising with owner to expedite completion of the documentation.	August 2018

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2018

Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
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. Croquet Club Building - Work will be undertaken once the Goodwood Oval grandstand project has been completed.	TBA
27/11/17	1022	GOODWOOD COMMUNITY CENTRE PERFORMANCE REVIEW 1. The renewal of Goodwood Community Services Inc. Lease Agreement for the management of Goodwood Community Centre for a further three years (expiry date 16 May 2021) in accordance with the terms of the current lease, be approved. 2. Further discussion occur with GCS to further align KPI requirements.	GM City Services	Completed	Completed
29/01/18	1075	TRAMPOLINES AT KATHERINE STREET RESERVE 1. The report be received. 2. Council endorse the reinstatement of two trampolines at Katherine Street Reserve in the new central location Alternative B, as shown in Attachment 3 to Item 1075/18. Local residents within 500 metres of Katherine Street Reserve be informed of Council's decision in writing via a letter	GM City Development	Completed	Completed
29/01/18	1076	RENEWABLE ENERGY AT CLARENCE PARK COMMUNITY CENTRE 1. The report be received. 2. The procurement and installation of a 20kW solar power system at Clarence Park Institute Hall in 2017/18 be endorsed in principle subject to funds (\$17,000) being identified in the third budget review	GM City Development	Installation completed, awaiting grid connection by Origin Energy.	June 2018
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	Letters sent to Hockey Club and State Government suggesting they respond to Council through the consultation on the 2018/19 draft budget, regarding a contribution from Council to facilitate the redevelopment of the Women's Memorial Playing Fields, St Mary's. - Discussions also continuing with both parties to assist them with this process and remain updated on the St Mary's site. - Project scope currently being developed to explore alternative uses of the Forestville Hockey pitch.	Ongoing

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2018

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	- Community consultation will be undertaken in the second half of 2018 as per the Council endorsement. - Based on the community feedback, the concept and designs will be developed for implementation of changes in FY 19/20.	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	- Community consultation will be undertaken in the second half of 2018 as per the Council endorsement. - Based on the community feedback, the concept and designs will be developed for implementation of changes in FY 19/20.	June 2019
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.	GM City Development	Further investigations are being undertaken.	TBA
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	Goodwood Oval Grandstand - Council endorsed the project to proceed to Final Design and Construction at the April 2018 meeting. - Currently out for tender for detailed design with the key requirements from the April 2018 Council decision included in consultant's brief. - The tender will close on Mon 25 June with evaluation to occur the following week, and a consultant team to be engaged by mid-July.	TBA

Document Set ID 3675117

COUNCIL ACTION REPORTS - ACTIONS TO JUNE 2018					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
23/04/18	1140	MOTION ON NOTICE – Paper to Explore Tree Canopy Objectives That staff develop a paper exploring options to enable Council to achieve its tree canopy objectives as set out in Council's Environmental Sustainability Strategy, and the target defined in the 30 Year Plan for Greater Adelaide via strategies related to both private and public land	GM City Development	Work has commenced on this paper and is expected to be presented to Council in August 2018.	August 2018
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	Work will be progressing on each of these items throughout 2018/19.	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	Work is currently underway and a report is expected to be sent to Councillors.	TBA
28/05/18	1178	QUESTIONS WITHOUT NOTICE Councillor M Hudson asked the following questions: 1. How much does our LGA membership cost? 2. What return do we receive directly from this membership? 3. Would we lose this, or are there other means to recoup this loss from other sources	Executive Manager	Completed	Completed
28/05/18	1178	QUESTIONS WITHOUT NOTICE Councillor J Boisvert asked the following question: 1. Could the actions of Councillor Hewitson, when writing a letter to the Editor in a recent Eastern Courier article, discussing rate increases in which implications are made, be seen to bring fellow councillors and/or the Council into disrepute?	Executive Manager	Completed	Completed

MOTION OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	MOTION ON NOTICE: UNDERGROUNDING OF POWER LINES
ITEM NUMBER:	1200
DATE OF MEETING:	25 JUNE 2018
ATTACHMENTS:	NIL

Councillor Lapidge has given notice of intention to move the following motion at the Council meeting to be held on 25 June 2018:

MOTION

That:

1. The request from the Fullarton Road Trader's Association for consideration of the undergrounding of power lines on Fullarton Road in the vicinity of the Highgate Village be supported and that staff initiate discussions with the Department for Planning, Transport and Infrastructure and the Power Line Environment Committee to undertake a feasibility study regarding this project.
 2. A report be presented to Council following completion of a feasibility study outlining costs and time frames to enable Council to further consider this project.
-

Background

Council's most recent project involving undergrounding of power lines was the Goodwood Road upgrade, and the significant improvement to the functionality and amenity of Goodwood Road has been commented on positively by residents and businesses alike.

Correspondence has recently been received from the Fullarton Road South Traders Association which raises the matter of undergrounding the power lines on Fullarton Road as part of a broader upgrade project (refer to Correspondence included in the June Council Agenda). Given this is a State Government Road it would be appropriate to engage with the Department for Planning, Transport and Infrastructure to determine their interest in undertaking such a project and the financial contribution they could make.

it would be prudent to discuss this project with both DPTI and PLEC to allow Council to consider the incorporation of future works into the Long Term Financial Plan and future years budgets.

The motion empowers staff to commence discussion with relevant entities to determine what options are available, possible timeframes as well as external funding opportunities, with a view to providing relevant information back to Council and enabling decisions on what action may be taken in future years.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	RESPONSE TO QUESTION ON NOTICE: LGA MEMBERSHIP
ITEM NUMBER:	1201
DATE OF MEETING:	25 JUNE 2018
ATTACHMENTS:	NIL

At the Council meeting on 28 May 2018 Councillor Hudson asked the following questions without notice:

1. How much does our LGA membership cost?
2. What return do we receive directly from this membership?
3. Would we lose this, or are there other means to recoup this loss from other sources?

The questions were taken on notice.

The Executive Manager Office of the CEO has provided the following response:

1. How much does our LGA membership cost?

The contribution paid to the LGA for the 2017/18 membership was \$53,243.
The 2016/17 membership contribution was \$52,701.

2. What return do we receive directly from this membership?

Payment of the membership contribution provides council with access to a range of products and services. The LGA recently commissioned UHY Haines Norton to provide a report on the value of membership to the Local Government Association of SA. The report provided a detailed list of services provided to all Councils by the LGA and attributed a value to the service. The report found that

“there is a financial advantage for councils to be a member of the LGA. There is also a significant non-financial benefit of membership.”

A copy of the UHY Haines Norton report was issued by the LGA via Circular on 11 April 2018 and this was brought to the attention of members at the time.

Value has been determined by comparing the costs paid by councils to comparable alternative costs. Where a sector benefit has been identified, the total has been divided by the number of councils that have access to the benefit (usually 68) resulting in an estimated average. It is acknowledged that not all benefits are available to all councils, and that the use of averages means that some councils will gain more, others less. Benefits were identified as being available in two ways:

- Savings, where councils are able to spend less on services due to their membership; and
- Contributions, where councils receive funding due to the work of the LGA.

The total average annual benefit to Council was calculated as \$2,001,383.

A high level summary of services provided is set out below:

- **Advocate (\$700,937)**

Awareness campaign for promotion of Council services, including promotion of Council elections, Public Health Funding, Supplementary Road Funding, State Local Government Infrastructure Partnership, ALGA Membership, General Advocacy, Code of Conduct, Economic Development Initiatives, Event-AGM/OGM, Statutory Fees/Charges.

- **Assist (\$283,200)**

Online services, Building Upgrade Finance, Education and Training, Emergency Management, Energy Efficiency Audit, Legal Delegation Templates, Planning, Policies and Guidelines, Research and Development Scheme, Governance Advice and Support, Governance Panel, LGA Website, Governance & Communicators Networks, Media Advice, Service Certificates and Awards.

- **Advance (\$1,017,246)**

Diesel Fuel Rebate, Professional Development and Tools, Tendering/Contracts, CWMS, Banking and Insurance. Insurance incorporates membership of the LGA Workers Compensation Scheme, LGA Mutual Liability Scheme and LGA Asset Mutual Fund, which collectively meet Councils legislative obligations in relation to workers compensation, civil liability and asset/property insurance.

3. Would we lose this, or are there other means to recoup this loss from other sources?

Should Council withdraw from membership of the LGA other arrangements would need to be made to source services currently provided by the LGA from other providers at market cost. Investigation of potential costs for alternative service providers have not been undertaken.

The UHY Haines Norton report also considered the staff resource cost associated with service provision by the LGA and indicated that if these services were undertaken by Councils it would require a full time, level 5 to 6 resource costing approximately \$100,000 per annum (based on an average range of councils' EB Agreements for staff at level 5/6 and including on-costs).

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	RESPONSE TO QUESTION ON NOTICE: MEDIA INTERACTIONS
ITEM NUMBER:	1205
DATE OF MEETING:	25 JUNE 2018
ATTACHMENTS:	NIL

At the Council meeting on 28 May 2018 Councillor Boisvert asked the following question without notice:

1. Could the actions of Councillor Hewitson, when writing a letter to the Editor in a recent Easter Courier article, discussing rate increases in which implications are made, be seen to bring fellow councillors and/or the Council into disrepute?

The question was taken on notice.

The Executive Manager Office of the CEO has provided the following response:

The Code of Conduct for Council Members sets out the behavioural expectations of Councillors, including the following General Behaviours:

- 2.1 *Show commitment and discharge duties conscientiously.*
- 2.2 *Act in a way that generates community trust and confidence in the Council.*
- 2.3 *Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.*
- 2.4 *Show respect for others if making comments publicly.*
- 2.5 *Ensure that personal comments to the media or other public comments, on Council decisions and other matters, clearly indicate that it is a private view, and not that of the Council.*

Council has adopted a Complaints Handling Procedure under Council Members' Code of Conduct, which sets out the process to apply when a complaint against a Council Member under the Code of Conduct is received.

The procedure provides:

Alleged breach

1. *Where an alleged breach occurs the complainant should report the allegation, in writing, to the Council, addressed to the CEO. The allegation should:*
 - *be specific*
 - *provide as much supporting evidence as possible to assist an investigation*
 - *provide the name of the Member who has allegedly breached the Code.*

Complainants can, at any time, take the alternative option of lodging the complaint with the Office of Public Integrity (OPI), which will direct the complaint in accordance with the ICAC Act.

The procedure further defines the process to be applied for resolution of any complaint received, and empowers the Principal Member to resolve the matter internally, or refer the matter to the Local Government Governance Panel.

The procedure requires that the principles of natural justice and procedural fairness are observed in relation to any complaint received. Natural justice relates to the rules and procedures to be followed by a person/body with the power to settle disputes, and can include elements such as to act fairly, without bias and the right of all parties to be heard. Procedural fairness means acting fairly in administrative decision making and relates to the fairness of the procedure by which the decision is made.

The question asked by Cr Boisvert seeks a judgement or view to be expressed in relation to the conduct of Cr Hewitson. The expression of a view as to whether fellow Councillors or Council were brought into disrepute, in the absence of a process consistent with that set out in the Complaints Handling Procedure, would not be consistent with the application of natural justice and procedural fairness principles, therefore a direct response to the question cannot be provided.

If a person forms a view that a Councillor has acted in a manner inconsistent with the requirements of the Code of Conduct, then a complaint should be lodged as per the Complaints Handling Procedure, and the matter will be determined in accordance with the endorsed process.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

TITLE: RESPONSE TO QUESTIONS ON NOTICE RE: TREE STRATEGY

ITEM NUMBER: 1203

DATE OF MEETING: 25 JUNE 2018

ATTACHMENTS: NIL

Councillor Palmer has asked a series of Questions on Notice in relation to the 2nd Generation Street Tree Strategy and the General Manager City Development has provided the following answers:

QUESTIONS

1. *How many trees have been removed under this program to date?*

Year 1 (2016/17)	Streetscape Renewal	93
	Individual renewal based on reduced life expectancy	86
	Natural Attrition/ Customer Requests	182
Year 2 (2017/18)	Streetscape Renewal	53
	Individual renewal based on reduced life expectancy	77
	Natural Attrition/ Customer Requests	171
	Total removal thus far under this program	662

2. *Does Administration know what canopy cover has been lost by the removal of these trees?*

No, this is very difficult to quantify however, it should be noted that the trees removed were dead, had reached their useful life expectancy or were in an advanced state of decline and as such were providing very little in the form of canopy cover or any other environmental benefits.

3. *How many replacement trees have been provided in their place?*

Year 1 (2016/17)	Streetscape Renewal	160
	Individual renewal based on reduced life expectancy	108
	Natural Attrition/ Customer Requests	182
	Vacant tree locations	126
Year 2 (2017/18)	Streetscape Renewal	98
	Individual renewal based on reduced life expectancy	122
	Natural Attrition/ Customer Requests	187
	Vacant tree locations	166
	Total replacement thus far under this program	1149

4. *How much canopy cover do these trees provide today?*

Today, the replacement trees provide very little canopy cover. However, as trees are most often an appreciating asset, the canopy cover will increase over the coming decades.

5. *What impact on canopy cover does administration consider the renewal program provide?*

The program and works undertaken by Administration is critical to the sustainability of canopy cover. Managing the tree asset is not dissimilar to other assets and requires careful consideration, planning, maintenance, management and renewal. This program proactively removes trees that are providing very little in way of function, canopy cover, and environmental benefits and never removes mature trees that are functioning and performing well.

6. *How many trees are earmarked for removal in the next financial year?*

The 2nd Generation Program alone has earmarked approximately 182 trees for removal while another 180 are expected to be removed through customer requests, natural attrition, unacceptable risks, and storm events.

7. *How many trees are we budgeting to provide in the same timeframe?*

We expect to plant approximately 600 trees within this same period.

8. *What will be the likely temporary reduction in canopy cover of this?*

Once again, this is very difficult to place an exact figure other than to state that the trees proposed for removal offer very little in the way of canopy cover.

9. *Again, what impact do we consider will result when these trees reach maturity?*

This is difficult to answer as modelling will need to be undertaken, however, the intention is that new plantings will help Council to reach its tree canopy target.

10. *In light of the answers to these questions, does administration consider the 2nd Generation Tree Program is still a worthwhile program?*

The program plays a critical role in the sustained management of the Council's canopy cover. Furthermore, the program provides overall asset management sustainability in terms of sustained ecosystem benefits, risk management in line with the Local Government Risk Scheme, aesthetic benefits throughout the streetscape environment, improved species choices, diversity management ensuring the urban forest is not highly vulnerable to pest, disease and climate change. The canopy cover is just one part of the jigsaw that makes the 2nd Generation Tree Program critical to the management of the urban forest

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

TITLE: QUESTIONS ON NOTICE RE: TREE PLANTINGS IN VERGES
ITEM NUMBER: 1204
DATE OF MEETING: 25 JUNE 2018
ATTACHMENTS: NIL

The following Questions on Notice have been received from Councillor Palmer and the General Manager City Development has provided the answers.

PREAMBLE

I understand that Council may have a register of potential locations for tree planting in verges prepared by a member of staff who has retired.

Personally, I have recently paid attention to what I consider is considerable opportunities for new cover as opposed to replacement cover.

QUESTIONS

1. *Do we have such a list?*

Yes.

2. *Can elected members be provided with a copy of this list?*

A copy of the document will be placed in the Elected Members Room for those Elected Members who are interested in looking at it.

3. *Does the 2018/19 budget include an allowance for “new” tree planting in verges additional to replacements?*

Administration has budgeted for the planting of 173 trees within ‘Vacant Tree Locations’ in the 2018/19 financial year.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

TITLE:	QUESTIONS ON NOTICE: CO-WORKING SPACES
ITEM NUMBER:	1205
DATE OF MEETING:	25 JUNE 2018
ATTACHMENTS:	NIL

The following Questions on Notice have been received from Councillor Hewitson and the answers are provided.

PREAMBLE

The Council has for a number of years, investigated the feasibility of establishing a co-working space in the City of Unley as a way to support small businesses and particularly home based businesses. After exploring a number of alternatives, in 2017, Council decided to establish a co-working space at 78 Edmund Avenue as part of its economic development strategy.

QUESTIONS

1. *How many businesses use the co-working space in Edmund Avenue?*

We are not sure how many different businesses work out of the Edmund Avenue cottage but believe that currently there are no vacancies. The Administration intend to submit a report to Council in July providing information on the use of the co-working space. We will seek to summarise the number and nature (by industry sector) of businesses using the space, whether they are local or not, and as far as possible, details of the impact the co-working space has had within the Unley Community.

2. *How many of these businesses are based in the City of Unley?*

Refer to the answer above.

3. *How many other co-working spaces are available in the City of Unley?*

We are aware of two other privately run co-working spaces. One is based in Goodwood and has recently advertised for “tenants” while the other is based on Glen Osmond Road.

4. *Is there a demand for additional co-working spaces in the City?*

Anecdotally, we believe that there is a demand for co-working spaces in the City of Unley and this question will be further explored in the July report.

CORRESPONDENCE

TITLE: CORRESPONDENCE
ITEM NUMBER: 1206
DATE OF MEETING: 25 JUNE 2018
ATTACHMENTS: 1. CORRESPONDENCE

The correspondence from:

- Fullarton Road South Traders Association Incorporated
- Goodwood Cricket Club

be noted.

FULLARTON ROAD SOUTH TRADERS ASSOCIATION INCORPORATED



Mayor Peter Hughes

Peter Tsokas, CEO

City of Unley

13th June 2018

Dear Peter and Peter,

I have long been and advocate of underground power lines and have written to both Council and DPTI previously about the prospect of this happening along Fullarton Road.

This subject has now arisen at the Fullarton Road South Trader's Association Inc. (FRSTA) as we are the only Main Street in the City of Unley that still has Stobie Poles. Unley Road and King William Road have not had overhead power lines for so long, even I can't remember what it was like! Now Goodwood Road looks amazing, so much more open, usable space and it is safer for drivers due to the clear line of sight and fewer obstacles.

I think the only section of Fullarton Road that has not had the overhead power lines removed is our section between Glen Osmond Road and Cross Road. Certainly only light poles exist from Glen Osmond Road to the Britannia Roundabout.

Stobie Poles are both dangerous and unsightly. They also reduce the amenity of the streetscape for both pedestrians and traders.

The Committee of the FRSTA have asked me to write on their behalf, to request that Council liaise with DPTI to work out how this upgrade might be achieved. I believe there are already easements on some properties along Fullarton Road, with some boundaries set back much further than others.

A road widening to allow filter lanes for right hand turns would be of great long-term benefit especially, as ideally, this section of Fullarton Road will support some higher density dwellings, which in turn will further increase traffic congestion. With the subdivision at Glenside, traffic is already increasing and will continue to do so as the site is completed.

Fullarton Road is hazardous for both cyclists and pedestrians, as there is not room for bicycle lanes and not room for both pedestrians and cyclists on the footpaths. As a daily user of Fullarton Road, in both directions, I know just how dangerous and frustrating it can be for cyclists, especially at the Fullarton and Glen Osmond Roads intersection, add the bus stop, the Drive-in Bottle Shop at the Arkaba and the Stobie Pole, it's a dangerous mix.

I think that this is an ideal time for Council to plan for a major over hall of the Fullarton Road Precinct. It is wonderfully suited to higher density living, with many blocks of units both single and two story, and plans pending for higher apartments. It is an easy commute to the city via public transport, car or bike and we have great local schools and Fullarton Park Community Centre, making it an ideal location for people of all demographics.

I would also like to extend the boundary of the FRSTA Inc. from Cross Road to Glen Osmond Road, to gain greater buy in from businesses, but that can wait!

To summarise:

1. Remove Stobie Poles and underground power lines.
2. Widen Fullarton Road
3. Add bicycle lanes
4. Add right hand turn filter lanes
5. Improve Bus Stop Shelters and seating
6. Extend boundaries of FRSTA

I am happy to meet or discuss this at any time prior to mid August, and then I will be overseas until October.

Yours sincerely

Susan Straschko
Chairperson, FRSTA Inc.
0411 555 473



Cr Peter Hughes
Acting Mayor
City of Unley

Mr Peter Tsokas
CEO
City of Unley

Dear Sirs,

Warwick Potts is my name and I'm President of the Goodwood Cricket Club, who are based at Goodwood Oval, co tenants with the Goodwood Saints Football Club.

I wish to bring to your attention a safety concern at Goodwood Oval with the hard wicket cricket practice pitches and nets. These facilities are several decades old and have served their purpose well but are now out of date with current Cricket Australia guidelines and they have deteriorated in condition to the point where they are unsafe to use. There are currently three hard wicket pitches, two of which have cracked slabs and one is now closed off due to the cracked surface safety issue.

I understand that this topic was discussed at the last council budget meeting and that funds to fix the facility would be unbudgeted. My email today is to highlight the safety concerns that the Goodwood Cricket Club have with this facility and to urge you to prioritise the expenditure required to fix this problem.

The Goodwood Cricket Club has highlighted the safety concerns with the hard wicket practice pitches and nets with local councillors and Unley Council staff on many occasions over the past few years, but we have only recently discovered the cracking in the slabs which has escalated things considerably.

The hard wicket practice pitches and nets at Goodwood Oval are an extremely high use outdoor facility. During the cricket season the Goodwood Cricket Club utilises these facilities in addition to the turf cricket practice wickets on Tuesday, Thursday and Friday evenings. With over 300 registered players last season, these facilities are highly used by the Goodwood Cricket Club. In addition to the club use, there is significant use by local members of the community. Our estimate is that the hard wicket practice pitches and nets are used for around 40 hours per week during the cricket season. I would imagine that makes this facility one of the highest use outdoor facilities in the council area.

To assist with highlighting the safety concerns, we have conducted our own risk assessment which I have provided with this letter.

While I have total faith that the Unley Council will acknowledge the safety concerns with the current facilities, our concern is that a simple repair of the existing pitches and nets, such as patching the cracks will only be a short term fix and that this won't eliminate the bulk of the safety concerns.

The existing facility is decades old and needs to be completely replaced with full length concrete pitches and longer netting. With increased numbers of junior cricketers training on these nets each season and children not having the awareness that adults have, it's only a matter of time until a child is in a cricket net

is hit by a ball from a net next to them. As bowlers run in to bowl they are constantly having to stop and dodge balls from the neighbouring nets. I have provided with this letter some relevant pages from a Cricket Australia guidelines book, highlighting a couple of key areas. Most notable on the current guidelines is full length concrete pitches and longer netting enclosures. The existing facility should have new pitches poured, potentially over the top of the existing pitches to bring them up to a more suitable height, and extensions done to the existing netting to make it compliant. The addition of lockable gates to each net will potentially provide the length extension required (when the gates are opened) to improve safety sufficiently and enable nets to be locked at certain times on a rotational basis so that run up turf areas can recover.

While the Goodwood Cricket Club doesn't have a lot of money, we would be willing to contribute to the makeover as best we can, as we see this as a strong and necessary investment in our future and the facilities we use. A makeover to bring these facilities in line with current Cricket Australia guidelines will significantly improve safety at Goodwood Oval, for members of the Goodwood Cricket Club and for the general public that use the facilities and surrounding areas.

Unfortunately this issue is time critical as the upcoming cricket season is only 4 months away and the Goodwood Cricket Club simply can't train without the use of these hard wicket nets as we have too many players to just use the turf wickets. If the existing facility doesn't receive an upgrade prior to the next cricket season, or if the upgrade is just a patch up job, the bulk of the safety concerns will still exist and players and public will remain at risk.

I have phoned and discussed this issue with John Devine and I would be more than happy to provide a deputation in person at a council meeting or committee meeting if required, as I feel strongly about this safety issue at Goodwood Oval.

Kind Regards,

Warwick Potts
President
Goodwood Cricket Club Inc
0407 611 217

1. Background Information. Risk assessment of the concrete practice wickets at Goodwood Oval					
Location		Southern end of Goodwood Oval		Date: 19/5/2018	
Title of Assessment:		Risk Assessment of safety concerns at Goodwood Oval public cricket nets.		Name of person conducting assessment:	Jason Scroop, Goodwood Cricket Club, council liaison.
2. Risk Assessment					
Identify and list Hazards		List potential risks associated with identified hazard	Risk Rating	List possible remedies or controls	
1	Raised Cracks in concrete “on a good length”	Ball could “lift” unexpectedly and out of the normal. The ball could strike a batsman unexpectedly.	Extreme	Replacement of concrete by a professional contractor. Cricket wickets showing cracks should not be used.	
2	Side chainmesh safety fence only runs half of the cricket wicket length	A bowler in the adjacent net is exposed to the batter striking a ball and being hit from that adjacent net. That bowler would be potentially unaware of the shot and be exposed to being struck by the ball.	Extreme	Extend the side chainmesh fence so as the bowler in the adjacent net is covered from any ball struck by a batsman in an adjacent net. Risk assessed as almost certain with major consequence potential.	
3	Grass area worn between the bowling landing area and the batting zone	Bare areas become slippery during damp weather or after irrigation. This is a slip/fall hazard, causing potential injury.	Medium	Replace with concrete so as the wicket is concreted and artificially turfed for the full 24 metres on the cricket wicket.	
4	Artificial Turf on the concrete wicket is worn and torn in places	This could cause uneven bounce, exposing batsman to being struck unexpectedly. Worn areas can be slip/tripping hazard.	Medium	Replace artificial turf with quality fit for purpose artificial turf product.	
5	Bowling landing area, covered in “softfall” is worn and contains mould.	The landing areas are slippery during damp weather and after irrigation. Risks include slipping causing injury.	Extreme	Remove existing bowling landing area. Relay concrete to the level of the oval playing surface allowing moisture to drain to grass verges. Resurface with quality fit for purpose artificial turf.	
6	Bowling landing area is below the level of the oval surface causing pooling of water and moisture.	Landing areas are slippery in damp conditions and after irrigation causing slip risk. Also uneven landing area causes potential of injury.	Extreme	Remove existing bowling landing area. Relay concrete to the level of the oval playing surface allowing moisture to drain to grass verges. Resurface with quality fit for purpose artificial turf.	

7	Bowlers run ups are worn and slippery.	Bare areas are slippery consistently, not only after damp conditions. This causes a slip hazard and potential injury risk.	High	Replace turf as necessary.

1. Evaluate the **consequences** of a risk occurring according to the ratings in the top row
2. Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column
3. Calculate the **level of risk** by finding the intersection between the likelihood and the consequences

1. Consequence

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

2. Likelihood

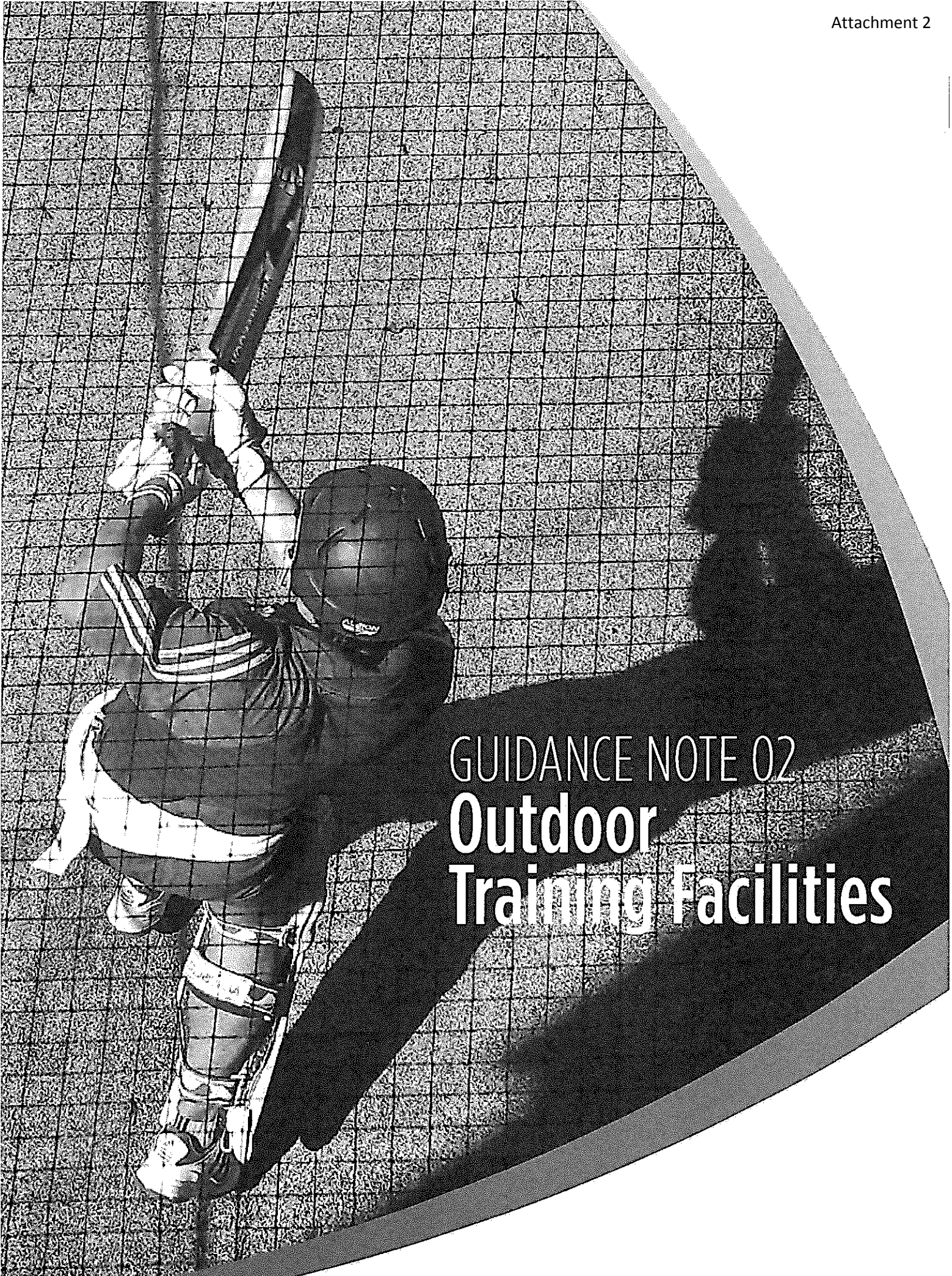
Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime ("Once in a life time / once in a hundred years")
Unlikely	2	May occur somewhere within DET over an extended period of time
Possible	3	May occur several times across DET or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

3. Risk level

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Key

Descriptor	Definition
Extreme:	Corrective actions should be taken immediately. Cease associated activity.
High:	Corrective actions should be taken as soon as practical after of notification. Associated activity should be ceased.
Medium:	Notify lessor, OHS Representative / OHS Committee to follow up that corrective action as soon as practical.
Low	Notify lessor, OHS Representative / OHS Committee to follow up whether corrective is required. Behaviour or activity should be monitored for any increased risk.



GUIDANCE NOTE 02 **Outdoor Training Facilities**

INTRODUCTION

Whether it be a midweek training session, pre-match warm up, lunchtime hit with school friends or an opportunity to test the new bat out with family or friends at the local cricket ground, outdoor training nets are a core facility component across all levels of cricket.

More often than not, cricket nets provide the setting for a young cricketer's first experience with the game and provide an integral platform for player skill and technique development.

Outdoor training nets comprise of both synthetic and turf cricket pitch surfaces and have historically been designed using a variety of materials and layouts. This Guidance Note outlines Cricket Australia's recommended levels of provision and design elements of outdoor training nets and should be used to help guide future cricket net development and/or redevelopment.

Australian Standards

No Australian Standard specific to cricket net design in Australia currently exists. The following standards relating to cricket net materials are available and should be adhered to when developing new or refurbishing existing cricket net facilities.

AS1725.4 - 2010: Chain link fabric fencing - Cricket net fencing enclosures

AS1725.1 - 2010: Chain link fabric fencing - Security fencing and gates - General requirements

Purpose of training nets

The primary function of cricket nets is to enable both batsmen and bowler skill and technique development, and if designed accordingly can accommodate fielding and wicket keeping training drills and activities. Cricket nets serve to stop the ball travelling long distances once hit by a batsman and provide opportunities for multiple batsmen and bowlers to train simultaneously. With the ability to be constructed in confined spaces, cricket nets save time through eliminating the need for fielders and also allow greater intensity of training, particularly when multiple pitches are used. If designed correctly they also provide a safe training environment for players and coaches alike and are ideal for junior training sessions and school playgrounds.

Training net planning principles

As depicted by the following diagram, the following planning principles should be considered when determining the most suitable location for cricket net development.

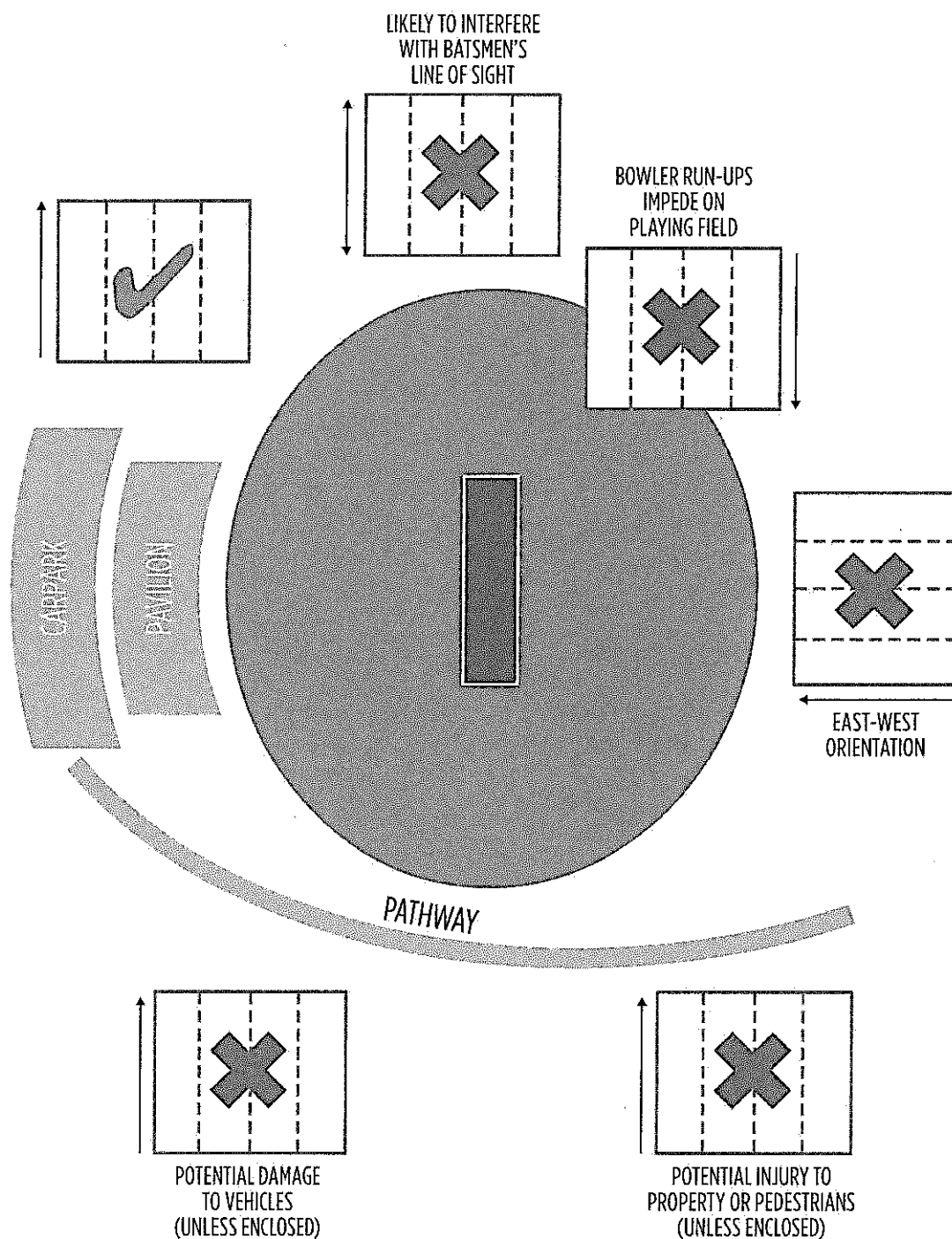
- Training nets and run-ups should be positioned off the field of play.
- Nets should not be positioned in a location likely to interfere with the match (e.g. behind the bowler's arm causing potential distractions to the batsman).
- Nets should be orientated in a north-south direction.
- Nets should be positioned in a location where there is minimal chance of injury to passers by or damage to property and/or vehicles. This planning consideration is not applicable if training nets are enclosed.
- Nets should be positioned as close to the pavilion as possible to minimise distance to transport equipment.

Training net orientation

Cricket training nets should have a north-south orientation, or a maximum of 30 degrees east or west of north (for practice pitches only). The latter requirement is particularly important for the safety of players as training is usually conducted in the later afternoon or evening when the sun is setting.

Training net location

Dependent on cricket training net design and surrounding infrastructure and open space, the most suitable location for training nets will differ. Enclosed training net facilities (discussed in more detail in the following pages) allow greater flexibility in terms of location as training activities are confined to a specific area. Non-enclosed training facilities where the ball can be hit beyond the net structure require more careful placement to minimise the risk of injury to a person or damage to property.



Information provided in this Guidance Note should not be used as a substitute for specialist design advice and where necessary, specialist engineering advice should be sought.

TRAINING NETS HIERARCHY

The cricket facility hierarchy provided in Section 1 and the venue provision summary in Section 3 identifies a range of practice pitch options for different levels of play.

The number of nets required per venue is dependent on a number of factors including:

- level of competition played
- type of competition – turf or synthetic
- number of playing fields the training nets service (i.e. are there multiple grounds onsite)
- ground hierarchy classification
- size of tenant club/s and number of teams
- training schedules and weather impacts
- cost of provision and maintenance.


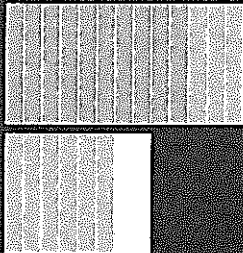

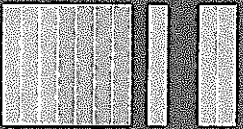

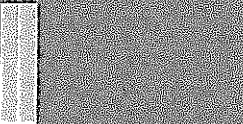

There is no 'one size fits all' approach to training net provision. The below and adjacent tables provide a guide as to a desired level of provision (number of pitches and surface types) for differing levels of competition and club size.

HIERARCHY LEVEL	NUMBER OF PITCHES	
	SYNTHETIC	TURF
PREMIER/REGIONAL (TURF)	2-4	8-12
CLUB HOME (TURF)	3-4	4-6
CLUB HOME (SYNTHETIC)	3-6	0
CLUB SATELLITE	2*	0

*Desirable



These minimums should be designed and developed with the potential to expand net structures and pitches as needs grow.

PREMIER/REGIONAL		A combination of turf (8-12 pitches) and synthetic (2-4 pitches) training nets are appropriate for venues that host premier or regional level cricket competition and serve a regional or municipal catchment area. An enclosed synthetic training facility (6 pitches) with two publicly accessible bays is recommended for a large club or regional level facility that hosts synthetic pitch cricket competition.	
CLUB (HOME)		For a community club-level facility (home ground) with a club competing in synthetic or turf competitions a minimum of 3 synthetic training nets is recommended and 4 turf nets (if playing on turf). A combination of both turf and synthetic is also recommended for a club playing turf competition as it provides an alternate training arrangement in the event of inclement weather or underprepared turf training nets. All synthetic nets should be publicly accessible.	
CLUB (SATELLITE)		For club satellite grounds (secondary or overflow grounds) or local school facilities, it is desirable to provide two publicly accessible training nets. Two pitch training nets support pre-match warm up and provide a fit up space for school activities.	 

TRAINING NET DESIGN

The following pages provide several recommended design options, standards and tips when developing new or refurbishing existing cricket nets.

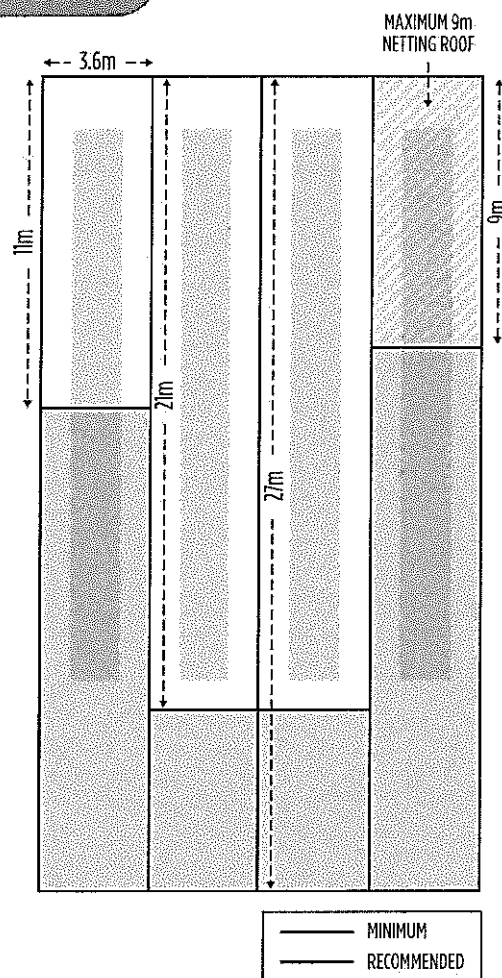
The below recommendations should be read in conjunction with cricket net design options and used to guide future cricket net facility development. Training net designs should be treated on a site-by-site and needs basis, with consideration given to the level of use, intended function (e.g. multi-purpose enclosure or cricket specific), available open space and relationships with surrounding infrastructure. Four key guiding design principles to consider when planning cricket nets include:

Safety – ensure the nets and surrounds are safe for users, passers by and surrounding property.

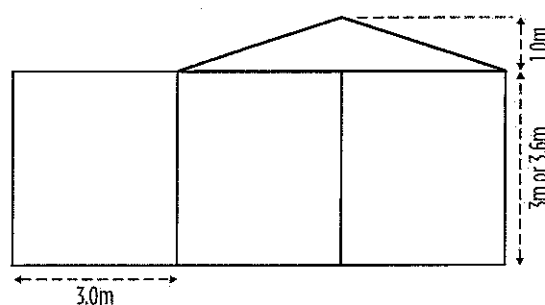
Compliance – ensure practice net design or net materials meet recommended standards.

Accessibility – ensure that cricket nets are accessible for all users.

Game development – ensure cricket net design promotes player skill and overall game development.



An example of minimum and recommended dimensions for a standard cricket net facility.

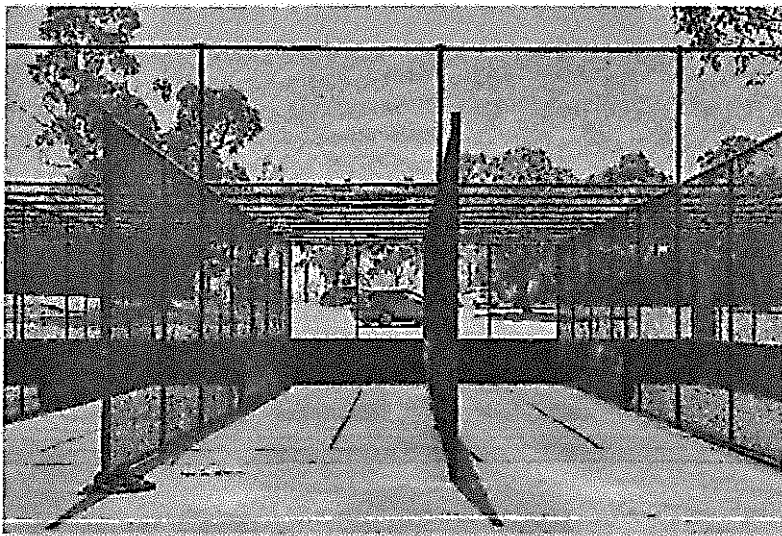


An example of a side profile of a standard pitched roof cricket net facility and heights as specified in AS1725.4 – 2010.

AS1725.4 – 2010: Chain link fabric fencing – Cricket net fencing enclosures provides the Australian Standard for fencing of cricket net enclosures, including use of materials, design footings and installation requirements.

For occupational health and safety measures, it is a requirement that the dividing (centre) net within all multi-bay constructions be of minimum length of 21m for the protection of bowlers in adjacent nets. Peripheral nets require a minimum side fencing length of 11m. However it is recommended that all nets have a minimum 21m dividing fence and a desirable length of 27m to allow for extended bowler run-ups and bowler protection.

Cricket training net development may require a building or planning permit. Consult with your Local Council first to understand if there are any specific permit requirements or local planning conditions in place.



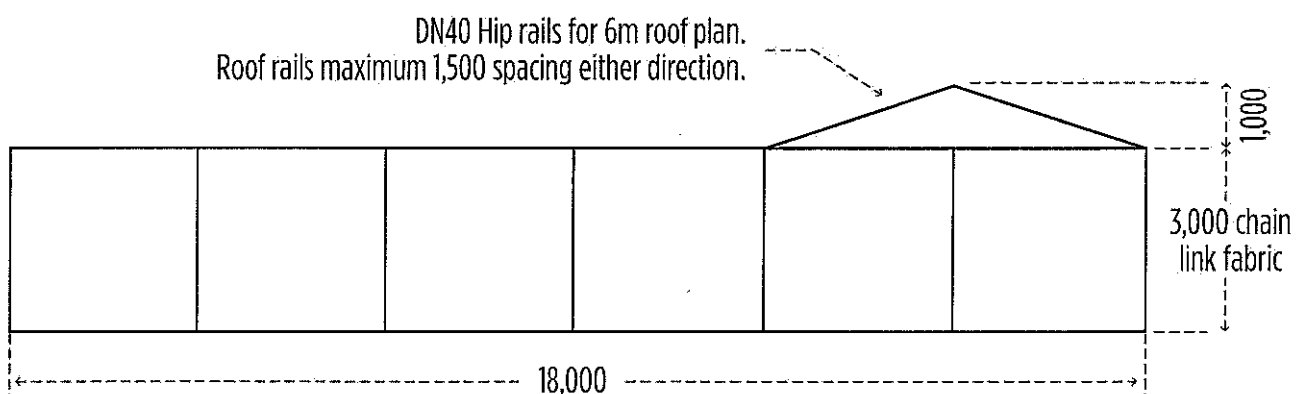
The adjacent image provides an example of the Australian Standard 9m netting roof length. It also demonstrates a design option for minimising the impacts of errant balls travelling over the roof of the net and damaging neighbouring property and/or passers by.

Dendy Park, Brighton (VIC)
Image courtesy of insideEDGE Sport and Leisure Planning



The adjacent image provides an example of a fully enclosed and roofed training net facility with ball control measures in place to prevent balls exiting the practice area into neighbouring parkland.

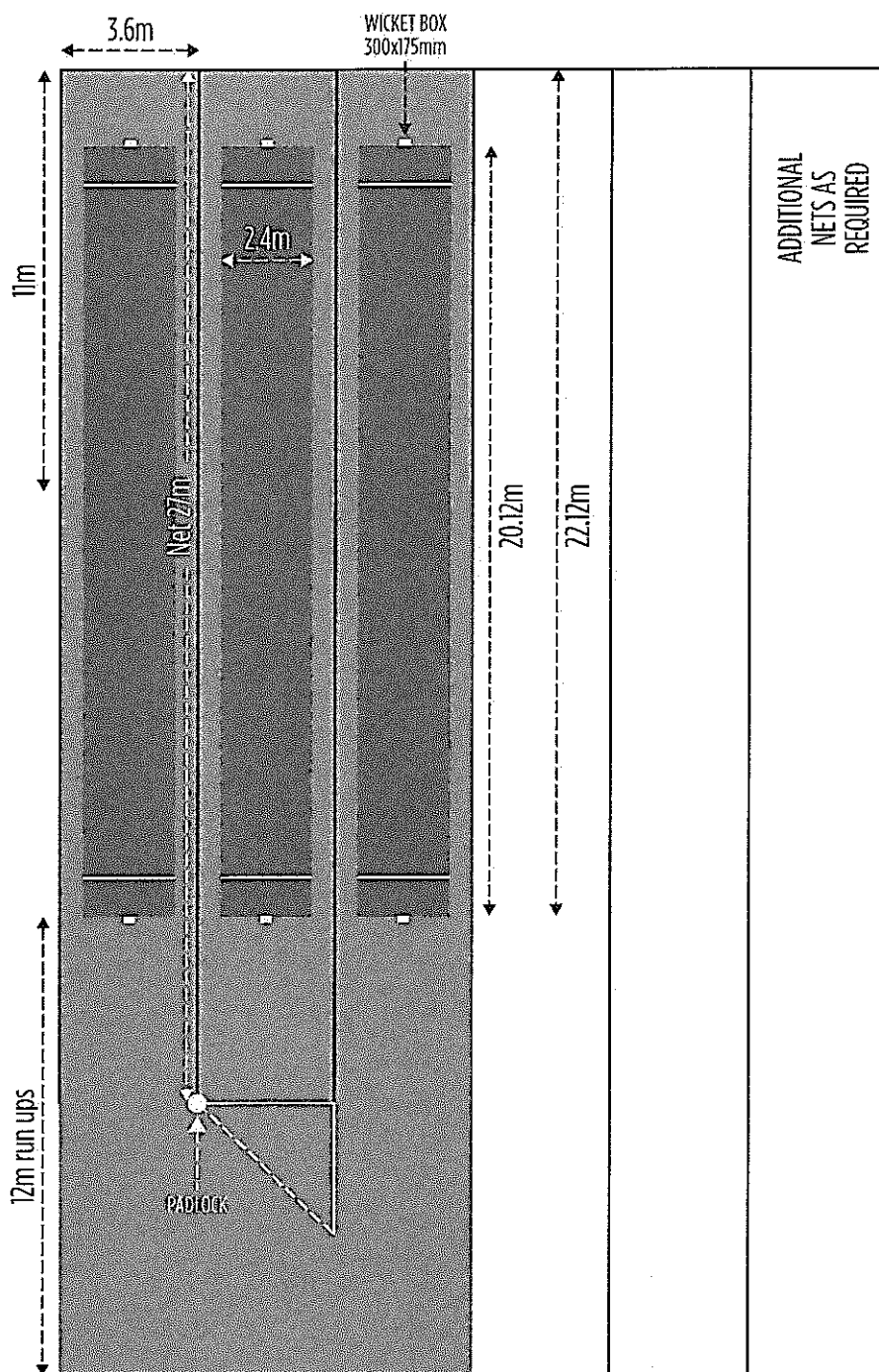
Caulfield Park, Caulfield (VIC)



Typical two pitch cricket net fencing enclosure Type B with pitched roof design.

CRICKET ONLY SYNTHETIC PRACTICE PITCHES (NOT ENCLOSED)

The diagram below outlines the area requirements and recommended design to develop a new non-enclosed cricket net training facility. The design also includes extended synthetic bowler run-ups and a lockable gate.



■ Compacted granitic sand or concrete base (subject to soil testing) covered with minimum 25mm pile height synthetic grass and infilled with rubber granules

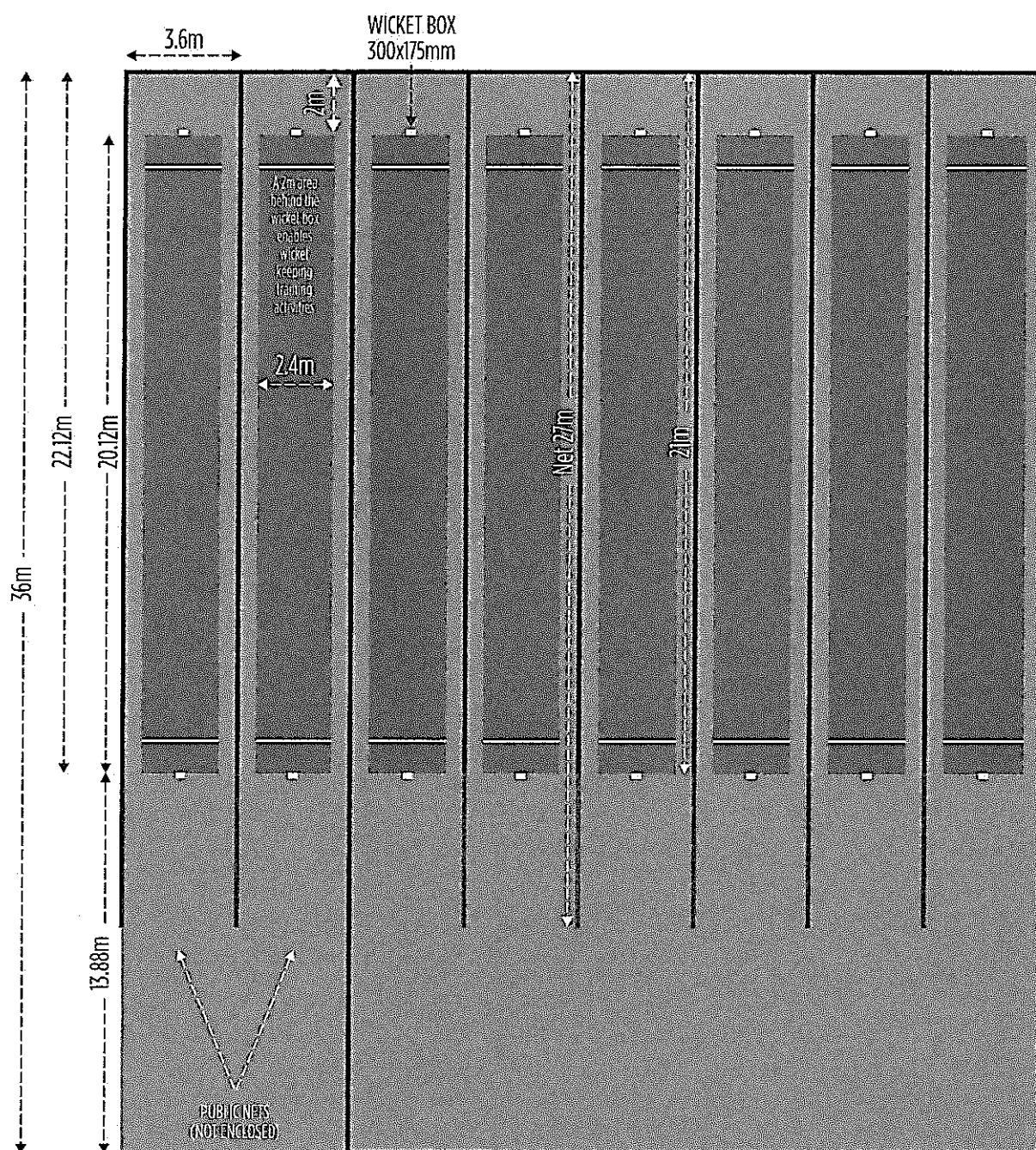
■ Concrete slab (cricket pitch) covered with 9-11mm pile height synthetic grass

— Minimum — Recommended



Although public access is promoted, Councils/Clubs may wish to lock one or multiple nets which will require a lockable gate at the bowler's end. The gate would cover the width of the bay when locked or secured. When in use the gate can be drawn back and secured, which in turn will act as the extension for the dividing net as displayed in the above diagram. It is recommended gates have a long lockdown bolt for padlocking.

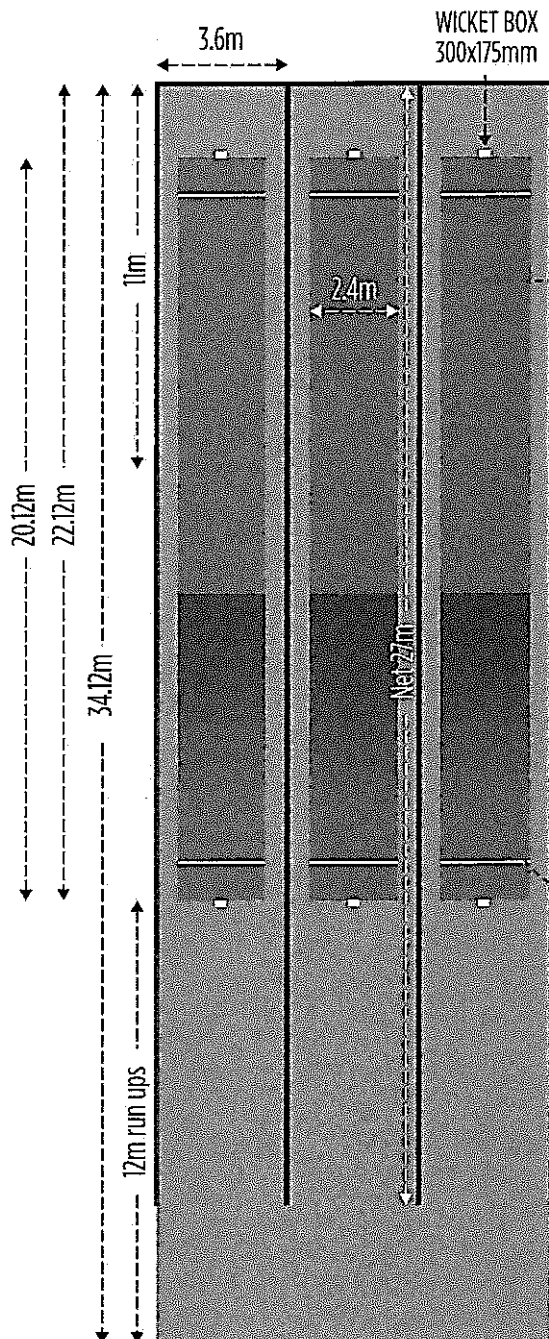
CRICKET ONLY SYNTHETIC PRACTICE PITCHES (ENCLOSED)



- | | |
|--|--|
| Compacted granitic sand or concrete base (subject to soil testing) covered with minimum 25mm pile height synthetic grass and infilled with rubber granules | Concrete slab (cricket pitch) covered with 9-11m pile height synthetic grass |
| Minimum | Recommended |

REDEVELOPING SYNTHETIC CRICKET PRACTICE PITCHES

This design option provides a recommended approach to redeveloping 'disconnected' (gap between batting and bowling concrete pads) synthetic pitch training nets to improve player safety, general playability and suitability. It also includes extended synthetic bowler run up provision.



Infill previous safety and maintenance hazard area with compacted granitic sand and 25mm pile synthetic grass.



Join existing batting and bowling concrete pads through installation of additional concrete and relay new 9-11mm pile synthetic surface over entire pitch area (20.12m).

Space permitting (without encroaching on playing field), extend bowler run up areas to allow for an additional 12m from bowling crease.

Compacted granitic sand or concrete base (subject to soil testing) covered with minimum 25mm pile height synthetic grass and infilled with rubber granules

Concrete slab (cricket pitch) covered with 9-11mm pile height synthetic grass
Minimum Recommended

TURF TRAINING NETS

Turf training nets are an integral element to simulating centre pitch conditions and playability and important to clubs and teams participating in turf pitch competitions.

Each turf training net should be separated by adjustable soft netting. Unlike synthetic training nets, turf nets can be located on the ground at the extremities of the oval or off the ground with the run-ups being on the ground.

Fabric netting is more appropriate for turf training nets to allow for flexibility and ease of maintenance. Netting should extend beyond the bowler's point of delivery in each net to minimise risk of injury.

For any new developments it is recommended turf training nets be located totally off the ground with mesh wire fencing on the end and sides but open at the bowlers end. A nearby storage facility for equipment and bowling machine is also recommended.

Turf training nets should have a north-south orientation with an ideal rotation of 15 degrees east of north and maximum rotation of 30 degrees east or west of north.

The recommended length for turf training pitches is 22m. This distance includes the pitch length from stump to stump (20.12m), the bowling crease (1.22m – one end only) and some space at the rear of the stumps at the batsman's end. This length can be extended to allow for greater room at the rear of the stumps at both the batsman and bowler's ends if required.

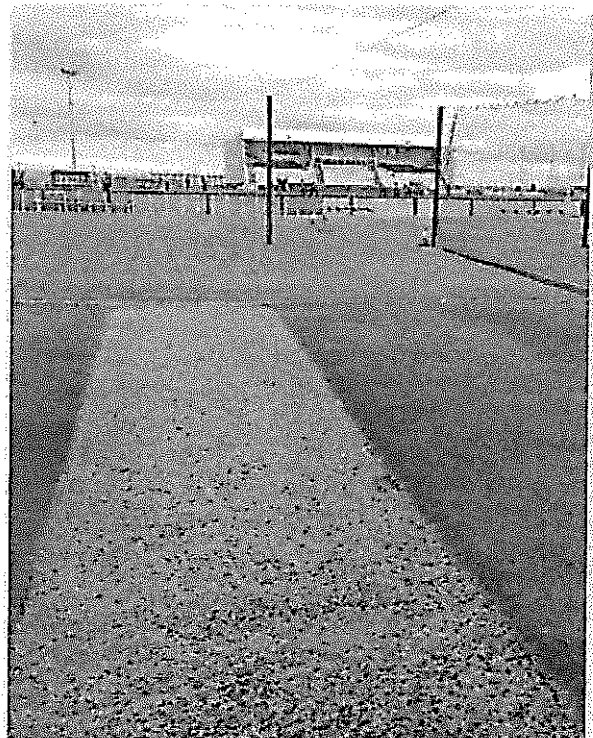
Adding 2-4 synthetic cricket pitches adjacent the turf training areas is advantageous as it enables clubs to use the synthetic pitches as an alternate training facility if the turf pitches are underprepared or have been impacted by wet weather.



Drummoyne Oval (NSW)

Image courtesy of insideEDGE Sport and Leisure Planning

4-6 turf training nets are preferred for local club turf cricket competition. 8-12 pitches are recommended for premier or regional level cricket.



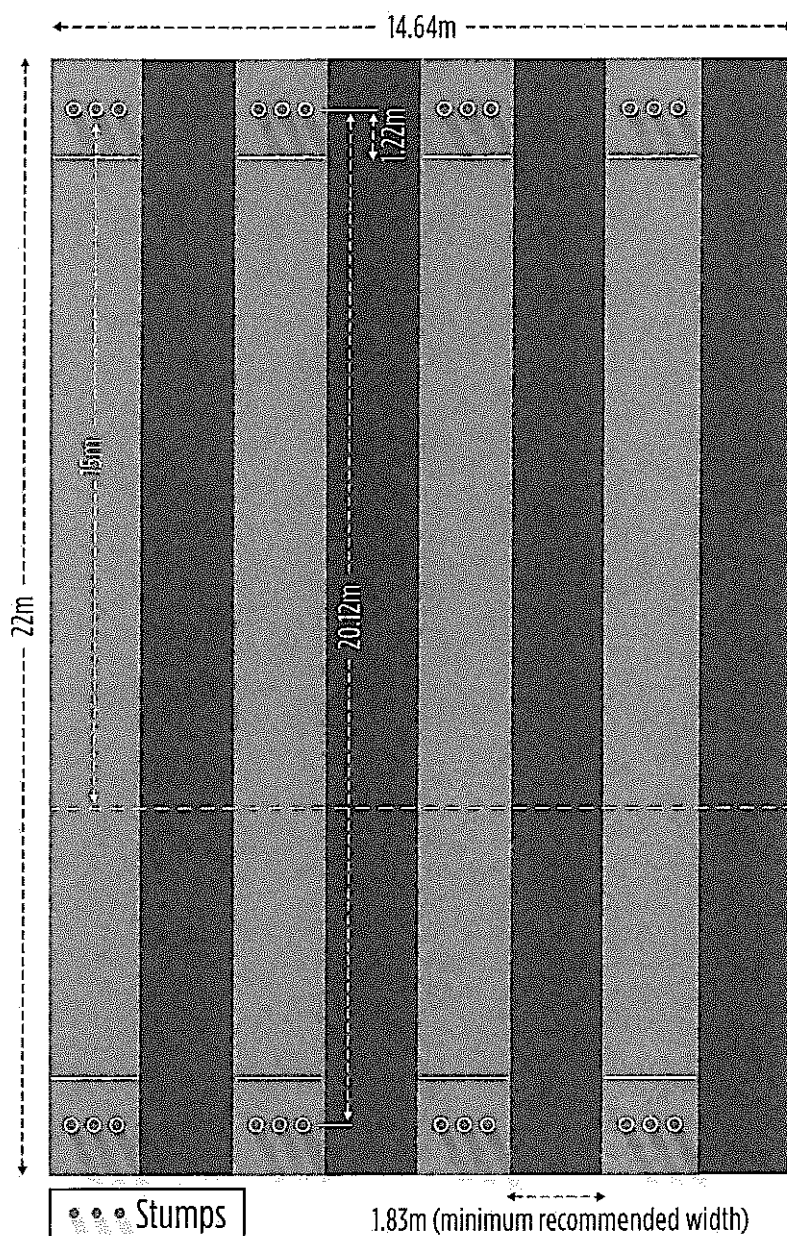
Williamstown Oval (VIC)

Image courtesy of insideEDGE Sport and Leisure Planning

Combined turf and synthetic training nets enable greater training flexibility.

TURF TRAINING NET DESIGN

The diagram below outlines the area requirements and recommended design to develop a turf training net facility.



While full length turf training pitches are recommended, a minimum length of 15m (approximately three quarters of a full length pitch) could be considered to assist clubs in managing the cost of turf pitch development, preparation and ongoing maintenance.



Soft training net storage units provide a lockable and secure location for netting when not in use. They also enable quick and easy set up and pack down of training nets.



Using alternate pitches at any one time enables turf recovery and preparation whilst pitches are not in use.

COMMON TRAINING NET DESIGN ISSUES

Divided bowling and batting concrete pads create an unsafe environment for bowlers completing their follow through and limit the ability for delivery of a 'short ball'.



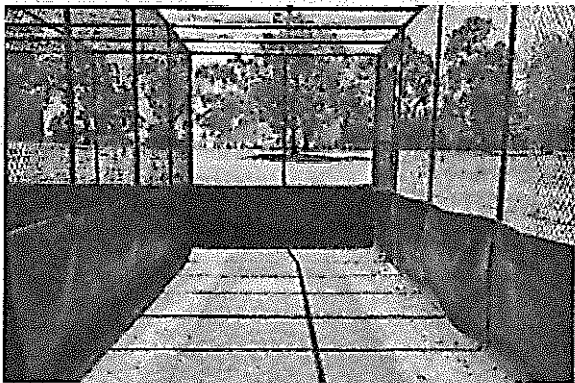
Example of poor quality and unsafe infill materials
Image courtesy of insideEDGE Sport and Leisure Planning

Grass surrounds create a maintenance issue and detract from user experience. Overgrown grass also impacts pitch area and can deteriorate synthetic surfaces prematurely.



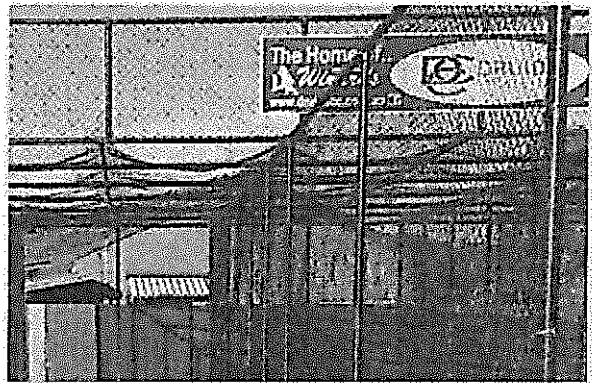
Example of poor quality and unsafe infill materials
Image courtesy of insideEDGE Sport and Leisure Planning

Tree debris falling on the pitch can also create risk management issues as well as damaging pitch condition through build up of mould and algae if not maintained correctly.



Evidence of leaf litter and tree debris falling on practice pitch area
Image courtesy of insideEDGE Sport and Leisure Planning

Flat roof designs can suffer from net sag as a result of people climbing on top of nets to retrieve balls.



Example of damage to a flat roof net design
Image courtesy of insideEDGE Sport and Leisure Planning



Overhanging trees can create shadows over the pitch and interfere with the batsman's vision.

Example of inappropriately positioned vegetation
Image courtesy of insideEDGE Sport and Leisure Planning

MULTI-USE TRAINING FACILITIES

Multi-use training facilities incorporating cricket practice nets are growing in popularity due to their flexible nature and capacity to accommodate a range of activities and uses.

They also ensure investment into community facilities provide benefits outside of summer cricket training.

Significant interest has been identified for multi-use training facilities with many design related projects underway across the country.

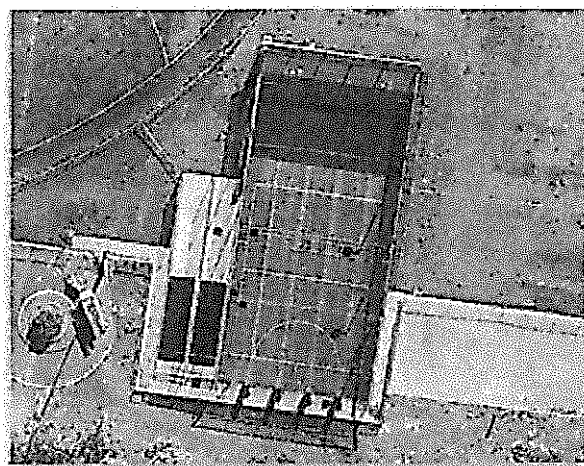
A typical range of multi-use training facilities developed to date include configurations that accommodate training for cricket-netball, cricket-baseball, cricket-soccer, cricket-lacrosse, cricket-hockey and cricket combined with general training and pre-game warm-up for other codes including rugby and Australian Rules Football.

The principles of cricket net design can be integrated within multi-use facilities including safety, compliance, accessibility and game development. Where multi-use facilities can demonstrate adherence to these principles and still provide fit-for-purpose cricket training nets that are flexible for other activities, then Cricket Australia will support these innovations.

In all multi-use training facility projects, it is difficult to pre-empt all community activity that could be considered compatible with cricket. Final use and design

of facilities is often a result of club, community and Council consultation and it is recommended that this process, along with the proposed staged planning process identified in **Section 1** be utilised to ensure maximum benefit can be achieved for all.

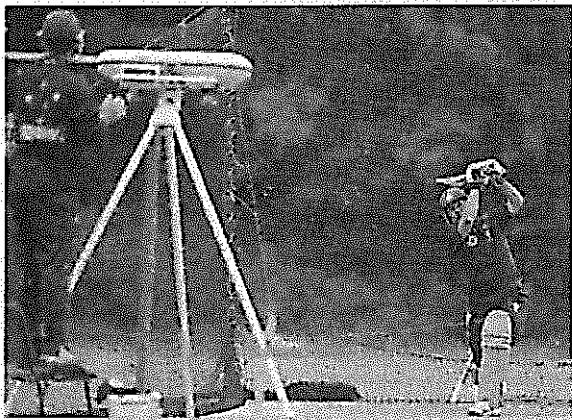
A number of **Case Studies** are provided in **Section 3** that highlight a range of multi-use training facilities.



ADDITIONAL AMENITIES TO SUPPORT PRACTICE PITCHES

Power supply

A nearby power supply to outdoor training nets enables the operation of an electronic bowling machine. Bowling machines typically operate on 240 volt power requirements but always check machine requirements with the manufacturer before installing power. Be mindful that electric cords do not become trip hazards and ensure they avoid contact with water.



Important to have netting barrier to protect the ball feeder

Training net storage

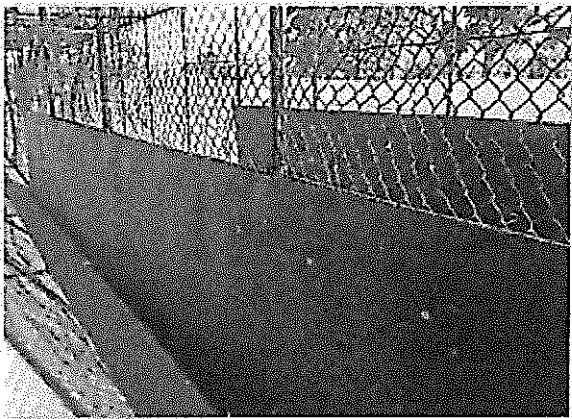
Internal turf training net storage units provide a lockable and secure location for netting when not in use. They also enable quick and easy set up and pack down of training nets.



Example of retractable training net storage unit
Image courtesy of insideEDGE Sport and Leisure Planning

Rubber net edging

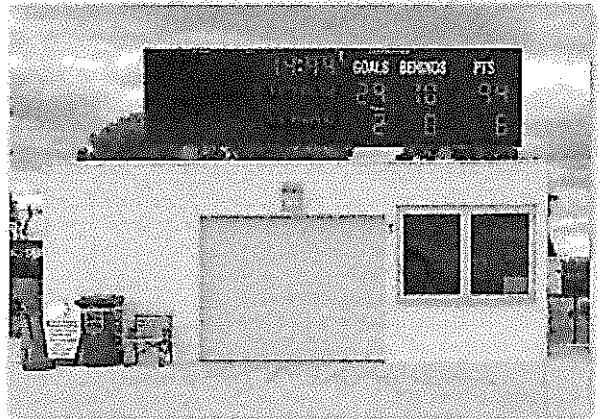
Rubber net edging minimises the damage to cricket balls as a result of impact with the fence and also increase the longevity of fencing through absorption of ball impact. Ensure fence posts have the capacity to support rubber matting.



Example of rubber material for netting
Image courtesy of insideEDGE Sport and Leisure Planning

Storage facility

A storage facility in close proximity to playing field and training facilities enables easier set up and pack down of equipment as well as a secure storage location for training and match day equipment. It can also act as a functional and elevated base for a match day scoreboard.



Storage shed with combined scoreboard at Williamstown Oval (VIC)
Image courtesy of insideEDGE Sport and Leisure Planning

Access to water

Access to a nearby water supply is recommended for turf practice pitches to assist with pitch development and ongoing maintenance.

MAYOR'S REPORT

REPORT TITLE:	MAYOR'S REPORT FOR MONTH OF JUNE
ITEM NUMBER:	1207
DATE OF MEETING:	25 JUNE 2018
ATTACHMENTS:	1. REPORT INCLUDING FUNCTIONS ATTENDED

1. RECOMMENDATION

That:

1. The report be received.
-

23rd May – Convened a meeting with representatives of the Alliance Francaise (Director, Events Manager, Board member) and the Highgate Primary School French Program Manager and Council to maintain and strengthen our understanding, and build relationships. The one most significant item to emerge was that if Council wishes to capitalise on the pending French expansion into South Australia we need to have a 'French Strategy'.

26th May – Hosted guests at the Sturt Football Club lunch and game with an Innovations and Smart Cities theme. The new canteen was used for the first time and was extremely busy and well received. The day also featured Market 2 Market part sponsored by Council. There were many hundreds of spectators on the eastern side enjoying free access to the community events

27th May – Participated in the Red Shield Appeal and also met and thanked many of the volunteers.

29th May – Accepted an invitation to attend a Reconciliation Week event hosted by Dr Lynn Arnold on behalf of the Don Dunstan Foundation. Dr Noel Pearson delivered the Dr Lowitja O'Donoghoe Oration which was subsequently given prominent coverage in the Weekend Australian.

30th May – Participated in Council's Reconciliation Week Project in the Town Hall. Very well conducted once again under Matthew Ives.

30th May – Convened a meeting of the CEO Performance Review Panel. The Panel are ensuring that the KPI Review for 2017/18 and new KPI 's for 2018/19 are both dealt with in a comprehensive and timely manner.

31st May – Met with Associate Professor Paul Kenny of Flinders University. He heads a team of researchers in the Business Adelaide Research Network who are keen to research the Digital Economy with Hyde Park / KWR Business Owners.

31st May – Attended a regular meeting of the Centennial Park Cemetery Authority.

1st June – The CEO and I met with Minister David Pisoni. A very constructive dialogue was established and also a willing agreement to meet quarterly to pursue matters of mutual interest. This is especially significant as we now have a local member who is in Government and in Cabinet.

2nd June – Attended the Sturt v West match at Richmond Oval as a guest of Mayor Trainor. Following lunch we were hosted by the Mayor and Councillors together with about 40 other guests and community leaders in the Council's Reception Room that is part of the grandstand facility.

2nd June – Attended the Bangladesh Australia Society of SA Grand Iftar Party 2018, at the Fullarton Park Community Centre, to recognise the end of Ramadan. Several officials are Senior University Academics who also supervise research projects.

3rd June – Unveiled a plaque at the Salvation Army to celebrate 130 years since the opening of their Church in Marion Street on June 2nd 1888. The event, coinciding with the last day of the Red Shield Appeal, also launched a campaign to create a new courtyard space.

5th June – Attended the Business Breakfast to hear Minister David Pisoni speak on his portfolio Industry and Skills. A very large attendance.

5th June – Attended Orphanage Park for our latest mini orchard planting with Goodwood Primary School students assisting.

6th June – Attended an address by Robert Pitt CEO of the Adelaide Cemeteries Authority on The Modern Landscape of Cemetery Services.

10th June – Attended the Travelling Table Italian Dinner in the Town Hall. A great concept that was very well supported by approx. 150 diners. A concept that could become part of Unley's Events Program.

11th June – Attended the State Volunteers Thank You Event for 2018 in the Festival Theatre with (just a few) Unley volunteers.

11th June – Watched Sturt at Unley Oval.

13th June – Participated in the first stage of judging for our Council's SALA Art Prize for Seniors.

13th June – Attended a Government House Reception in honour of the Birthday of Her Majesty the Queen.

17th June – Attended the Sturt Football match at Alberton Oval as a guest of Mayor Johanson. We were accommodated in the Council enclosure in a grandstand.

I thank the Deputy Mayor and Councillors who have been able to represent the Council at both local and wider events. I also thank Elected Members who were able to attend many of the events above. I appreciate your attendance and being able to acknowledge you.

DEPUTY MAYOR'S REPORT

REPORT TITLE: DEPUTY MAYOR'S REPORT FOR MONTH OF JUNE
ITEM NUMBER: 1208
DATE OF MEETING: 25 JUNE 2018
ATTACHMENTS: NIL

1. **RECOMMENDATION**

That:

1. The report be received.
-

Date	Function/Event Description
4 June 2018	Workshop – business plan and items of urgency and concern
5 June 2018	Business breakfast
7 June 2018	Ramadan event representing the Acting Mayor
13 June 2018	Workshop – King William Road design / Parkside LATM

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS
ITEM NUMBER:	1209
DATE OF MEETING:	25 JUNE 2018
ATTACHMENTS:	1. REPORTS

Council to note the attached reports from Members:

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

REPORTS OF MEMBERS

TITLE

REPORT FROM COUNCILLOR PALMER

(a) **Items of particular interest.**

Nil.

(b) **Functions Attended** (up to the time of writing this report)

These functions/events are in excess of those I would normally attend.

Date	Function/Event Description
25 May	Auskick session followed by Girls football at Goodwood Oval.
26 May	Intraclub B grade championship at Millswood Bowling Club.
29 May	CAP meeting for Goodwood Oval light extension DA.
30 May	Reconciliation Event at the Town Hall.
1 June	Inspected lights at Girls match at Goodwood Oval.
2 June	World Environment Day luncheon at the Showgrounds.
	Inspected light and traffic issues around Goodwood Oval between A grade match and C7's. Watched C7's play afterwards. Great to see these people with challenges participate in a sport and club activity.
5 June	Unley Business breakfast in the Town Hall. This event attracted the highest ever attendance to see local MP and Minister for Industry and Training, David Pisoni speak.
6 June	Goodwood Oval Reference Group meeting.

I also had a number of one on one conversations with elected members, the CEO and Administration. I also assisted other ratepayers with numerous concerns.

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR RABBITT

(a) Items of particular interest

World Environment Fair

The Fair provided a strong 'wake-up call' for governments and the community to take more responsibility in dealing with our waste. Regrettably, much of the problem is caused by product providers who use an excessive amount of packaging, some of which cannot be easily recycled.

One of the messages was that we must adopt the 3Rs - Reduce, Reuse, and Recycle:

Reducing is cutting back on the amount of waste we make,

Reusing is finding a new way to use that waste so that we don't have to throw it out, and

Recycling is using the waste to remake new goods that can be sold again.

While the City of Unley and our Take the Pledge programme is making some inroad in this area, we must do more that we can do to reduce our waste.

It was pleasing that in the week after the Fair, two national supermarkets announced that they would introduce new targets to slash the amount of wrapping on fresh fruit and vegetables as well as tackling food waste.

Travelling Table

This was a new event for the City of Unley.

The event was a practical illustration of Active Ageing in our diverse community. There were people of all ages and various countries participating, from pre-school children to grandparents. All were happy to get their hands into the flour, milk and eggs to make the dough or pasta depending on the cuisine.

Cooks/presenters were happy to share their stories of coming to Australia with little money, but a wealth of culinary knowledge and sense of community. All attendees appreciated the opportunity to taste traditional home style cooking from different regions of the world.

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

Date	Function/Event Description
2 & 3 June	World Environment Fair
5 June	Unley Business Breakfast
5 June	Fruit Tree Plantings in Orphanage Park
7 & 9 June	Travelling Table Cooking Workshops and Dinner
10 & 11 June	Barrow and Bench Mitre 10's 40 th Anniversary

REPORTS OF MEMBERS

REPORT TITLE:

REPORT FROM COUNCILLOR SCHNELL

GOODWOOD WARD:

includes the suburbs of Wayville, Goodwood, Forestville and Everard Park.

MONTHLY REPORT: May - June 2018

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

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

Due to legal advice provided to Council in May, I have abbreviated this report and refrained from giving opinion and including photos to ensure compliance.

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

Date	Function/Event Description
28 April to 31 May	<p>I absorbed myself in the many 'SA HISTORY FESTIVAL' exhibits across Unley, across the suburbs and across the State. An incredible range of exhibits. So much to see and learn.</p> <p>Locally in Goodwood, the tapestry exhibition at St George's Anglican Church was rich in history and thread.</p> <p>Across Unley there was so much to see.</p> <p>This cultural festival is gaining popularity each year. This year was the biggest ever.</p>
31 May	<p>Meeting with Gerhard Ganzer, Coordinator of the Rosefield Community Shed. We discussed the relocation of the Shed from Fullarton to the Wayville Showground. Given the circumstances, this is a fantastic outcome. The relocation will happen after the Show in September.</p>
02 June	<p>Attended the World Environment Fair held at the Wayville Showground.</p> <p>The on-stage presentation by Craig Reucassel (host of the ABC's War on Waste) was well received.</p> <p>I had won a competition and as a result I joined a handful of other 'winners' at a table for a private lunch with Craig Reucassel. It was a great opportunity to share stories and ideas for reducing waste.</p> <p>All up, the fair was a fantastic event that reinforced the message about reducing waste and avoiding plastics.</p>

During the month I had discussions with residents about:

- Unley Oval
- Millswood Croquet
- The condition of the Mike Turtur Shared Pedestrian and Cycle path along the tram line
- Street trees and canopy cover
- Verge planting
- Weller Street, Goodwood
- Parking in Parkside
- Litter at skate facility at Forestville
- Pedestrian crossing(s) on Leah Street, Forestville
- Souter Park, Goodwood

During this period I noticed an increase in contact from the residents.

MOTIONS WITHOUT NOTICE

REPORT TITLE: MOTIONS WITHOUT NOTICE
ITEM NUMBER: 1210
DATE OF MEETING: 25 JUNE 2018
ATTACHMENTS: NIL

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

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 1212 –
UNLEY CENTRAL PRECINCT

ITEM NUMBER: 1211

DATE OF MEETING: 25 JUNE 2018

AUTHOR: DAVID LITCHFIELD

JOB TITLE: DIRECTOR STRATEGIC PROJECTS

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds set out below.

1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which:
 - could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure:
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will protect information the disclosure of which could prejudice the commercial position of Council in relation to commercial interests.

On that basis, the public's interest is best served by not disclosing Item 1212 – Unley Central Precinct and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.
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Item 1212, pages 279-425 inclusive, is confidential and has been removed from the public agenda.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE ITEM 1212 – UNLEY CENTRAL
PRECINCT

ITEM NUMBER: 1213

DATE OF MEETING: 25 JUNE 2018

AUTHOR: LARA JONES

JOB TITLE: EXECUTIVE ASSISTANT OFFICE OF THE CEO

1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999*:

- 1.1 The following elements of Item 1212 – Unley Central Precinct, considered at the Council Meeting on 25 June 2018:

☒ Report

☒ Attachment

remain confidential and not available for public inspection until the completion of the project that is the subject of this report.

2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.
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