

COUNCIL AGENDA

Council Meeting

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

Monday 27 May 2019 7.00pm

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

Peter Tsokas
Chief Executive Officer

OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

ACKNOWLEDGEMENT

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

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

PRAYER AND SERVICE ACKNOWLEDGEMENT

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	PAGE NO
1. ADMINISTRATIVE MATTERS	
1.1 APOLOGIES	
Nil	
1.2 LEAVE OF ABSENCE	
Nil	
1.3 CONFLICT OF INTEREST	
<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
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Nil	
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To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees	

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5.1 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

5.2 MOTIONS WITHOUT NOTICE

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

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

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SUGGESTED ITEMS FOR NEXT AGENDA

Management of Weeds on Council Property	
Draft Local Area Traffic Management Study Zone 3 (Clarence Park/Millswood)	
Code of Conduct Complaint 01/2019	

NEXT MEETING

Monday 24 June 2019 - 7.00pm

Council Chambers, 181 Unley Road Unley

RECEIPT OF PETITION

REPORT TITLE: IMPROVED LIGHTING AT UNLEY OVAL
ITEM NUMBER: 2.1
DATE OF MEETING: 27 MAY 2019
ATTACHMENTS: 1. PETITION - LIGHTING ON UNLEY OVAL
DURING WINTER MONTHS

PRINCIPAL PETITIONER: DR GARTH HEARGRAVES
NUMBER OF SIGNATORIES: 56
NATURE OF PETITION: Request to provide lighting to Unley Oval during winter months to allow community use outside of work hours on Monday - Friday

1. **RECOMMENDATION**

That:

1. The petition be received.
2. The principal petitioner be notified that a report will be prepared for consideration by Council identifying additional lighting times at Unley Oval during winter months that may be suitable to the community, and all costs associated with an increased lighting proposal.

2. **OFFICER'S COMMENTS**

Procedural Information

The petition was acknowledged on receipt, with the lead petitioner advised that it would be presented to the ordinary Council Meeting scheduled for 27 May 2019.

The current requirements for a petition are that the name and address of each person who signed or endorsed the petition be included. Council is advised that of the 58 signatories on the petition:

- Two did not provide an address (suburb only was listed), accordingly these cannot be counted in the number of signatories presented to Council.
- A small number of signatories (7) provided addresses from outside of the City of Unley area.

Petition Information

The current times for use of lights at the Unley Oval is specified within a Development Approval as follows:

- Monday - 5.00pm to 7.30pm
- Tuesday - 5.00pm to 8.00pm
- Wednesday - 5.00pm to 7.30pm
- Thursday - 5.00pm to 7.00pm
- Friday - 5.00pm to 7.00pm

Any change to these hours of use would require a further Development Application to be submitted and approved by the Council Assessment Panel.

Within current arrangements, the Sturt Football Club (SFC) is solely responsible for energy charges associated with the lights. There is only one meter on the site, which means that at this point it is not possible to separate usage by the SFC from other parties.

There are no current plans, or budget allocated, to make changes to the electricity metering or lighting at Unley Oval.

Council staff are of the view that increasing the ability for the community to utilise Unley Oval during the winter months has many benefits. The notion supports Council's long term strategies, such as the themes and objectives of Council's 4 Year Plan:

Community Living

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

Some considerations to address include, but are not limited to, the following:

- What lighting level will be provided for any additional times?
- How will the energy usage costs be separated from that of SFC?
- How will the lighting be turned on/off? (e.g. timer).

Council staff recommend that a report be prepared identifying additional lighting times that may be suitable to the community, and all costs associated with this proposal for consideration by Council. Separate to any decision Council may make in relation to a desire to increase lighting at the Unley Oval, a Development Application will need to be submitted and approved by the Council's Assessment Panel before any change can be implemented.

PETITION

To the Mayor and Councillors of the City of Unley.

Petition Contact Person: Dr Garth Hargreaves

Contact: 0439948660

Address: 62 Malvern Ave, Malvern 5061

This petition from community members in the Unley Council catchment is a request to provide additional lighting on Unley oval during winter months to allow greater use by the public.

There is a current lack of available safe dog walking spaces during winter months. Many local dog owners exercise their animals outside of work hours by necessity and in winter months are forced to do so by street light as there is no lighting in the few off-the-leach dog spaces available. Many local residents also use the oval for exercise and are limited in their ability to continue during winter.

Responsible dog ownership to limit barking requires regular exercise which is made more difficult in winter with the lack of local off-the-leach dog spaces. When using the oval without lighting it also becomes very difficult to ensure that all dog faeces is collected.

Council has previously highlighted safety concerns with fallen debris from certain tree's within the area. This risk is potentiated during the night, particularly for joggers and dog walkers who tend to cover larger distances in comparison with many community members.

This petition therefore request that the Council provides the following

- 1) On Monday – Friday to allow adequate lighting for oval use from ~~0700~~ 0630 *st*
- 2) Monday – Friday to allow adequate lighting to enable oval use up to 19:00. When the oval is in use by the Sturt Football club in the evening, we would ask that 60 minutes of lighting be provided at the conclusion of training and that the time allotted for community use be available on the council website and with information supplied when request for animal registration is sent to community members by Council.
- 3) Ensure local groundskeepers set the oval watering systems in the evening to provide adequate time for seepage to allow morning use of the oval.

We would suggest sunrise and sunset times as provided by the South Australian Government to indicate the need for vehicle lights should be used as a guide for the need for when artificial lighting is required.

https://www.sa.gov.au/__data/assets/pdf_file/0005/479516/2019-Sunrise-Sunset-Times.pdf

Petition	
07 MAY 2019	Class.
Lara Jones	

Request to provide lighting to Unley oval during winter months to allow community use outside of work hours on Monday – Friday.

[illegible]

07 MAY 2019

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Petition

Request to provide lighting to Unley oval during winter months to allow community use outside of work hours on Monday – Friday.

Name (print)	Address	Signature
Kathy Holden	72 Manor Street Unley	
Renee Foster	63A PALMERSON RD UNLEY	
Benjamin Hargreaves	42 Cambridge Terrace Malvern	
Ashley Mossman	30 Stamford St Parkside	
Steve Mossman	30 Stamford St Parkside	
Leon Ballard	78 Winchester St Malvern	
John Lampard	154 Fisher St Malvern	
Melanie Walker	82 Earl Parkway C.L. Geraden	
Elka Dixon	35 Fairfield St Unley	
Sarah Hunter	2/2 Greville St Fullarton	
Jo Hood	62 Cremorne St	
MARK JORDAN	1 White Ave Fullarton	
Tara Richards	1 White Ave Fullarton	
Nigel DeFallo	71 Albert St Goodwood	
Bridget A Field	4 Freew St Fullarton	
TERRY CLARKE	120 KENILWORTH RD PARKSIDE	
Imode Elleg	147 Wattle St Malvern	
Michael Elleg	147 Wattle St Malvern	
Mildred Elleg	147 Wattle St Malvern	
Adam Hargreaves	62 Malvern Avenue	

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- 1) On Monday – Friday to allow adequate lighting for oval use from ~~07:00~~ 0630 ✓
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Petition

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Name (print)	Address	Signature
Deja	1/4 CROSS ST WOLVES	
Charlie	7 Minnow Drive	
Ella	23 Tuft Ave	
Dino	Wattle St Unley	
Georgia	14 Randolph Avenue Parkside	
Lexie	14 Randolph Avenue Parkside	
MARIA JOE	46 Fairford St, Unley	
JOHN CARUSO	46 Fairford St, Unley	
JULIE CARUSO	78 Shakespeare Ave, Mays Hill	
Samantha Scammell	9 Fisher Street Myrtle Bank	
Steve Scammell	33 Commercial Rd Hyde Park	
ELSA MAZZONE	Ashley St Torrensville	
April Atkinson	Wattle Street, Unley	
Georgina Baker	Mills Street, Clarence Park	
Nichelle Thomas	15 Jasper St Hyde Park	
Chantal Randli	4 Berry Cres Burnside	
JARROD GIRDLE	11 NIBBIC CT GRANGE	
Emmy Harby	20 GUARANT ST ADELAIDE	
Deb Tideman	North Adelaide	
For Elony	Parkside	

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DEPUTATION

REPORT TITLE: LEAH STREET UPGRADE
ITEM NUMBER: 2.2
DATE OF MEETING: 27 MAY 2019
ATTACHMENTS: 1. DEPUTATION REQUEST LEAH STREET UPGRADE

1. Susan Fraser, Leah Street, Forestville
Re. Leah Street Upgrade



Subject		
Property/Street		
Application No.		
Doc. No.	20 MAY 2019	Class.
Property/Street		

DEPUTATION REQUEST FORM

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

To: **The Chief Executive Officer**

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

☒ Council on 27 / 5 / 2019
OR
☐ Council Committee on / /

Specify name of committee:

Given Name: SUSAN FRASER

Surname: FRASER

Address: 15 LEAH ST FORESTVILLE 5035

Contact phone number: 0423258015

Email: susanfraser3@bigpond.com

I will be speaking:

On my own behalf: ☐ Yes ☐ No

OR

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

Given name of 2nd speaker:

Surname:

Address:

Contact phone number:

Email:

Given name of 3rd speaker:

Surname:

Address:

Contact phone number:

Email:

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

LEAH ST RESIDENTS GROUP

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

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

LEAH ST UPGRADE

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

Signed: STH

Dated: 20/5/19

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

Office Use Only

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

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

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

Approved: ☐ Yes ☐ No

Meeting date: / / Deputation time: _____

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

20 May 2019

Mayor Michael Hewitson
Unley City Council
181 Unley Road
Unley SA 5061

Dear Mayor Hewitson,

RE: Leah St, Forestville upgrade

I write on behalf of our residents group from Leah St., Forestville to request that I, as a member of our group, be permitted to speak at the next Council meeting on Monday 27th May in support of the proposal that during the forthcoming upgrade of Leah St, set-outs be installed at the corners of Leah and Nichol St and Leah and Everard Ave.

We believe that we need to personally present our case as residents of this street so that a first hand picture of what we are continuing to endure is made clear to Council and so that we can express our support for an upgrade that includes measures to calm traffic passing through.

Leah St is a small narrow straight street of around 60-70 residences. Its houses are close to the roadway. Being laid out as part of Goodwood West around 1885, it reflects a recognisable Unley heritage streetscape that we cherish and wish to preserve.

Many residents have spent a significant part of their lives here. As well, we have many young families taking up the challenge of maintaining the character, keeping it liveable and making it safer.

Leah St is a part of the local connector route from Cross Rd through to Anzac Hwy or Goodwood Rd. Most of the peak hour traffic and the commercial vehicles have no origin nor destination in Unley.

Leah St does not have any access to safe pedestrian crossings, except maybe at the southern end when trams cross. And in peak hour the through traffic can be non stop. These set outs will help create safe crossing points and support Unley's Active Aging and pedestrian friendly aims, not only for Leah St residents, but also for the residents living east or west. It will also support the Wilberforce Walk project.

For over 10 years now, we have been trying to get some action to alleviate the effect of the through traffic. We have, during this time, worked at a local street level, with our State and Council Reps and have addressed Council, and at really bad times, the media. (You may recall my address to Council regarding heavy and large vehicles, buses and passenger vehicles, and detour routes in support of Cr Schnell's motion at Feb 2017 Council. Unfortunately very little happened as a result of this.)

The initial early attempt to reduce speed was the extension of the 40 km per hour speed limit into Leah St. This saw a slight reduction in speed, but did not deter those who saw it as long narrow raceway. The introduction of the speed cushions, has curtailed the average speed quite well, but still not those who wish to race down the road when it appears to be clear.

These are not ideal as they are very noisy for residents on a street where houses are close to the road way. Yet in the words of one resident, "We don't really like them, but we like the effect." The set outs will add a much needed calming influence to passing traffic creating a residential feel.

We have cooperated with various consultations about traffic management over the years. Most recently, we had input into the 2015 LATM, consulting with our street community. However, when this LATM came up for discussion, we had no notice, no guidance, nor support about how and when to address Council in support of the LATM provisions being voted on. It seems only one opposing voice was heard. This led to a limited no left turn at morning peak being trialled and now implemented.

There was no consultation with our street community about these left hand turn bans. They had never been raised at meetings. It is we who bear the brunt of the impact. Yet we were disenfranchised.

Reacting to this lack of voice in Council, two residents, in two or three hours on one afternoon, collected over 50 signatures on a petition asking for
".....traffic restrictions suited to our narrow residential street, including road narrowing, slow points, refuges, a possible wombat crossing at Wilberforce Walk, and elevated/raised entry points at both ends of the street".

Being discouraged by our former Council Rep, we did not complete or pursue presenting the petition. Instead we entered into discussion with our other former Council Rep Luke Smolucha, who took the time to understand our issues. He then represented them to Council admin. The resulting upgrade plan up for consideration appears to reflect one solution for this street that was suggested by the LATM and Council admin researchers and experts.

All our research into traffic management and town planning indicates that the missing element in making this a more safe and liveable street, is to introduce calming devices and strategies that will signal that vehicles are travelling through a residential area.

We do not wish to move the burden of the traffic to our neighbouring streets. The set outs will not only calm traffic in our streets but also in the adjacent streets as they signal a transition into the next residential area.

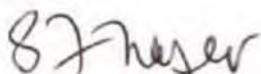
The set outs will at least support the whole of the district.

We trust in the knowledge of UCC town planning staff, as well as those experts who were consulted during the LATM, who suggested this measure, as it will not only be a practical traffic calming solution for Leah St, but will also protect those streets to the east and west.

With Unley's heritage being under siege by developers and state legislators, it is imperative that we act now to ensure the nearly 120 year plus streetscapes, which include our street, are preserved and cherished into the future. We can only encourage this by ensuring that streets such as this and its residents are valued as much as others of Unley. That in the future young people will be encouraged to maintain the character of these homes. They will do this if it feels safe and liveable for their children.

We look forward to your response.

Your sincerely,



Susan Fraser
15 Leah St
Forestville SA 5035
08 83710480

REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF AUDIT COMMITTEE
ITEM NUMBER:	3.1
DATE OF MEETING:	27 MAY 2019
ATTACHMENTS:	1. AUDIT COMMITTEE MINUTES - 30 APRIL 2019

1. **EXECUTIVE SUMMARY**

The minutes and recommendations of the Audit Committee meeting held on Tuesday 30 April 2019 are presented for Council's consideration.

2. **RECOMMENDATION**

That:

1. The minutes of the Audit Committee meeting held on Tuesday 30 April 2019, be received and the following recommendations contained therein be adopted by Council

a. Item 104 - Procurement Savings Report

1. The report be received.

Further Motion:

1. The Audit Committee be informed of new tenders and contracts which have resulted in overruns of more than \$50,000, in addition to savings and avoidances achieved of more than \$20,000.

b. Draft 2019-20 Annual Business Plan and Budget

1. The report be received.
2. The Draft 2019-20 Annual Business Plan and Budget for Consultation, Attachment 1 be received.
3. Having considered the draft 2019-20 Annual Business Plan and Budget, the Audit Committee considers Council should have available at its Budget Workshop in June:
 - Updated Long Term Financial Plan or commentary on the March 2018 Long Term Financial Plan;
 - Explanation of the impact of deferring \$2.85M of works from drains, kerbs and roads
 - Suite of draft financial statements for year ending 30 June 2020

4. Independent Audit Committee members be notified of the Elected Member Budget Workshop session relating to the Budget process scheduled for 3 June 2019.

c. 106 Audit Committee Meeting Schedule

1. The report be received.
2. The following meeting dates be endorsed for meetings of the Audit Committee during 2019:
 - Tuesday 2 July
 - Tuesday 29 October
 - Tuesday 10 December
3. The CEO be authorised to make changes to the endorsed meeting dates if required, following consultation with the Presiding Member of the Audit Committee.

d. Other Business

1. That Audit Committee Independent Members Mr John Rawson, Mr Ed Parker and Mr Sean Tu be thanked for their service and contributions to the Audit Committee and Council over the past four years.
-



**Minutes of the City of Unley
Audit Committee Meeting**

**Tuesday, 30 April 2019, 6.30pm
181 Unley Road, Unley**

PRESENT

<i>Presiding Member</i>	Mr John Rawson	
<i>Independent Members</i>	Mr E Parker	Mr S Tue
<i>Councillors</i>	Cr K Anastassiadis	Cr M Broniecki

OFFICERS PRESENT

General Manager Business Support and Improvement, Ms N Tinning
Executive Manager Office of the CEO, Ms T Norman
Manager Finance and Procurement, Mrs T Romano
People and Culture Administrator, Mrs L Blyth

WELCOME

The meeting commenced at 6.31 pm

The Presiding Member welcomed Committee Members, Observers and Staff to the meeting.

APOLOGIES

Nil

ITEM 102

CONFLICT OF INTEREST

Nil

ITEM 103

CONFIRMATION OF MINUTES

MOVED Mr Sean Tu
SECONDED Mr Ed Parker

That:

1. The minutes of the Audit and Governance Committee Meeting held on 22 November 2018, as printed and circulated, be taken as read and signed as a correct record.

CARRIED

ITEM 104

PROCUREMENT SAVINGS REPORT

MOVED Cr Kay Anastassiadis
SECONDED Mr Sean Tu

That it be recommended to Council, that:

1. The report be received.

CARRIED UNANIMOUSLY

FURTHER MOTION: PROCUREMENT SAVINGS REPORT

MOVED Mr Sean Tu
SECONDED Mr Ed Parker

1. The Audit Committee be informed of new tenders and contracts which have resulted in overruns of more than \$50,000, in addition to savings and avoidances achieved of more than \$20,000.

CARRIED UNANIMOUSLY

ITEM 105

DRAFT 2019-20 ANNUAL BUSINESS PLAN AND BUDGET

MOVED Mr John Rawson
SECONDED Mr Ed Parker

That it be recommended to Council, that:

1. The report be received.
2. The Draft 2019-20 Annual Business Plan and Budget for Consultation, Attachment 1 be received.
3. Having considered the draft 2019-20 Annual Business Plan and Budget, the Audit Committee considers Council should have available at its Budget Workshop in June:
 - Updated Long Term Financial Plan or commentary on the March 2018 Long Term Financial Plan;
 - Explanation of the impact of deferring \$2.85M of works from drains, kerbs and roads
 - Suite of draft financial statements for year ending 30 June 2020
4. Independent Audit Committee members be notified of the Elected Member Budget Workshop session relating to the Budget process scheduled for 3 June 2019

CARRIED UNANIMOUSLY

ITEM 106

AUDIT COMMITTEE MEETING SCHEDULE - 2019

MOVED Cr Kay Anastassiadis
SECONDED Cr Monica Broniecki

That it be recommended to the Council, that:

1. The report be received.
2. The following meeting dates be endorsed for meetings of the Audit Committee during 2019:
 - Tuesday 2 July
 - Tuesday 29 October – Kay an apology.
 - Tuesday 10 December
3. The CEO be authorised to make changes to the endorsed meeting dates if required, following consultation with the Presiding Member of the Audit Committee.

CARRIED UNANIMOUSLY

CORRESPONDENCE

Nil

OTHER BUSINESS

Nil

OTHER BUSINESS

MOVED Cr Monica Broniecki
SECONDED Cr Kay Anastassiadis

That it be recommended to the Council, that:

1. That Audit Committee Independent Members Mr John Rawson, Mr Ed Parker and Mr Sean Tu be thanked for their service and contributions to the Audit Committee and Council over the past four years

NEXT MEETING DATE

The next meeting will take place on 2 July 2019.
The Meeting closed at 8.10 pm

Items for next meeting:

- Audit Committee Workplan
- Public Interest Disclosure Update
- Briefing Paper: Asset/Depreciation movement
- Finance and Procurement Team resourcing update

DECISION REPORT

REPORT TITLE:	ANIMAL MANAGEMENT PLAN 2016-2020 YEAR 3 ANNUAL REPORT
ITEM NUMBER:	4.1
DATE OF MEETING:	27 MAY 2019
AUTHOR:	TRENT RUSBY
JOB TITLE:	TEAM LEADER REGULATORY SERVICES
ATTACHMENTS:	1. SUMMARY OF ACTIONS 2. KEY PERFORMANCE INDICATORS - ANIMAL MANAGEMENT PLAN 2016-2020

1. **EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an annual report on the third year of the Animal Management Plan 2016-2020.

The City of Unley has a five-year Animal Management Plan ("the Plan") that was endorsed by Council in December 2015. The Plan was developed to guide the City of Unley's management of dogs and cats from 2016-2020, as required by the *Dog and Cat Management Act 1995* ("the Act").

The third year of implementation has now been completed and this report summarises the third year's progress against endorsed actions and the Key Performance Indicators (KPIs).

Council has completed the required 13 actions for year three of the Plan and met and/or exceeded seven of the eight KPIs. The one KPI that was not achieved references the percentage of trained dogs, attaining 18% against the KPI in 2018, rather than the desired 20%.

In an effort to achieve this KPI, Council will continue to encourage residents to train their dogs by offering information on dog education and training as well as the 20% rebate off the dog registration fee for trained dogs.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

1. Community Living

- 1.1 Our Community is active, healthy and feels safe.

4. BACKGROUND

The City of Unley Animal Management Plan outlines Council's vision and mission for animal management as being:

Vision:

"A City that encourages a culture of responsible pet ownership."

Mission:

"The City of Unley will work with the community to provide a harmonious environment for people and pets through leadership and education in animal management. All animals will be treated with respect and in a humane manner."

"The Plan is structured according to seven (7) priority areas. Each priority area has one or more objectives together with an action plan that details the new initiatives that Council will undertake over the five years to achieve the animal management goals and objectives."

"The Plan also contains a set of Key Performance Indicators that are used to monitor Council's progress in achieving its animal management goals and objectives. Council is required to report on its achievements each year."

5. DISCUSSION

Action Plan

There are 13 actions across the priority areas for Year 3 of the Animal Management Plan. All actions have been completed, resulting in improvements in education and promotional strategies to dog owners. A summary of the 13 actions is contained in Attachment 1.

Attachment 1

One of the major achievements for the Regulatory Services team throughout 2018/19 has been the successful implementation of the new Dogs and Cats Online (DACO) registration system.

While there is no reference to DACO in the Plan, being a post-Plan initiative of the State Government, DACO is now the central database for microchipped and registered dogs and cats. The implementation of DACO involved a significant resource commitment which resulted in accurate data migration, as well as ensuring customer service considerations were managed during the registration renewal period (from July/August 2018 and subsequent years).

Another achievement for the team was in demonstrating a caring and passionate focus on reuniting dogs with their owners rather than impounding them, and in so doing, minimising the anxiety caused to both the dog and the owner. This is evidenced by a steep decline in the number of dogs that needed to be impounded, from 24 in 2017, compared to 12 in 2018 (refer KPI 8).

Key Performance Indicators

There are eight KPIs in the 2016-2020 Plan. For 2018, seven of the eight KPIs have been met or exceeded, as detailed in Attachment 2.

Attachment 2

The one KPI that was not achieved relates to the percentage of trained dogs, attaining 18% against the KPI rather than the target of 20%. This percentage was 18% in 2017, 18% in 2016 and 17% in 2015.

In an effort to achieve this KPI, Council continues to encourage residents to train their dogs by offering information on dog education and training as new dogs are registered, together with the offer of a 20% rebate off the dog registration fee for trained dogs.

In conclusion, seven of the eight KPIs have been achieved, and Council continues to see improvement in the areas of dog registration, microchipping rates, de-sexed rates, percentage of wandering dog complaints and rehome rates, all of which are encouraging.

The team continue to focus on educating the community on animal management issues, which undoubtedly has had a positive impact on responsible pet ownership in the City of Unley.

The recent *Doggy Do is a Doo Not* Campaign at Unley Oval highlights the importance of education and ensuring that the community have the knowledge to meet their obligations and avoid non-compliance.

The KPIs indicate that Council is achieving the key goals of improving the management of its responsibilities under the Act *and* improving responsible pet ownership in the community.

The coming year will likely include post-implementation process improvements to DACO, together with a strengthened focus on educating and working with dog owners to assist them in meeting their responsibilities to the broader community with regard to animal management.

It is envisaged that the following 5-year Animal Management Plan will be funded from within the 2020/21 approved budget and is expected to be completed by December 2020.

6. REPORT AUTHORISERS

Name	Title
Paul Weymouth	Manager, Development & Regulatory Services
Megan Berghuis	General Manager, City Services

Summary of Actions in the
City of Unley Animal Management Plan 2016-2020

YEAR 3 – 2018/19				
Action		Resources	Responsibility	Progress
1	Continue with current registration practices including new registrations, renewals and collection of data.	Existing	Lisa/Trent	Completed - all dogs now on DACO
2	Continue to prepare media releases on the need for and benefits of dog registration and implications of having an unregistered dog. This may include information in Unley Life Magazine, local Messenger and Council's website and Facebook page.	Existing	Trent/Lisa	Completed – Information pack new dog registrations Jan-July, Unley Life Magazine winter article, Insert rates April, Unley Life Column July & August & Website update
3	Prepare media releases on the need and benefits of keeping dogs safe and secure and implications if they wander. This may include information in Unley life Magazine, local Messenger, Council's website and Facebook page.	Existing	Trent/Lisa	Completed – Information pack new dog registrations Jan-July, included in benefits of microchipping June- July Facebook & Website updates
4	Prepare media releases on the reasons 'why dogs bark and ways to reduce excessive barking'. This may include information in Unley Life Magazine, local Messenger and Council's Facebook page.	Existing	Trent/Lisa	Completed – Your dog and the law brochure sent to new dog owners Jan-July (incl barking information) & Website updates
5	Prepare media releases on the importance of dog training and appropriate puppy socialisation. This may include information in Unley Life Magazine, local Messenger and Council's website and Facebook page.	Existing	Trent/Lisa	Completed – Information pack training information sent to new dog owners Jan-June & Website updates
6	Continue with current registration rebates to promote micro-chipping.	Existing	Lisa/Trent	Completed – Rebates approved by board and minister for 2018/2019

YEAR 3 – 2018/19				
Action		Resources	Responsibility	Progress
7	Continue with current registration rebates to promote de-sexing.	Existing	Lisa/Trent	Completed – Rebates approved by board and minister for 2018/2019
8	Continue to prepare media releases on the need for and benefits of micro-chipping of dogs. This may include information in Unley Life Magazine, local Messenger and Council's website and Facebook page	Existing	Trent/Lisa	Completed – Information pack new dog registrations Jan –July, June & July facebook & Website updates
9	Continue to prepare media releases on the need for and benefits of de-sexing dogs. This may include information in Unley Life Magazine, local Messenger and Council's Facebook page	Existing	Trent/Lisa	Completed – Information pack new dog registrations Jan – July, June & July Facebook & Website updates
10	Continue to collect and maintain data on cat complaints.	Existing	Lisa	Completed – This is an ongoing process and is reported to the DCMB annually as part of the form 26/28 process.
11	Collect and maintain data of other animal related requests/complaints to help guide development of future policies and strategies	Existing	Lisa	Completed – This is an ongoing process
12	Collect and record relevant dog and cat statistics and provide data to Dog and Cat Management Board as required.	Existing	Lisa/Trent	Completed – This is an ongoing process and is reported to the DCMB annually as part of the form 26/28 process.
13	Prepare annual report on progress of actions in Plan and submit to Council.	Existing	Trent	Completed

Attachment 2

PERIOD March 2018 - March 2019			
	Key performance indicators	2018/2019	each year of plan
1.-	Percentage of Registered Dogs (15,402 households/100 x 36%)	(4499 registered/5544 x 100) 81%	80%
2.-	Percentage of Micro chipped dogs (as percentage of registered dogs)	(4232 micro chipped/4499registered x100) 94%	75%
3.-	Percentage of De-sexed dogs (as percentage of registered dogs)	(3986 de-sexed 4499 registered x100) 89%	85%
4.-	Percentage of Trained dogs (as percentage of registered dogs)	(831 trained dogs/4499 registered x100) 18%	20%
5.-	Percentage of dogs wandering (as percentage of registered dogs)	(202 wandering/4499 x 100) 4%	5%
6.-	Percentage of dog attack/harassment complaints	(37 attacks/39,083 populationx100) 0.095%	0.5%
7.-	Percentage of Barking Dog complaints	(81 complaints 39,083 populationx100) 0.21%	1.5%
8.-	Dog reclaim and rehome rate (as percentage of dogs impounded)	(12 reclaimed & rehomed/12 impoundedx100) 100%	90%

DECISION REPORT

REPORT TITLE:	REVIEW OF WASTE MANAGEMENT PLAN
ITEM NUMBER:	4.2
DATE OF MEETING:	27 MAY 2019
AUTHOR:	KAT RYAN
JOB TITLE:	COORDINATOR ENVIRONMENTAL PROJECTS & STRATEGY
ATTACHMENTS:	<ol style="list-style-type: none">1. WASTE MANAGEMENT OUTCOMES REVIEW2. WASTE MANAGEMENT STRATEGY 2013-17

1. **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council for its consideration the outcomes of the Waste Management Strategy 2013-2017 and seek Council's endorsement of the next steps regarding the development of a new Waste Management Plan 2019-2022.

The City of Unley is committed to reducing waste, from both its own operations and the community, and to the management of waste in a sustainable manner.

In addition to environmental outcomes, reducing the amount of waste going to landfill with improved and efficient resource recovery practices is a key approach for Council to reduce the cost of waste management. This approach is particularly relevant as the cost of landfill and government charges continues to increase.

Council offers several options for recycling and waste disposal including kerbside collections, hard rubbish collections and a range of other services and education programs to support our community.

A high-level review of the outcomes from Council's Waste Management Strategy 2013-2017 has recently been completed by Water and Waste Innovations, an independent industry consultant, which summarises the many successful activities completed and identifies future opportunities.

A summary of the outcomes of the review which has been undertaken is outlined in the Discussion section of this report.

Given the importance placed on waste management by the community and the prominence in Council's 4 Year Plan, it is proposed that a revised Waste Management Plan be prepared to give clarity of direction and objectives, together with a clear set of service targets. This will also inform the development of future waste contract(s).

2. RECOMMENDATION

That:

1. The report be received.
 2. The Waste Management Strategy 2013-2017 Outcomes Review, as set out in Attachment 1 to this Report (Item 4.2, Council Meeting, 27/05/19) be noted.
 3. A revised draft Waste Management Plan 2019-22 be prepared.
-

3. RELEVANT CORE STRATEGIES/POLICIES

2. Environmental Stewardship

2.2 Excellence in waste management is achieved through avoidance, re-use and diversion.

Federal

- National Waste Policy 2018

State

- Environment Protection Act 1993
- Local Government Act 1999
- Green Industries SA Act 2004
 - Including Better Practice Guide, Waste Management for Residential and Mixed-Use Developments
- Climate Change and Greenhouse Emissions Reduction Act 2007
- Local Nuisance and Litter Control Act 2016

4. BACKGROUND

The City of Unley is committed to excellence in waste management through diversion, avoidance and reuse. Waste management services are one of Council's largest budgets, with high community expectations and legislative requirements to deliver.

The Waste Management Strategy 2013-2017 outlines a vision and key strategies built around five objectives to:

1. Provide a strategic framework to guide Council-wide policy and decision making.
2. Achieve the landfill diversion and recycling targets set at local, state and federal government levels.
3. Minimise the cost of service provision while achieving the above targets.

4. Provide a high-quality service to the community and to work with them to ensure a clean and healthy Unley environment, and assist to reduce costs.

Maximise the return on investment of landfill diversion initiatives.

Aligned to the strategy, Council currently works with a combination of service providers to deliver a range of waste services as follows:

- Residential kerbside waste, recyclables and organics collection (three bin system).
- Residential kerbside hard waste collection.
- Park and street litter bin collection.
- Bulk bin collection of waste, recyclables and organics at civic centre, depot and community centres.
- Civil construction material (including concrete and bitumen).
- Large skip for general waste and organics at the depot.
- Support for other specific items (e-waste, hazardous, batteries etc).
- Waste and recycling education (residential, business and schools).

A number of service contracts will come to an end in 2019. In this respect it is timely from an operational perspective for Council to review these contracts. A separate report will be presented to Council for its consideration on this matter.

In addition to the operational matters which need to be considered by Council, the current Waste Management Strategy is due for revision and there is opportunity to inform the scope and objectives of the new waste and recycling collection contract to ensure contemporary service provision.

5. DISCUSSION

The waste management sector is continuing to evolve and innovate, so it is important that the City of Unley works closely with the waste industry to adopt current thinking and technology, and that we educate our community on new options as they arise.

A high-level review of outcomes of the Waste Management Strategy 2013-2017 has recently been completed and is provided as Attachment 1.

Attachment 1

A copy of the original Waste Management Strategy 2013-2017 is also provided for reference as Attachment 2.

Attachment 2

The review of outcomes set out in Attachment 1 summarises the many successful activities completed and identifies future opportunities. Highlights include:

- Establishment of a Household Hazardous Waste Collection Service including the Paintback Scheme, for Unley residents.

- On-going support of the KESAB Schools Programme (“Wipe out Waste”) and separate attendance at schools to showcase correct waste and recycling techniques, and the re-manufacture of recovered materials into new products.
- Introduction of the “Take the Pledge” programme, directed at increased recycling of organics material – garden greens and kitchen organics (food and compostable paper).
- Introduction of *Unplug n Drop Electrical* containers at three locations throughout the City for domestic e-waste disposal.
- Holding of additional one-on-one visits with business owners to advise the best methods for waste separation.
- Introduction of *Keep Cups* for Swimming Centre memberships and available for purchase.
- Replacement of staff under desk bins with mini desktop units.
- Coordination with Council and Community events to reduce waste to landfill (particularly the Double Shot Coffee Fiesta and Gourmet Gala).

The City of Unley currently diverts approximately 65% of material presented at kerbside from landfill (Kerbside Audit, November 2017) which is up from 62% in 2013, but still below the State Waste Strategy target of 70%. The next audit is scheduled for October 2019.

Emerging Issues and Opportunities

The following is a summary of contemporary issues that would be addressed in the revised Waste Management Plan.

Legislation Changes

Changing laws and policies have typically been increasing Councils responsibilities and costs for waste management such as:

- Local Nuisances and Litter Control Act 2016 (increased regulatory responsibilities).
- A Solid Waste Levy is applied to all waste sent to landfill in South Australia by the State Government. It is currently \$100 per tonne and will rise to \$103 per tonne in 2019/20. Therefore, there is a financial incentive (in addition to environmental outcomes) to reduce the overall volume to landfill and increase uptake of recycling options.

Food Waste

Overall reduction in food waste and increasing the diversion rate to organics continues to be a key opportunity to both reduce greenhouse emissions and landfill costs to Council.

China Sword

Up until the end of 2017, Australia relied on China to provide a market for its recovered resources (or “recyclables”). In January 2018, China introduced stricter standards for importing recyclables. As a result, low-grade recyclables flooded the market causing prices to plummet.

In response to China's National Sword Policy, the State Government announced a \$12.4m support package for the State's recycling industry to enable industry investment in manufacturing, local re-use, and improved sorting and processing of recovered materials. The implications (both cost and service related) from changes in the management of recyclables require Council to consider how it will address the issue longer term in future business planning and budget cycles.

It is important that Council continues to offer a kerbside recycling service to residents, with the assurance that materials collected are recycled and not sent to landfill, as this is not only better environmentally but also more cost effective.

Procurement Opportunities

Good waste management is treated as much as possible as a resource with economic opportunities where materials are recovered and valued for reuse. Council could have a greater role in attracting value to end products through more green purchasing practices.

Industry Changes

The waste management industry is always innovating, with new products, technologies and services becoming available and/or changes to industry standards which should be reviewed. Recent examples include compostable alternatives to single use plastic, technology advancements in tracking, sorting and automation of collection services and research into waste to energy.

As part of the Eastern Region Alliance, staff participated in "Solutions for Waste – Can you make a difference?" Waste Management Workshop hosted by the City of Prospect on 12 March 2019.

High Density Developments

Review waste and recycling at high density developments in Unley. These sites are increasing and typically have different challenges for waste collection vehicle accessibility, bin storage, and bin size than traditional kerbside collection.

It is also worth noting that many of the waste management actions and objectives such as education campaigns for residents to use recycling options to full potential are of an ongoing nature.

Developing a new Waste Management Plan 2019-22

Given the importance placed on waste services by the community and prominence in the Council's 4 Year Plan, it is intended that a revised Waste Management Plan be prepared to provide Council clarity of direction and objectives, and a clear set of service targets. This will also inform the development of future waste contract(s).

It is proposed to change the title of the document from “Strategy” to “Plan”, to provide hierarchical clarity between the Environmental Sustainability Strategy and the Waste Management Plan.

The next steps to develop a revised Waste Management Plan are proposed as follows:

1. An Elected Members workshop will be undertaken in July to seek feedback and new ideas for the development of a new Waste Management Plan for the City of Unley.
2. Administration to prepare a revised Waste Management Plan and ensure that it supports and is consistent with the Environmental Sustainability Strategy.

Seek Council endorsement of a revised Waste Management Plan 2019-2022 in September/ October 2019.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Waste Management Strategy 2013-2017 Outcomes Review, as set out in Attachment 1 to this Report (Item 4.2, Council Meeting, 27/05/19) be noted.
3. A revised draft Waste Management Plan 2019-22 be prepared.

Development of a new Waste Management Plan is a key document ensuring the organisation has a clear direction, objectives and actions to achieve its long-term objective for excellence in waste management through diversion, avoidance and reuse.

Option 2 –

1. The report be received.
2. The Waste Management Strategy 2013-2017 Outcomes Review, as set out in Attachment 1 to this Report (Item 4.2, Council Meeting, 27/05/19) be noted.

Council may wish to make an alternate recommendation and/or decide not to develop a new Waste Management Plan.

While there are requirements to deliver certain waste management services, Council is not required to have a strategic direction for its service delivery. However, due to the high costs of waste services, the community expectations, and legislative requirements, it is strongly recommended that Council has a clear strategic direction and service level targets for its waste related services.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- Council expenditure on waste and recycling related services is currently \$4.125M per year.
- Strategically managing waste management services and undertaking actions to reduce volume to landfill typically has positive financial outcomes (in addition to environmental benefits).
- Development of a revised Waste Management Plan can be accommodated within existing budgets. This includes expert industry advice from an external consultant.

8.2 Legislative/Risk Management

- As outlined in Section 3, waste management is governed by various Federal and State legislation and policy. Recently these have been changing and typically increasing Council's responsibilities on waste services such as Local Nuisance and Litter Control Act 2016.
- The waste and recycling markets have also been adapting to market changes (for example China Sword) which present service provision risks and opportunities which need to be regularly reviewed.
- Documentaries like War on Waste can create a reputational damage risk to councils if they are not performing well (both directly and through contract providers supply chain).
- The high costs of waste services, the community expectations and legislative requirements creates a need that Council has a clear strategic direction and service level targets for its waste related services.

8.3 Staffing/Work Plans

- Preparation of a revised Waste Management Plan 2019-22 can be accommodated within existing staff workplans.

8.4 Environmental/Social/Economic

- Development of a revised Waste Management Plan will support the Council to achieve its long-term objective for excellence in waste management through diversion, avoidance and reuse.
- Good waste management protects the environment and the health and safety of our community. It can also help in the reduction of greenhouse gas emissions, particularly reductions in food waste from landfill which produce methane.
- Additionally, waste should be managed as a resource with economic opportunities where materials are recovered and valued for reuse.

8.5 Stakeholder Engagement

Nil.

9. REPORT CONSULTATION

- Operational Services
- Water and Waste Innovations – Chris Brideson

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development
Peter Tsokas	Chief Executive Officer

Waste Management Strategy 2013-17

Review of Outcomes

Introduction

The City of Unley's *Waste Management Strategy 2013-2017* outlined a vision and key strategies built around five objectives that enabled Council to build upon momentum generated from its earlier *Environment Sustainability Plan 2010-2013*. These five objectives were:

1. To provide a strategic framework to guide Council-wide policy and decision making over the next three to five years.
2. To achieve the landfill diversion and recycling targets set at local, state and federal government levels.
3. To minimise the cost of service provision while achieving the above targets.
4. To provide a high quality service to the community and to work with them to ensure a clean and healthy Unley environment, and assist to reduce costs.
5. To maximise the return on investment of landfill diversion initiatives.

The new Strategy was developed to incorporate the above objectives and also strengthen alignment with the *Zero Waste SA Business Plan 2013-14 and Future Directions 2014-16*, The South Australian Government's *Waste Strategy 2010 – 2015*, and the *National Waste Policy*.

Within the Strategy, consideration of waste and recycling sources was extended to include the three categories of Domestic & Community, Business & Commercial and Council Operations.

The summary of various actions and initiatives below is grouped in these three categories and each activity is also referenced against the relevant objective number from above.

Domestic & Community

Against a State Waste Strategy target of 70% diversion from landfill of all material presented at the kerbside, the City of Unley currently diverts approximately 65%. (Kerbside Audit, November 2017)

Successful Activities – what was achieved / worked well and contributed to the objective

- ✓ **2** - Continuing review and development of a Community Education Strategy using materials from KESAB *environmental solutions* and Zero Waste (now Green Industries SA).
- ✓ **2** - Established a Household Hazardous Waste Collection including the Paintback Scheme, for Unley residents.
- ✓ **1** - Development of waste management guidelines for multi-unit complexes and implementation as Planning Policy
- ✓ **3** - On-going support of the KESAB Schools Programme (Wipe out Waste) and separate attendance at schools to showcase correct waste and recycling techniques, and the re-manufacture of recovered materials into new products.
- ✓ **2/3** - Introduction of the "Take the Pledge" programme, directed at increased recycling of organics material – garden greens and kitchen organics (food and compostable paper)
- ✓ **2/3** - Introduction of *Unplug n Drop Electrical* containers at three locations throughout the City for domestic e-waste disposal.

Future Opportunities – *build on what worked well / more work needed / recommendations*

- **2/3** - Continue to promote the “Take the Pledge” programme and consider expanding to target specific high contamination items in the recyclables bin, e.g. low-grade plastics.
- **3** - Expand the community education programmes to target residents from a non-English speaking background.
- **2** - Establish an easily accessible (Council website &/or Collection Calendar) “Handy Tips” for problem recyclable items to help drive down contamination levels.
- **3/5** - Look for opportunities to work in collaboration with other stakeholders to take advantage of possible cost savings and service efficiencies.

Business & Commercial

The focus of activity across the Business and Commercial sector was to work with businesses in the restaurant and café precincts and encourage a higher diversion of food waste from landfill into organics processing for compost.

Successful Activities – *what was achieved / worked well and contributed to the objective*

- ✓ **2** - Obtained assistance through Zero Waste SA to run an Organics Collection education programme for restaurant and café businesses.
- ✓ **2** - Established an organics preferred supplier programme to encourage participation of businesses.
- ✓ **3** - Held additional one-on-one visits with business owners to advise the best methods for waste separation, together with the loan of ECO bin sets to assist with in-store education of their staff.
- ✓ **1/4** - Coordination with Council and Community events to reduce waste to landfill of recyclable and totally compostable (Coffee Fiesta and Gourmet Gala / Tour Down Under)

Future Opportunities – *build on what worked well / more work needed / recommendations*

- **2/3** - Continue to promote the “Take the Pledge” programme by introducing a business involvement component.
- **4** - Review opportunities for promotion of and additional support for Organics and Paper/Cardboard Collections through various Street Trader Groups.

Council Operations

The objective within Council Operations was to facilitate a range of waste wise practices for staff, and achieve the introduction on a policy basis of relevant environmentally sustainable activities.

Successful Activities – *what was achieved / worked well and contributed to the objective*

- ✓ **2** - Introduced the concept of *Keep Cups* for all Council Staff and visitors at coffee stations.
- ✓ **2** - Introduced *Keep Cups* for Swimming Centre memberships and available for purchase.
- ✓ **4** - Introduced fully compostable coffee cups and a compatible disposal method at the Fullarton Park Community Centre.

- ✓ **4** - Installed public litter bin enclosures with murals at skate park facility (Forestville), and encouraged ownership and correct use of general waste and recycle bins by the facility users.
- ✓ **4** - Proactive involvement with Main Street Upgrade Projects (Goodwood and King William Roads) to identify opportunities for incorporation of relevant waste management infrastructure.
- ✓ **2** - Removed large, multiple under desk bins and replaced them with mini desktop units.

Future Opportunities – *build on what worked well / more work needed / recommendations*

- **1** - Investigate the inclusion of waste education into staff induction, and incorporation of waste wise protocols in all Council procedures, operations and services.
- **1** - Shift the focus of waste, recycling and resource recovery initiatives from Assets and Infrastructure Dept to be Council wide and “business as usual”.

Waste Management Strategy 2013 -2017

City Unley



Waste Management Strategy 2013 -2017

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1 - Introduction

The City of Unley is committed to reducing waste from both its own operations and the community and to the management of waste in a sustainable manner.

This *Waste Management Strategy 2013-2017* outlines a vision and key strategies for the next four years. It will enable Council to build upon the momentum generated by the introduction of the best practice three-bin collection system in 2007, and the waste minimisation objectives adopted in the *Environment Sustainability Plan 2010-2013*.

To achieve its aim of being a leader in waste management across the Adelaide metropolitan region, Council must together with other outcomes, first meet existing State Government targets, so this Waste Management Strategy has the following objectives:

- 1. To provide a strategic framework to guide Council-wide policy and decision making over the next three to five years.**
- 2. To achieve the landfill diversion and recycling targets set at local, state and federal government levels.**
- 3. To minimise the cost of service provision while achieving the above targets.**
- 4. To provide a high quality service to the community and to work with them to ensure a clean and healthy Unley environment, and assist to reduce costs.**
- 5. To maximise the return on investment of landfill diversion initiatives.**

The Strategy includes actions to guide Council's waste management practices over the next four years. These actions will take a twofold approach, firstly aiming to encourage the community to avoid and minimize waste generation and, secondly to sustainably manage the waste collected by Council.

The strategy incorporates best management practices both internationally and locally, and adopts current thinking in waste management while seeking to continually innovate and improve as methodologies and technology change.



2 - Background

In 2010 Council adopted an *Environment Sustainability Plan 2010-2013* which contained a range of Objectives to minimise waste, supported by a detailed action plan.

The specific agreed Objectives were that the City of Unley:

- Continue to provide its disposed resources services competitively through the use of third party services with contract documentation which ensures waste is collected and processed efficiently in such a way as to achieve desired levels of waste reduction, reuse and recycling.
- Must maximize Council and community recycling.
- Be recognised as being a driving force behind the achievement of residual waste levels, which are the lowest amongst comparable communities throughout Metropolitan Adelaide through the development of waste avoidance strategy for Council services.
- Sponsors education programs and these resource support mechanisms to promote the achievement of low residual waste levels, which will be known of by a majority of the community it serves.
- Incorporate waste minimisation principles/actions in Council purchasing policies.

This new *Waste Management Strategy 2013-2017* has been developed to incorporate the above objectives and also strengthen alignment with the Zero Waste SA and The South Australian Government's Waste Strategy 2010 – 2015, and the National Waste Policy.

It also extends the consideration of waste sources to include Business / Commercial, together with Community / Domestic and Council Operations.

The Strategy builds on and refers to existing systems and operations, as well as recent government initiatives and plans that deal with specific environmental issues.

The Strategy provides Council with an option to either proceed towards achievement of the Objectives at a "business as usual" pace or take a more proactive "leadership" position that will see earlier achievement of the vision, but at a potentially higher cost.

The Strategy has also been developed keeping in mind the high cost of waste related collection and disposal. Consequently, the actions identified in this Strategy, while seeking to deliver the declared government objectives, are also cognisant of cost implications and are influenced by delivering cost effective solutions for the City of Unley.

2.1 National Waste Policy

The National Waste Policy heralds a new, efficient and environmentally responsible approach to waste management in Australia. The policy was agreed by all Australian environment ministers in November 2009, and sets a waste management and resource recovery direction to 2020, at a national level.

The policy covers wastes, including hazardous wastes and substances, in the municipal, commercial and industrial, construction and demolition waste streams. It also covers gaseous, liquid and solid wastes. Radioactive waste is excluded.

A key component of the National Waste Policy is that it enshrines the proposal for Extended Producer Responsibility, and the first application of this policy, the National Television and Computer Recycling Scheme is now well established.

The aims of the National Waste Policy are to:-

- avoid the generation of waste; reduce the amount of waste (including hazardous waste) for disposal.
- manage waste as a resource.
- ensure that waste treatment, disposal, recovery and re-use is undertaken in a safe, scientific and environmentally sound manner,
- contribute to the reduction in greenhouse gas emissions, energy conservation and production, water efficiency and the productivity of the land.

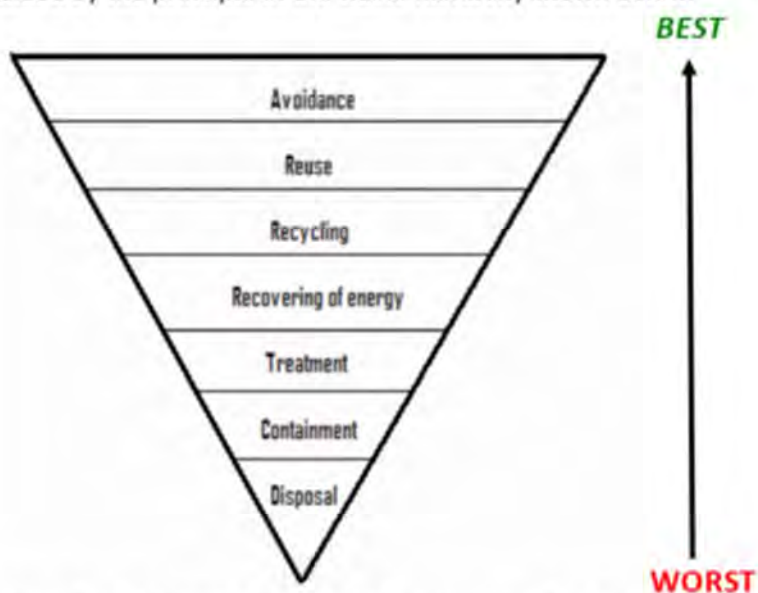
2.2 State Waste Strategy

The State Waste Strategy operates under the State's *Strategic Plan* objective 'attaining sustainability'. It informs the Zero Waste SA Business Plan, and guides relevant activities across government.

The Strategy's two long term objectives are to 'avoid and reduce waste' and 'maximise the value of our resources' and in this context a brief discussion follows below about the Zero Waste SA Business Plan and the EPA regulated Environment Protection (Waste to Resources) Policy.

(i) Zero Waste SA

Zero Waste SA (ZWSA) is the State Government Agency for waste minimisation and recycling and has been actively involved in the promotion of activities that significantly change the way South Australia addresses resource recovery, recycling and waste management, guided by the principle of the waste hierarchy shown below.



The *ZWSA Business Plan 2013-14 and Future Directions 2014-16* includes a series of diversion targets and goals for various waste streams as detailed below:-

Waste Stream	2009 (baseline)*	2012	2015
Municipal solid waste (MSW)	55% of all material presented at kerbside is diverted from landfill	60% of all material presented at kerbside is diverted from landfill	70% of all material presented at kerbside is diverted from landfill
Commercial and industrial (C&I)	60% diversion from landfill	65% diversion from landfill	75% diversion from landfill
Construction and demolition (C&D)	80% diversion from landfill	85% diversion from landfill	90% diversion from landfill

* Estimated from *Recycling Activity Report 2008-09*

(ii) EPA - Environment Protection (Waste to Resources) Policy

The SA Environment Protection (Waste to Resources) Policy (EPP) was introduced in 2010 under the Environment Protection Act 1994, as both sound environmental practice and to add further support towards the principles of the State Waste Strategy. The EPP has a significant regulatory component that underpins the promotion of resource recovery and diversion of waste from landfill. It contains, amongst other conditions:

- Requirements that waste produced in Metropolitan Adelaide not be disposed of to landfill unless it has first been treated, i.e. subject to resource recovery, and
- Provisions prohibiting the disposal of certain waste to landfill, e.g. e-waste.

A direct impact for the community, councils and industry will be the above requirement that most waste be subject to some resource recovery prior to landfill disposal. For local government and their management of municipal solid waste this requirement is generally met through provision of multi-bin kerbside collection systems, and a hard waste service.

An effective Waste to Resources policy will assist with improved resource recovery levels and reduce the amount of waste disposed to landfill. Benefits arising from this will include reduced greenhouse gas emissions, reduced water use and pollution, reduced demand for natural resources and better amenity in some areas.

The challenge for local government is managing the costs of implementing those aspects of the policy that fall on it.

3 - Current Performance & Future Challenges

Current Performance

The City of Unley currently diverts approximately 62% of all material presented at kerbside from landfill. This is an increase from the 2008 figure of 60% but still below the State Waste Strategy target of 70% by 2015.

In the most recent Zero Waste SA report *South Australia's Recycling Activity 2011-2012*, the overall diversion of municipal solid waste from the metropolitan area was reported as 59%, so the current City of Unley performance against this measure is above average.

In addition to this current good performance, a bin audit in 2011 indicated the opportunity for further improvement. The audit showed that approximately 15% of material by weight currently placed by residents in residual waste bins could be diverted from the waste stream into the recyclable or organic streams. The successful transfer of these materials from waste to recycling will result in reduced costs and an improved environmental performance.

Zero Waste 2010 reference data indicated that the average residual waste bin contains around 44% food, but in Unley it has increased from 29% in 2008 to 57% in the recent 2011 bin audit. This current figure equates to approximately 3.9 kg of food per bin per week, or 3,500 tonnes of food annually going to landfill at a cost (2013) of \$360,000. If this organics material had been sent to compost at a cost of \$120,000 it would have generated savings of \$240,000, approximately 8% of the 2013/14 waste budget.

Future Challenges

During the life of this Strategy an on-going education program to target removal of these recoverable materials from the residual waste stream will be implemented, together with a focus on significantly increasing the diversion of food organics to the existing green waste bin.

Future development in the City of Unley is likely to be in the form of higher density development and infill redevelopment of existing sites. At present there are a limited number of high density developments in Unley and these all receive a domestic waste and recycling service from Council.

When assessing planning applications for medium to high density residential developments Council needs to consider as a condition of planning approval such aspects as waste collection vehicle access, bin size and storage and the range of related issues. These matters, and in fact whether Council is able (or wants) to be the waste service provider in such developments, should be the subject of a detailed study and subsequent planning related policy.

The successful delivery of the actions and objectives in this Strategy will be helped by the continuation of existing strong partnerships with organisations such as:-

- Zero Waste SA
- Department of the Environment

- EPA South Australia
- KESAB
- Eastern Alliance

These partnerships provide advantages for advocacy, information sharing, networking and funding resources.

4 - Waste Management Strategy 2013– 2017

This *Waste Management Strategy 2013-2017* builds upon the momentum generated by the introduction of the best practice three-bin collection system in 2007, and the waste minimisation objectives adopted in the *Environment Sustainability Plan 2010-2013*. It has been developed around the following objectives:

- 1. To provide a strategic framework to guide Council-wide policy and decision making over the next three to five years.**
- 2. To achieve the landfill diversion and recycling targets set at local, state and federal government levels.**
- 3. To minimise the cost of service provision while achieving the above targets.**
- 4. To provide a high quality service to the community and to work with them to ensure a clean and healthy Unley environment, and assist to reduce costs.**
- 5. To maximise the return on investment of landfill diversion initiatives.**

The related Action Plan strongly supports the original Sustainability Plan approach of waste minimisation and sustainable management of collected waste.

In addition it extends the schedule of waste sources from Community / Domestic and Council Operations to include a separate Business / Commercial category.

Within each category the Actions are grouped as:

- Leadership Actions - those that are regarded as necessary for Council to move towards a position of best practice and full achievement of State Waste Strategy targets.
- Business as Usual Actions - those that are generally able to be undertaken within the existing budget and will provide a waste management standard across Council consistent with the current level. Limited advancement beyond this level is likely to be achieved over time.

5 - Action Plan

The Action Plan sections are arranged as:

Section A

Council Operations - Leadership Actions

Council Operations - Business as Usual Actions

Section B

Community / Domestic - Leadership Actions

Community / Domestic - Business as Usual Actions

Section C

Business / Commercial - Leadership Actions

Business / Commercial - Business as Usual Actions

A. Council Operations**Leadership Actions**

Waste Strategy Objective	Waste Hierarchy	Action	Responsibility	Cost	Timeline
1	Avoidance	<ul style="list-style-type: none"> • Incorporate waste education into the staff induction program. • Promote better waste minimisation and management practices through staff education programs and waste wise events. 	Assets and Infrastructure	Within operational budget	13/14
1 and 2	Avoidance	<ul style="list-style-type: none"> • Develop and adopt a green purchasing policy. • Incorporate waste wise protocols in all Council procedures, operations and services. 	Procurement Corporate	\$\$	13/14
1 and 3	Avoidance	Include environmental issues as criteria in selecting contractors for waste contracts, such as minimizing greenhouse gases and using alternative fuels.	Assets and Infrastructure	Within operational budget	13/14
2	Avoidance	Facilitate a range of waste wise practices to staff, including: <ul style="list-style-type: none"> ▪ Reusable bags for staff shopping. ▪ Reusable cups rather than disposable cups for take-away drinks and staff coffee machines. Washing facilities ▪ Rubbish free catering. 	Assets and Infrastructure	Within operational budget	13/14
3	Recycle	Ensure ALL Council locations are provided with appropriate collection infrastructure: <ul style="list-style-type: none"> ▪ Residual / recyclables / organics ▪ Batteries / small e-waste ▪ Resource recovery And relevant signage and appropriate staff training.	Assets and Infrastructure	\$\$	13/14
1	General	Establish measurement criteria and reporting format for all Waste Management Strategy Actions	Assets and Infrastructure / Corporate	Within operational budget	On-going

A. Council Operations**Business as Usual Actions**

Waste Strategy Objective	Waste Hierarchy	Action	Assets and Infrastructure	Cost	Timeline
1	Avoidance	Create a no-print policy for all council policies and strategies which includes: <ul style="list-style-type: none"> • Policies available on line. • Hard copies distributed to libraries. • Hard copies available on request. 	Corporate	Within Operational Budget	13/14
2 and 3	General	Investigate opportunities for all Council events to incorporate green purchasing, waste wise, energy and water reduction measures.	Corporate	\$\$	On-going
1	General	Hold regular strategic waste planning sessions between key internal stakeholders: <ul style="list-style-type: none"> • Adopt performance targets • Measure and report performance 	Assets and Infrastructure	Within Operational Budget	13/14
1	General	Conduct regular reviews of the Waste Management Strategy - 6 monthly	Assets and Infrastructure	Within Operational Budget	On-going
2 and 3	Recycle	Investigate the creation of a compost interpretation centre in the parks area.	Assets and Infrastructure	Within Operational Budget	On-going
2 and 3	Disposal	Review street sweeping program to ensure it is environmentally sustainable and meets best practice	Assets and Infrastructure	Within Operational Budget	14/15

B. Community / Domestic Leadership Actions

Waste Strategy Objective	Waste Hierarchy	Action	Responsibility	Cost	Timeline
2	Recycle Disposal	<ul style="list-style-type: none"> Develop new contract documentation for waste collection and processing services to commence in September 2014 Pursue opportunities for joint contract development with other Councils to reduce documentation costs and ensure best practice document. 	Assets and Infrastructure	\$10,000	March 2014
2 and 3	Recycle	Undertake a Kerbside audit covering waste recycling and green organics	Assets and Infrastructure	\$20,000	Nov 2014
1	General	Develop waste management guidelines for multi-unit developments and implement as Planning Policy	Assets and Infrastructure / Planning	\$15,000	14/15
2 and 3	Recycle	Assess kitchen organics collection programs, then adopt and implement an appropriate model, supported by comprehensive education campaign.	Assets and Infrastructure	\$50,000+	13/14 then Ongoing
2 and 3	Recycle	Review hard waste collection service to cease collection of E- Waste by compactor/ vehicle flat top. Promote alternative National Computer and Television Scheme.	Assets and Infrastructure	\$10,000	13/14
2 and 3	General	Prepare an education strategy which incorporates:- <ul style="list-style-type: none"> Promoting reusable cleaning materials. Promoting Council's leadership in waste management through festivals and other public events. An ongoing program for recycling/composting education. Promoting green purchasing programs. Encouraging participation in Zero Waste SA & KESAB programs Promotion of extended producer responsibility as it applies to CDL and E-Waste Develop an exchange of education materials and programs through the Eastern Region's Environment group. 	Assets and Infrastructure	\$\$	13/15
2	Recycle	Implement programs to promote:- <ul style="list-style-type: none"> All solid plastics recycling Squash, Don't Wash your recyclables Correct sorting of wastes to achieve higher diversion rates. 	Assets and Infrastructure	Within Operational Budget	13/15

B. Community / Domestic**Business as Usual Actions**

Waste Strategy Objective	Waste Hierarchy	Action	Responsibility	Cost	Timeline
2 and 3	Recycle Disposal	Research and adopt when available new technologies or practices for management of <ul style="list-style-type: none"> ▪ Disposable nappies. ▪ Residential volumes of clinical/prescribed waste. 	Assets and Infrastructure	Within Operational Budget	On-going
3	General	Promote Council's services through Unley Life Magazine, media releases, advertisement Council web page and other electronic or social media.	Corporate	Within Operational Budget	On-going
3	Recycle	Work with the Rates area, Community Centres and/or local Real Estate Agents to distribute materials on waste/recycling services provided in the City of Unley to new residents	Assets and Infrastructure Rates	Within Operational Budget	On-going
3	General	Provide waste management information for the community including:- <ul style="list-style-type: none"> ▪ Annual waste management calendars. ▪ New resident waste management kit ▪ Community updates when new materials can be received at the transfer station. ▪ An education campaign targeting residents from non-English speaking backgrounds. 	Assets and Infrastructure	Within Operational Budget	On-going
3	Recycle	Deliver an education campaign on good composting techniques including workshops in suitable locations throughout the City.	Assets and Infrastructure	Within Operational Budget	On-going
3	Recycle	Investigate and promote an education visitation program with KESAB allowing residents to see the processing services of the Waste & Recycling systems.	Assets and Infrastructure	Within Operational Budget	On-going
3	General	Continue with and promote the KESAB schools program	Assets and Infrastructure	\$\$	On-going
3	General	Run a training program for home care workers in sustainable waste management	Assets and Infrastructure	\$\$	13/14
3	General	Encourage community groups to run waste education programs in conjunction with KESAB and Zero Waste SA	Assets and Infrastructure	Within Operational Budget	Ongoing
3	General	Promote environment events including: <ul style="list-style-type: none"> ▪ Clean Up Australia day ▪ World Environment day ▪ National recycling week 	Assets and Infrastructure	Within Operational Budget	Ongoing

C. Business / Commercial**Leadership Actions**

Waste Strategy Objective	Waste Hierarchy	Action	Responsibility	Cost	Timeline
2	Recycle	Develop and coordinate an organics preferred supplier program for businesses in the main restaurant and café precincts.	Assets and Infrastructure	\$5,000	14/15
2	Recycle	Seek assistance from ZWSA to run Organics Collection education program for businesses in the restaurant and café precincts.	Assets and Infrastructure	Within Operational Budget	14/15
2	Recycle	Undertake a review of the current commercial recycling arrangement and implement any opportunities for improvement.	Assets and Infrastructure	Within Operational Budget	Ongoing
2 and 3		Prepare a business education strategy which incorporates:- <ul style="list-style-type: none"> General waste wise and recycle right education material. Promoting sustainable cleaning materials. Promoting Council's leadership in waste management through festivals and other public events. An ongoing program for recyclables and organics collection. Promoting green purchasing programs. Encouraging business to participate in Zero Waste SA's waste education programs through KESAB. Promoting extended producer as it applies to CDL and E-Waste. 	Assets and Infrastructure Zero Waste SA	\$\$	14/15
2 and 3	General	Research opportunities to run a training program in sustainable waste management for target work areas, e.g. café and restaurant staff.	Assets and Infrastructure Zero Waste SA	\$\$	13/14

C. Business / Commercial**Business as Usual Actions**

Waste Strategy Objective	Waste Hierarchy	Action	Responsibility	Cost	Timeline
3	General	Regular review of Business programs including reports to Trader Associations	Assets and Infrastructure Services	Within Operational Budget	On-going
2 and 3	General	Encourage business groups to run waste education programs in conjunction with KESAB and Zero Waste SA	Assets and Infrastructure	Within Operational Budget	Ongoing

6 - Appendices

6.1 Demographics

The demographic profile of City of Unley is a key consideration in planning for a sustainable waste/recycling management service.

The City is a predominantly residential area and is located immediately south of the City of Adelaide. The City of Unley is bounded by Greenhill Road in the north, Glen Osmond Road in the east, Cross Road in the south and South Road and the Anzac Highway in the west.

The Census population of the City of Unley in 2011 was 36,842, living in 16,835 dwellings with an average household size of 2.29 persons. 18,897 people living in the City of Unley are employed, of which 61% are working full time and 38% part time.

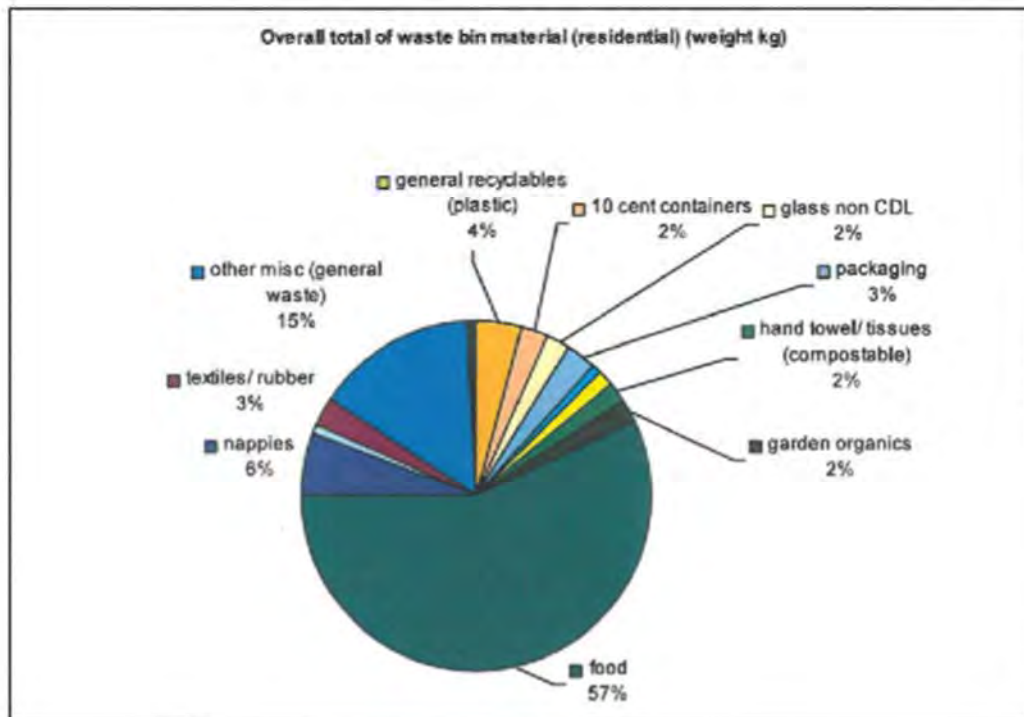
6.2 Waste Profile

Current waste related data for City of Unley is shown in the below table.

	Three Bin System
Number of eligible services per week	18,953
Residual Waste to land fill annually	7,913 tonnes
Total Recyclables annually	4,616 tonnes
Green Organics annually	4,695 tonnes
Hard Rubbish Collection annually	480 tonnes
Annual Totals	17,704 tonnes
Residual waste bin/hh/wk - (average over total eligible)	8.03 kg/hh/wk
Recycling bin/hh/wk - (average over total eligible)	4.68 kg/hh/wk
Green organics bin/hh/wk - (average over total eligible)	4.76 kg/hh/wk

NOTES

- The actual number of bins serviced varies weekly and also across the three streams.
- The above annual tonnages include any contamination collected in each stream.
- A recent KESAB bin audit conducted for Council showed an actual diversion rate from landfill of recyclables and green organics (after allowing for contamination) of 62%.
- The chart following shows the composition of materials in the residual waste bin - note the food and other recoverable materials that could be removed.



NOTES

General waste (including textiles) - This component, made up of items not accepted in the recycling or green waste kerbside bins, contained items which can be recycled.

Food organics – Council provides discounted compost bins and worm farms to assist residents in diverting food waste from the residual waste container. In addition Council's current organics processor is now accepting kitchen organics and garden organics for processing into compost. During the life of this strategy Council should review very carefully the existing systems operating within metropolitan Adelaide with the view of implementing any new technology and expanding its existing program in the next 12 months.

Recyclables – Council will continue to provide education about the items that can be placed in the recycle stream and investigate opportunities to increase the frequency of recyclables collection.

Nappies - New technologies are required to remove disposable nappies from the landfill stream.



DECISION REPORT

REPORT TITLE:	COMMUNITY GRANT PROGRAM ALLOCATION OF FUNDING MARCH 2019 (ROUND 2)
ITEM NUMBER:	4.3
DATE OF MEETING:	27 MAY 2019
AUTHOR:	MATTHEW IVES
JOB TITLE:	COORDINATOR CULTURAL DEVELOPMENT
ATTACHMENTS:	<ol style="list-style-type: none">1. COMMUNITY GRANT PROGRAM GUIDELINES2. SUMMARY OF RECOMMENDATIONS FOR FUNDING3. EVALUATION MATRIX

1. EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of the recommendations for funding under the Community Grants Program for Round 2 of the 2018/19 financial year.

The Community Grants Program provides Council funding to support the provision of programs, projects and activities for the local community to participate in a wide range of recreational, cultural, community and environmental initiatives. A total of \$75,953 was allocated in the 2018/19 annual budget, to be distributed across two rounds of community grant over the financial year based on a 50% split of the total 2018/2019 annual budget, plus an additional \$6,000 available due to unclaimed allocations.

This report outlines the recommendations made by the Administration from the applications received in Round 2. A total of 20 applications were received with a funding request of \$68,496.87. After assessment, funding of \$44,731 is recommended for allocation in this round, to be distributed amongst 19 organisations. Following consideration by a working group made up of five Elected Members comprising Councillors D Palmer, Hughes, J Russo, J Boisvert and N Sheehan, these are now presented directly to Council for endorsement.

2. RECOMMENDATION

1. The report be received.
2. Funding of \$44,731 be awarded under Round 2 of the 2018/19 financial year for the Community Grants Program as follows:

- \$2,721 to the Black Forest Primary School Governing Council for the implementation of a walking school bus to promote active transport to school.
- \$1,600 to the Unley Park Sports Club for the purchase and installation of a sound/PA system.
- \$3,120 to the Italian Folk Ensemble to research and perform traditional music and folk songs to demonstrate the variety of singing styles, languages and dialects of Italy and to produce a CD or DVD.
- \$1,275 to the Fairmont Tennis Club for the purchase of a free-standing defibrillator.
- \$2,400 to the Goodwood Saints Football Club for the purchase of replacement footballs for the Club's teams.
- \$3,995 to The Goody Patch Community Garden for the purchase of a moveable greenhouse to expand the seasonal growing space available to the garden.
- \$3,000 to the Slingsby Theatre Company for a performance of *Man Covets Bird* in the company's new home in Parkside.
- \$3,000 to the Unley Park Baptist Church for the purchase of outdoor café and chairs to support and improve the Church's playgroup facilities.
- \$2,925 to the Sturt Lawn Tennis Club for tennis coaching for older players and people with integration difficulties.
- \$1,000 to the Lady George Kindergarten for the replacement of the current bench outside the kindergarten, used by the community, with two free standing benches.
- \$1,975 to the Millswood Bowling Club for the purchase and installation of a wall-mounted defibrillator.
- \$3,600 to the Forestville Hockey Club for the purchase of additional coaching equipment and for pitch hire to ensure continuance of the Club's junior academy program.
- \$1,585 to the Greek Women's Society "Taxiarchis" for a women's health, fitness and activity program.
- \$3,500 to Theofania (auspice King William Road Traders Association) for a 10 week interactive reading program aimed at families with babies through to pre-schoolers.
- \$2,010 to the Greek Pensioners & Aged Society SA towards the costs of a day trip for culturally-specific aged pensioners and their carers.
- \$1,900 to the Hyde Park Croquet Club for the purchase of primary colour and secondary colour croquet balls.
- \$510 to Joseph Maniscalco (auspice Goodwood Community Services) towards the cost of replacing the soccer goals used by the Soutar FC.

- \$1,414 to the Burnside Youth Concert Band for a full day workshop for young players (8 – 18 years) to receive tuition and mentoring from experienced musicians, to be followed by an evening concert open to the public held in Unley.
 - \$3,200 to the Sturt Bowling Club for landscaping of the northern boundary of the 'A' bowling green.
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living

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

4. BACKGROUND

The Community Grants Program is a distribution of Council grant funding that supports local initiatives to provide opportunities for our local community to participate in a wide range of recreational, cultural, community and environmental activities. Council has facilitated a community grants program annually since 1979.

The purpose of the program is to encourage active citizenship, community capacity building and to support community members to respond to local needs by providing financial assistance to individuals, community groups and organisations that provide projects and programs for residents of the City.

An annual budget of \$75,953 has been allocated in 2018/19 for community grants. This funding is distributed over two funding rounds each financial year in September (Round 1) and March (Round 2). Associated Guidelines (Attachment 1) outline the funding eligibility and criteria and are provided to all prospective applicants, with advice from the Administration available to assist as needed.

Attachment 1

The grants were promoted through advertisements in the *Eastern Courier Messenger*, on Council's website and at Council's community centres and libraries. Workshops for individuals, organisations and community groups were offered to assist with applying for Council's community grants. Information was also circulated to Council's community database and informal sessions were available to prospective applicants to assist with the preparation of submissions.

5. DISCUSSION

A total of \$44,758 is available for allocation to Community Grants for this funding round, with a maximum of up to \$4,000 per application. This figure includes 50% of the annual grant funding and \$6,000 of funding previously allocated to two projects that did not proceed. A total of 20 applications were received in Round 2, with a total funding request of \$68,496.87.

An administrative working group comprising Council's Cultural Development Coordinator, Executive Assistant City Services, Team Leader Community and Cultural Development and the Urban Planning and Design Officer met on 18 April 2019 to assess the applications and to propose funding of the projects and programs as outlined in Attachment 3.

Attachment 2

Applications were assessed and ranked using an evaluation matrix (Attachment 4) based on the mandatory criteria outlined in the Community Grant Guidelines. Applications that did not meet these requirements were deemed ineligible and excluded from further assessment. A scoring system, consistent with the weighting of the criteria, produced a ranking for all projects. Ranking is then used to determine levels of funding, i.e. full or partial.

Attachment 3

The applications and recommendations were then presented for consideration by the Community Grants working group, comprising Councillors Palmer, Hughes, Russo, Sheehan and Boisvert. Due to availability of the Councillors, the meeting was undertaken in 2 parts, on 3 April and 7 May 2019, noting Councillor Boisvert was unable to attend either meeting.

A copy of the Community Grant applications, together with a summary of the Administration's recommendations for funding, is available in the Members Room.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. Funding be awarded under Round 2 of the 2018/19 financial year for the Community Grants Program as follows:
 - \$2,721 to the Black Forest Primary School Governing Council for the implementation of a walking school bus to promote active transport to school.
 - \$1,600 to the Unley Park Sports Club for the purchase and installation of a sound/PA system.

- \$3,120 to the Italian Folk Ensemble to research and perform traditional music and folk songs to demonstrate the variety of singing styles, languages and dialects of Italy and to produce a CD or DVD.
- \$1,275 to the Fairmont Tennis Club for the purchase of a free-standing defibrillator.
- \$2,400 to the Goodwood Saints Football Club for the purchase of replacement footballs for the Club's teams.
- \$3,995 to The Goody Patch Community Garden for the purchase of a moveable greenhouse to expand the seasonal growing space available to the garden.
- \$3,000 to the Slingsby Theatre Company for a performance of *Man Covets Bird* in the company's new home in Parkside.
- \$3,000 to the Unley Park Baptist Church for the purchase of outdoor café and chairs to support and improve the Church's playgroup facilities.
- \$2,925 to the Sturt Lawn Tennis Club for tennis coaching for older players and people with integration difficulties.
- \$1,000 to the Lady George Kindergarten for the replacement of the current bench outside the kindergarten, used by the community, with two free standing benches.
- \$1,975 to the Millswood Bowling Club for the purchase and installation of a wall-mounted defibrillator.
- \$3,600 to the Forestville Hockey Club for the purchase of additional coaching equipment and for pitch hire to ensure continuance of the Club's junior academy program.
- \$1,585 to the Greek Women's Society "Taxiarchis" for a women's health, fitness and activity program.
- \$3,500 to Theofania (auspice King William Road Traders Association) for a 10 week interactive reading program aimed at families with babies through to pre-schoolers.
- \$2,010 to the Greek Pensioners & Aged Society SA towards the costs of a day trip for culturally-specific aged pensioners and their carers.
- \$1,900 to the Hyde Park Croquet Club for the purchase of primary colour and secondary colour croquet balls.
- \$510 to Joseph Maniscalco (auspice Goodwood Community Services) towards the cost of replacing the soccer goals used by the Soutar FC.
- \$1,414 to the Burnside Youth Concert Band for a full day workshop for young players (8 – 18 years) to receive tuition and mentoring from experienced musicians, followed by an evening concert open to the public to be held in Unley.
- \$3,200 to the Sturt Bowling Club for landscaping of the northern boundary of the 'A' bowling green.

This option provides valuable support to City of Unley residents and local community groups by assisting with the delivery of programs, projects and activities that make a positive impact in the community.

Option 2 – Council may wish to make changes to the recommendations for funding.

Council may wish to change the funding allocations to reflect alternate funding priorities. However, in making any changes, Council should consider the budget, the guidelines, existing policy and probity of decision-making.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- The 2018/19 annual budget allocation is \$75,933 for Community Grants. An amount of \$44,731 is recommended for allocation in the March 2019 (Round 2) funding round and will see the Council's 2018/2019 community grants program budget fully expended.

8.2 Stakeholder Engagement

- The Community Grants Program was advertised during February and March 2019 in the *Eastern Courier Messenger*, on Council's website and at Council's community centres and libraries. Information was also circulated to a number of community organisations, individuals and community groups. In addition, both formal and informal information sessions were provided during the application process to assist with the preparation of submissions.

THE ADMINISTRATION'S RECOMMENDATIONS WERE PROVIDED FOR COMMENT TO THE ELECTED MEMBER WORKING PARTY PRIOR TO BEING PRESENTED TO COUNCIL FOR ENDORSEMENT.

9. REPORT AUTHORISERS

Name	Title
Rebecca Cox	Team Leader Community & Cultural Development
Mandy Smith	Manager Community Development
Megan Berghuis	General Manager, City Services

Community Grants Program March 2019 Guidelines



WHAT IS THE PURPOSE OF THE COMMUNITY GRANTS PROGRAM?

The purpose of the program is to encourage and support community projects that provide a service or program to residents of the City by fostering opportunities for individuals, community groups and organisations to access and participate in a wide range of activities and projects.

Grant funding of up to \$4,000 is available.

Funding is offered twice a year and, for the 2018/19 financial year, applications close in **September 2018** and **March 2019**. The closing date for the March 2019 funding round is Friday 29 March 2019.

Late applications will not be accepted.

WHO CAN APPLY?

Applications will be considered from *individuals, not-for-profit community groups and organisations. Applicant organisations do not need to be incorporated but must have a current bank account in the applicant organisation's name.

Individuals, community groups and organisations may only submit one application per funding round.

Applicants must operate within the Unley local government area or be proposing an activity that will take place within the Unley LGA.

**Individuals may only apply under the auspice of a not-for-profit community group or organisation.*

WHAT FUNDING IS AVAILABLE?

You may apply for funding of up to \$4,000 in the areas of:

- **Recreation** (i.e. innovative community recreation and physical activity programs; new equipment, fitness programs new to Unley)
- **Art and Culture** (i.e. collaborative arts projects between artists and the community, cultural awareness programs, community art projects)
- **Community** (i.e. new initiatives and/or programs especially targeting disadvantaged or minority groups, learning and skill development, community health and safety programs, new equipment that increases the ability of a group to deliver a service or program to the wider community, promotion of healthy eating and access to healthy food)
- **Environment** (i.e. community garden projects, environmental awareness and education, streetscape programs in partnership with Council, initiatives that reduce water and energy use, waste, minimise pollution or improve vegetation)

WHAT IS THE CRITERIA FOR FUNDING?

Your application must:

- Meet an identified recreation, cultural, community and/or environmental need in the City that is clearly defined and researched.
- Be of direct benefit to residents of the City of Unley.
- Encourage active citizenship and participation by the wider community to provide access to a unique and diverse opportunity.
- Have a clearly defined evaluation process.
- Show the ability to obtain additional resources if grant money forms only part of the funding needed. Resources could include fund raising, grants, volunteers, in kind support, use of existing funds, etc.

IF YOU ANSWER **YES** TO ANY OF THE FOLLOWING QUESTIONS, YOU ARE **NOT ELIGIBLE** TO APPLY.

Will the funding be used for:

- Ongoing salary or salaries (a position created for the length of the project is considered eligible) or associated day-to-day operational costs.
- Reimbursement of moneys already spent or for projects, programs or purchases that have already been completed or costs/expenses that have already been incurred prior to **1 June 2019**.
- Activities and purposes primarily associated with, and for the benefit of a commercial organisation.
- Renovations or capital works, defined as permanent improvements to a building or grounds that will increase its capital value.
- A purpose or purposes where the core funding responsibility normally rests with the State or Federal Government.

WHAT ELSE?

- All applications must be received on the Council approved Application Form and by the closing date.
- Successful applicants must confirm their intention of accepting the grant and conditions by completing a Grant Acceptance Form, which must be received by Council before any grant funding is made.
- If your project requires additional support, approval or permissions from other areas of Council e.g. Development Applications, traffic management requests, reserve/park hire or environmental health issues, please ensure you seek advice from the appropriate area of Council **prior** to submission of your application.

- You are required to submit a Final Financial Acquittal Report within two months of the project completion. Receipts for purchases must be included. Any applicant not meeting this obligation could be ineligible for future financial support.
- As part of the grant acceptance process, you may be required to attend an evening function to celebrate all community grant funding and to share your project/event with other grant recipients.
- Any changes to the project expenditure must be submitted to Council in writing for approval.
- Successful applicants must acknowledge the City of Unley in any publications or publicity regarding the project.
- Council reserves the right to publish your organisation/club name on the City of Unley web site.
- If your application is for purchases of \$500 and over, you must submit a minimum of two quotes with your application.
- In-kind volunteer hours are to be calculated at \$47.31 per hour.
- Other in-kind contributions can include donated materials; professional expertise; venue hire; and/or other costs absorbed by the organisation/club.

INSURANCE

All applicants should consider conducting a risk assessment process for their project to address any necessary insurance implications. Organisers should check their current insurance arrangements to determine if any extra cover is required.

WHAT HAPPENS TO MY APPLICATION?

- You will be sent a notification that your application has been received.
- Applications are assessed by the Administration and recommendations submitted to an Elected Member working party prior to presentation to the **May 2019** Council meeting for final endorsement.
- You will be notified of the outcome of your application within one week of the Council meeting.
- If your application is successful, prior to payment being made, all additional support, approvals or permissions from other areas of Council must have been obtained, and the Grant Acceptance form must be completed and returned to Council.
- The Council reserves the right to part-fund or refuse an application.

HOW TO APPLY?

Please complete the checklist below and return the application form and supporting documentation to the City of Unley.

- ☐ I have read the guidelines and, to the best of my knowledge, the organisation is eligible.
- ☐ I have completed all sections and signed the application form.
- ☐ I have attached quotes for the purchase of new items costing \$500 and over.

Post to: Executive Assistant City Services
Community Grants Program
City of Unley
PO Box 1
Unley SA 5061

Hand deliver: The City of Unley
181 Unley Road
Unley SA 5061

Artists and individuals working in conjunction with a group or organisation should apply under the auspice of an incorporated organisation.

GRANT WORKSHOPS

Workshops will be held for those groups and artists who would like assistance with their grant applications. The workshops will include information on applying for grant funds; however, the primary focus will be on the "nuts and bolts" of applying for grant funding. Topics will include incorporation, auspice applications, taxation, eligibility and budget preparation.

If you would like to attend a workshop, contact the City of Unley on 8372 5108.

COMMUNITY GRANTS PROGRAM FUNDING: ROUND 2 – 2018/2019
MARCH 2019

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
1	2	Black Forest Primary School <i>Implementation of a walking School Bus to promote active transport to school.</i>	\$2,721.00	\$2,721.00	No	RECOMMENDED FOR FULL FUNDING The program encourages increased physical health and wellbeing for young children as well as promoting responsible pedestrian behaviour. The School Governing Council is contributing through their own volunteering resources. The applicant is Unley-based.
2	9	Unley Park Sports Club <i>Purchase and installation of a sound/PA system.</i>	\$2,000.00	\$1,600.00	Mar. 2017	RECOMMENDED FOR PARTIAL FUNDING The Unley Park Sports Club complex is a multi-use facility highly valued by the community. An upgrade of the sound/PA system is long overdue and will be accessible in successive years, contributing to the sustainability of the facility. The applicant is Unley-based.
3	5	Italian Folk Ensemble <i>La Donna nella cultura popolare (Women in Popular Culture)</i> <i>Researching and performing traditional music and folk songs of Italy. The performance will be recorded and edited to produce a CD or DVD.</i>	\$3,933.98	\$3,120.00	Mar. 2017 Mar. 2018	Recommended for partial funding. The activity has the potential to increase and broaden the community's understanding and enjoyment of traditional Italian culture. The component of the budget that is for hire of the Fullarton Park Community Centre is not included in the partial funding. The applicant is Unley-based.

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
4	19	Unley Kindergarten <i>Workshops with a local artist to teach children skills and techniques. Each child will produce a self-portrait to be exhibited for the community to view.</i>	\$1,500.00	\$0	No	NOT RECOMMENDED FOR FUNDING The proposal has little or no benefit to the wider community other than the exhibition, the venue for which is yet to be determined. The applicant will be encouraged to liaise with Council's Community Development Officer (Youth) with a view to widening the scope of the proposal and to resubmit an application in the September 2019 funding round. The applicant is Unley-based.
5	18	Fairmont Tennis Club <i>Purchase of a free-standing defibrillator.</i>	\$1,957.52	\$1,275.00	No	RECOMMENDED FOR PARTIAL FUNDING Defibrillators have become commonplace in community spaces. Council has encouraged and supported previous applications for the supply/ installation of the equipment at sporting and community venues within its area. The applicant is Unley-based.
6	14	Goodwood Saints Football Club <i>Replacement footballs for the Club's teams.</i>	\$4,000.00	\$2,400.00	Mar. 2017 Mar. 2018	RECOMMENDED FOR PARTIAL FUNDING The Club has enjoyed a great deal of success over the years and has been proactive in developing junior programs for both boys and girls and has encouraged participation by people with integration difficulties. Funding of new equipment will support these teams and give continuance to the Club's very successful junior and senior programs. The applicant is Unley-based.

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
7	1	The Goody Patch Community Garden <i>Moveable greenhouse within the Garden to expand the seasonal growing space available to the garden.</i>	\$3,995.00	\$3,995.00	No	RECOMMENDED FOR FULL FUNDING The Goody Patch has been a very successful activity in the Unley community for several years. The moveable greenhouse will enable the Goody Patch to build on its current activities and to achieve a greater chance of long-term sustainability. The applicant is Unley-based.
8	4	Slingsby Theatre Company <i>Theatre performance of Man Covets Bird in the company's new home in Parkside</i>	\$3,000.00	\$3,000.00	No	RECOMMENDED FOR FULL FUNDING The proposal shows clear and measurable outcomes for expenditure of the grant funding. Support for this award-winning company will consolidate a commitment for annual performances in the City of Unley thus developing a connection with the community through theatre. The applicant is Unley-based.
9	11	Unley Park Baptist Church <i>Purchase of outdoor café chairs and tables to support and improve the Church's playgroup facilities.</i>	\$4,000.00	\$3,000.00	No	RECOMMENDED FOR PARTIAL FUNDING The playgroup at the Church has been in operation for several years and continues to expand its community programs. The café tables and chairs will be available over successive years and used for a wide range of outdoor and indoor uses such as playgroup, youth group, annual Christmas street party. Funding of these items will contribute to a sustainable activity. The applicant is Unley-based.

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
10	13	Sturt Lawn Tennis Club <i>Tennis coaching for older players and people with integration difficulties to improve fitness, wellbeing and social integration.</i>	\$3,900.00	\$2,925.00	Mar. 2018	RECOMMENDED FOR PARTIAL FUNDING The Club is looking to build on its tennis coaching program held in 2018. It provides physical and mental health benefits for older members of the community and for people with a disability. The social component of the Club also provides social support. The applicant is Unley-based.
11	14	The Lady George Kindergarten <i>Replacement of the current bench outside the kindergarten used by the community with two free standing benches.</i>	\$1,652.37	\$1,000.00	No	RECOMMENDED FOR PARTIAL FUNDING Replacement of the current outdoor seating used by the community with two free standing benches will provide more comfort. The aim also is to promote the Kaurna language through signage. The land in question belongs to the Kindergarten. The applicant is Unley-based.
12	12	Millswood Bowling Club <i>Purchase and installation of a wall-mounted defibrillator.</i>	\$2,500.00	\$1,975.00	No	RECOMMENDED FOR PARTIAL FUNDING Defibrillators have become commonplace in community spaces and sporting venues. Council has previously encouraged and supported applications for the supply/installation of the equipment at sporting venues in Council's area. Purchase and installation of the wall-mounted defibrillator is consistent with previous applications from other sporting organisations located in the Unley Council area that have been funded through the grants program. The applicant is Unley-based.

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
13	6	Forestville Hockey Club <i>Additional coaching equipment and pitch hire to ensure continuance of the Club's junior academy program held over the summer period.</i>	\$4,000.00	\$3,600.00	Mar. 2017 Sept. 2017 Mar. 2018	RECOMMENDED FOR PARTIAL FUNDING The Club previously received grant funding in September 2018 to develop and stage a junior academy program for its junior players. The pilot program proved to be very successful and funding will build on the success of the first session and support the continuation of the academy. The pitch hire component in the budget for the academy sessions is over and above the Club's regular pitch hire expenses, which they cover as part of normal operating expenses. The applicant is Unley-based.
14	7	Greek Women's Society "Taxiarchis" <i>Women's health, fitness and activity program</i>	\$1,980.00	\$1,585.00	Mar. 2017	RECOMMENDED FOR PARTIAL FUNDING The program supports physical and mental health for women of all ages and cultural backgrounds. The Society has been established for many years and is well patronised by the community. The applicant is Unley-based.
15	3	Theofania (auspice King William Road Traders Association) <i>A free 10 week interactive reading program for families with babies through to pre-schoolers.</i>	\$3,980.00	\$3,500.00	Sept. 2018	RECOMMENDED FOR PARTIAL FUNDING This free, interactive activity brings increased and understanding of reading by pre-school children. The pilot program funded by Council through the September 2018 funding round produced very positive outcomes and was well attended by people from the Unley Council community and people from outside the Council area. The auspice (King William Road Traders Association) is based in Unley and the venue is King William Road, Hyde Park.

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
16	16	Greek Pensioners & Aged Society SA <i>Day trip for culturally-specific age pensioners and their carers.</i>	\$3,342.00	\$2,010.00	Mar. 2017 Mar. 2018	RECOMMENDED FOR PARTIAL FUNDING The proposal addresses the needs of a group of culturally-specific age pensioners and their carers, many of whom are socially isolated and sedentary and are not able to participate in activities of this nature because of their economic circumstances. The applicant is Unley-based.
17	17	Hyde Park Croquet Club <i>Purchase of primary colour and secondary colour croquet balls.</i>	\$3,165.00	\$1,900.00	No	RECOMMENDED FOR PARTIAL FUNDING Purchase of the equipment meets a community need and enable long-term sustainability. The applicant is Unley-based.
18	9	Joseph Maniscalco (auspice Goodwood Community Services) <i>Replacement of soccer goals used by the Soutar FC.</i>	\$655.00	\$510.00	No	RECOMMENDED FOR PARTIAL FUNDING This is a successful fitness program that meets a community need. Partial funding will assist with the purchase of the soccer goals. The budget component for the soccer bibs is not funded. The applicant is Unley-based.
19	8	Burnside Youth Concert Band (in collaboration with the Adelaide Wind Orchestra) <i>Full day workshop for young players (8-18) to receive tuition and mentoring from experienced musicians followed by an evening concert, open to the public.</i>	\$1,765.00	\$1,415.00	No	RECOMMENDED FOR PARTIAL FUNDING This application seeks to provide an opportunity for young players from the community that is not readily available elsewhere. Unley Council has been approached for funding because the venue is Concordia College. While the applicant is not based in Unley, membership is mixed with 50% stated to be residents of the City of Unley.

Project No.	Ranking	APPLICANT AND PROJECT	AMOUNT SOUGHT	AMOUNT RECOMMENDED	PREVIOUS GRANTS IN LAST 2 YEARS	COMMENTS
20	8	Sturt Bowling Club <i>Landscaping of the northern boundary of the 'A' bowling green</i>	\$4,000.00	\$3,200.00		RECOMMENDED FOR PARTIAL FUNDING <p>The Club has been working with Council staff on the landscaping of the area to reduce degradation of the greens. The proposed landscaping will improve the amenity of the area and ensure the quality of the greens can be maintained to a standard suitable for pennant bowlers as well as social.</p> <p>The applicant is Unley-based.</p>
			\$68,496.87	\$44,731.00		

Evaluation Matrix: Community Grants

Criteria	Max Assigned Points	Scoring Guide	Actual Points	Comment
Meets an identified recreation, cultural, community and /or environmental need which is clearly defined and researched	10	2 - Poorly defined 6 - Fairly defined 10 - Well defined		
Creates a direct benefit to residents of the City of Unley	10	2- Minimal benefit 6 - Considerable benefit 10 - Significant benefit		
Enhances the lifestyle and well being of participants through innovative, learning and/or sustainable opportunities	9	1 - Poorly defined 5 - fairly defined 9 - Well defined		
Provides opportunities to extend the skills of participants and provides access to a unique and diverse opportunity	6	2- Poorly defined 4 - Fairly defined 6 - Well defined		
Applications from groups that are based in the Unley Council area and/ or can demonstrate that a significant proportion of the project participants are Unley rate payers	5	1- Minimal involvement of rate payers 3 - Considerable involvement of rate payers 5 – Based in the Unley area or significant involvement of Unley rate payers		
Demonstrated a need for financial support in undertaking the initiative along with the ability to contribute their own resources be it financial or in kind	3	1- Minimal contribution 2 - Considerable contribution 3 - Significant contribution		
Volunteers are engaged in the initiative	3	2- Some volunteers/ voluntary hours 3 – Significant number volunteers/ voluntary hours		
Has a clearly defined evaluation process	3	1 - Poorly defined 2 - Fairly defined 3 - Well defined		
The ability to obtain additional resources if grant money forms only part of the funding needed.	1	1 - Additional resources identified		
	Total 50		Total	

DECISION REPORT

REPORT TITLE: COMPLIANCE POLICY
ITEM NUMBER: 4.4
DATE OF MEETING: 27 MAY 2019
AUTHOR: PAUL WEYMOUTH
JOB TITLE: MANAGER, DEVELOPMENT & REGULATORY SERVICES
ATTACHMENTS: 1. DRAFT COMPLIANCE POLICY

1. EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of the proposed Compliance Policy. The Compliance Policy is a new Policy that is primarily applicable to the regulatory areas of Council business and is intended to ensure that education and enforcement related work is undertaken within the context of a legal and policy framework.

The Compliance Policy is intended to provide the staff responsible for education and enforcement within Council the appropriate clear process and guidance to discharge their duties in a manner that is accountable and transparent, consistent, proportional and timely.

The Policy reinforces Council's current approach to enforcement and aims to keep the public informed of Council's processes through transparency and procedural fairness principles applied in all enforcement action taken.

2. RECOMMENDATION

That:

1. The report be received.
 2. The Compliance Policy provided in Attachment 1 to this Report (Item 4.4, Council Meeting, 27/05/2019) be endorsed.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership
- 4.3 Our business systems are effective and transparent.

4. BACKGROUND

The draft Enforcement Policy was presented to a briefing of Elected Members on Monday 6 May, where feedback was received that the draft Policy should include a greater emphasis on education as a precursor to undertaking enforcement action. Consequently, the title of draft Policy has been amended from Enforcement to Compliance Policy (the “Policy”) and a focus on education has been included within the Policy.

The Policy describes how Council is responsible for the education of the community and the enforcement of a variety of laws that are designed to protect public infrastructure, public health and safety and the environment.

Education activities can include:

- Signage on Council’s streets and reserves.
- Factsheets, brochures and general information on Council’s website.
- Information provided to individuals or the community from Council officers.
- Targeted education campaigns.

Enforcement activities can include:

- Patrolling streets and public places.
- Inspecting premises either on a routine programmed basis or on an ad hoc or as needed basis; and responding to enquiries and complaints.
- Addressing breaches in legislation.

As a statutory body, the Council cannot act in a situation unless it has been given the power to do so by an Act or a Regulation. In the exercise of Council’s regulatory functions, it is required to act in the public interest rather than the private interest of individual owners of land. The Policy applies to the investigation of suspected unlawful activity and the enforcement of confirmed cases of unlawful activity. This Policy is also applicable to the investigation and enforcement of a range of other activities where Council has regulatory responsibility under South Australian legislation, including but not limited to:

- Development regulation offences
- Dog management offences
- Regulation of roads, footpaths and parking
- Public realm use and management offences
- Regulation of public health and safety
- Regulation of food safety
- Supported residential facility management offences
- Nuisance and litter offences

5. **DISCUSSION**

Over the past few years Council administration has dealt with several complex enforcement matters. These matters have highlighted the need for a Council Policy that not only guides the decision-making process but also ensures the community understand both the reasons and considerations behind Council decisions.

As an example, the success of the recent *Doggy Do is a Doo Not* Campaign at Unley Oval highlights the importance of education and ensuring the community have the knowledge and information to meet their obligations and avoid non-compliance.

The Compliance Policy is intended to be an overarching Policy to reinforce the need for community education and guide enforcement across the regulatory areas of the business.

Enforcement actions are taken within the context of both a legal and policy framework that can vary depending on the matter under investigation. Notwithstanding the differing legislative requirements that may exist, the Compliance Policy outlines four key principles of good enforcement that shall apply. These principles include:

- Proportionality – Council's actions and resources will be scaled to the seriousness of the breach.
- Consistency – Council will take a similar approach in similar cases to achieve similar outcomes.
- Transparency – Council will be open and transparent about the way it undertakes enforcement activities and the laws it enforces.
- Conflicts of Interest – Where a Council employee or contractor has a personal association or relationship, or a perceived association or relationship with an individual or entity who may have breached a law (or with any other individual or entity involved, an alternate Council employee or contractor will make decisions.

The proposed Compliance Policy canvasses several enforcement options available to Council ranging from no action, informal action, mediation and formal action. In some circumstances, the issuing of enforcement notices may be appropriate as opposed to the issuing of expiation notices or commencement of prosecution proceedings.

In summary, the proposed Compliance Policy provides the necessary and required framework for Council staff to undertake their enforcement duties in a manner that is balanced and effective. The Policy will not result in any significant change to the way Council currently undertakes enforcement however the adoption of this Policy will enable the community to understand both the reasons and considerations behind Council decisions and have confidence that Council is appropriately discharging their enforcement powers.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Compliance Policy provided in Attachment 1 to this Report (Item 4.4, Council Meeting, 27/05/2019) be endorsed.

The Compliance Policy outlines Council's approach for the education of the community and provides an overarching framework which guides Council staff in considering and undertaking enforcement and prosecution action with respect to matters involving non-compliance.

The proposed Policy ensures that there is a consistent and proportionate approach to actioning enforcement matters across business units within the City of Unley. The Policy provides for good governance and effective and transparent business processes across the regulatory business areas.

Option 2 – The Compliance Policy provided in Attachment 1 be endorsed with amendments.

Council may make alterations to the Policy provided they do not conflict with any legislative requirements.

Option 3 – The Compliance Policy is not endorsed by Council.

There is no legal requirement for Council to adopt a Compliance Policy. In the event that this Policy is not adopted by Council, officers will continue to educate the community and rely on the legislative requirements and policies and procedures that may be relevant to the specific business areas within Council.

Council may wish to consider the risk that the community may continue to misinterpret or not understand the context of Council's approach or decision, which may further lead to dissatisfaction and expectations may not be met.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- There are no financial/budget implications.

8.2 Legislative/Risk Management

- The adoption of the Compliance Policy will assist with risk management by providing a framework that adopts a considered and consistent approach by Council to enforcement activities.

8.3 Stakeholder Engagement

- There is no stakeholder engagement required.

9. REPORT CONSULTATION

- Team Leader Regulatory
- Team Leader Building and Health
- Executive Manager – Office of the CEO

10. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services
Tami Norman	Executive Manager, Office of the CEO



POLICY NAME	COMPLIANCE POLICY
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Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	General Manager City Services Manager Development and Regulatory
Related Policies and Procedures	<ul style="list-style-type: none"> • Building and Swimming Pool Inspection Policy • Footpath Trading Policy • Mobile Food vendor Location Rules • Animal Management Plan • Standard Operating Procedure: Prosecution and Enforcement
Community Plan Link	Community Living <ul style="list-style-type: none"> • Objective 1.1 Our Community is active, healthy and feels safe. Civic Leadership <ul style="list-style-type: none"> • Objective 4.2 Council provides best value services to the community
Date Adopted	February 2019
Last review date	New Policy
Next review date	May 2021
Reference/Version Number	
ECM Doc set I.D.	

• PURPOSE

- 1.1. The purpose of this Policy is to establish a framework which guides the Council in education of the community and enforcement with respect to matters of non-compliance. The Policy provides for a common understanding of Council's position in educating the community and considering and actioning enforcement matters. The Policy provides for consistency and ensures that any action is proportionate to the alleged offence in each case. This policy assists in informing the public and ensuring that transparency and procedural fairness principles are applied in any enforcement action.

• DEFINITIONS

Authorised Officer: A person who is authorised to carry out statutory functions or powers as specified within a particular piece of legislation. The decision to appoint an Authorised Officer may only be made by Council or a delegate of Council.

Civil Matters Refers to private matters over which Council has no jurisdiction of authority.

<i>CEO:</i>	Refers to the Chief Executive Officer (including their delegate) of the City of Unley.
<i>Compliance:</i>	The act of adhering to and demonstrating adherence to an Act, By-Law, Regulation or similar. Compliance may or may not involve the process of enforcement.
<i>Enforcement:</i>	Enforcement refers to the use of legislative provisions to direct a person or body to make good a breach of an Act or Council's By-Laws and / or otherwise penalise a person for a breach. Enforcement is a tool to ensure compliance and accountability for illegal conduct or other wrongdoing.
<i>Illegal Activities:</i>	An act or activity which has occurred contrary to legislative obligations contained within legislation and policy.
<i>Order:</i>	Formal direction(s) issued by Council or Council delegate to a person or entity concerning a breach of a particular piece of legislation.
<i>Prosecution:</i>	The process of instituting legal proceedings against a person or body in relation to an illegal activity, with the intent of penalising the person/body for illegal activity and making good on the breach.
<i>SAPOL:</i>	South Australia Police.

- **POLICY STATEMENT**

- 1.2. Council observes its legislative responsibilities to protect individuals and the community as a whole by applying consistent standards. It is ultimately the responsibility of individuals and other entities to comply with the law. State legislation provides the ability for Council to carry out enforcement action to remedy Illegal Activities and/or commence proceedings to penalise individuals or entities for such activities.
- 1.3. Council recognises that education is vital to ensuring that the community have the knowledge to achieve compliance with relevant Acts or Council By-Laws. Council will use education to provide information and advice to individuals and the community in order to encourage compliance with a relevant Act or Council By-Law. Council considers that prevention of a breach of the Act is always preferable to taking action after a breach has occurred. Education activities may include;
 - 1.3.1. Signage on Council's streets and reserves
 - 1.3.2. Factsheets, brochures and general information on Council's website
 - 1.3.3. Information provided to individuals or the community from Council officers
 - 1.3.4. Targeted education campaigns
- 1.4. Compliance related activities are performed by Council in the following ways:
 - 1.4.1. By patrolling streets and public places
 - 1.4.2. Inspecting properties either on a routine programmed basis or on an ad hoc or as needed basis
 - 1.4.3. Responding to enquiries and complaints.
- 1.5. Council is committed to the highest ethical and professional standards and strives to apply the most effective and appropriate use of its legislative enforcement powers so as to facilitate achievement of the following in respect of breaches of legislation:
 - 1.5.1. Ensuring that (where appropriate) a breach is rectified in a timely manner and to the reasonable satisfaction of Council

- 1.5.2. Ensuring that the safety and well-being of community members is not compromised by any non-compliance issue
- 1.5.3. Ensuring that the general public are not unduly inconvenienced by Illegal Activities (e.g. unauthorised parking in bicycle lanes and disabled car parks)
- 1.5.4. Considering the costs that illegal activities and related prosecution or enforcement actions might have on ratepayers and that costs of enforcement are also reasonably proportionate to the matter to be addressed.
- 1.6 The Council will adopt the following approach to matters relating to compliance:
 - 1.6.1 Consider all customer enquiries concerning Illegal Activities, that are within Council's jurisdiction and investigate and action as deemed appropriate.
 - 1.6.2 Apply a proactive approach to identifying and investigating Illegal Activities.
 - 1.6.3 Refer to SAPOL or other relevant agency, where appropriate, where it falls outside of Council's jurisdiction.
 - 1.6.4 For civil matters, Council will advise the complainant and suggest that independent advice and/or mediation be sought.

- **LEGISLATIVE CONTEXT**

- 2.1 Council is responsible for ensuring that its community and visitors to its area adhere to the various acts of Parliament and Council by-laws which regulate and control the actions of individuals in order to protect the broader community.
- 2.2 The Council is responsible for administering and enforcing compliance pursuant to the following legislation:
 - *Local Government Act 1999*
 - *Development Act 1993 and Development Regulations 2008*
 - *Dog and Cat Management Act 1995*
 - *South Australian Public Health Act 2011*
 - *Food Act 2001*
 - *Fire and Emergency Services Act 2005*
 - *Planning Development and Infrastructure Act 2016 and associated regulations)*
 - *Private Parking Areas Act 1986*
 - *Road Traffic Act 1961*
 - *Local Litter and Nuisance Control Act 2016*
 - *Planning Development and Infrastructure Act 2016*
- 2.3 Council may have the power to:
 - Issue orders, notices and directions to individuals or entities requiring them to make good a breach of the relevant Act
 - Commence enforcement action in a court of competent jurisdiction to obtain orders requiring breaches of the relevant Act to be rectified
 - Commence criminal prosecutions against individuals or entities who have committed an offence under the relevant Act
 - In some cases, issue an expiation notice where an individual or entity has committed an offence under the relevant Act.

Other References:

Fees and Charges Register

Order Making Policy

Animal Management Plan.

Standard Operating Procedure: Prosecution and Enforcement

The Council is also authorised under the Local Government Act 1999 to create by-laws which apply in its area and is also responsible for taking action against individuals who contravene Council's By-laws. The By-laws relevant to this Policy are:

Council's By-law No. 1 - Permits and Penalties

Council's By-law No. 2 - Roads

Council's By-law No. 3 - Local Government Land

Council's By-law No. 4 - Moveable Signs

Council's By-law No. 5 - Dogs

A copy of the Council's By-laws can be obtained on Council's website: www.unley.sa.gov.au.

This policy does not apply to the enforcement of unpaid rates.

PRINCIPLES OF GOOD ENFORCEMENT

- 3.1 Enforcement actions are taken within the context of both a legal and policy framework. Council will carry out its enforcement related work with due regard to the following principles:

Proportionality

A proportionate response means that the extent of Council's actions will be determined by having regard to the seriousness of the breach; i.e. a measured enforcement approach will be applied.

Council recognises that most individuals comply with the law and believe that people will generally assist Council in respect of enforcement and compliance issues by being truthful, offering information to Council and being available to discuss compliance concerns.

In respect of proportionality, the following criteria will be considered by Council employees in determining the best course of action:

- Whether there are serious safety or other risks
- Where potential hazards are not well controlled.
- The perceived level of impact the breach has on the public.

Council's financial resources are finite and should not be used pursuing inappropriate matters. Council's resources should be deployed in pursuing those cases worthy of enforcement or prosecutorial action. The seriousness and nature of the breach, the relevant legislation, the willingness of the individual or entity to cooperate with any investigation, their contrition and the cost to the Council in pursuing the breach, are all relevant considerations to the Council's exercise of discretion.

Consistency

Council will take a similar approach in similar cases to achieve similar outcomes. Decisions on enforcement and compliance require the use of professional judgement and discretion to assess varying circumstances. To assist with this, Council will:

- Establish and follow standard operating procedures wherever possible
- Ensure fair, equitable and non-discriminatory treatment
- Provide clear information to the public that outlines the steps involved in more common regulatory matters.

Transparency

Council will be open and transparent about the manner in which it undertakes enforcement activities and the laws it enforces. Council will also be clear and open about what functions it does and does not perform and redirect enquiries to other appropriate agencies as relevant.

When remedial action is needed, Council will explain clearly and in plain language why the action is necessary. Where relevant, Council will advise what action is required to achieve compliance by remedying the breach and the timeframe for undertaking that action. Advice will be provided on the process for seeking a review of, or how to appeal, against a decision.

Complainants will be advised of what action has been taken and the reason for such action.

Conflicts of Interest

Where a Council employee or contractor has a personal association or relationship, or a perceived association or relationship, with an individual or entity who may have breached a law (or with any other individual or entity involved):

- An alternate Council employee or contractor will make decisions where possible
- The facts about the conflict/relationship will be reported and recorded in accordance with relevant Council Policies and procedures.

ENFORCEMENT OPTIONS

- 4.1 Council administers and enforces a broad range of legislation. As a result, enforcement options can vary with the Act being enforced. In some circumstances, the issuing of enforcement notices may be appropriate, as opposed to the commencement of prosecution proceedings or the issuing of expiation notices. The range of legislation enforced by Council ensures that a range of enforcement options are available.

No Action

No action will be taken where, after investigation, no breaches of the legislation are discovered.

It may also be appropriate to take no action where:

- The complaint is deemed by Council to be frivolous, vexatious or trivial in nature
- The individual or entity who may have breached a law has, or has committed to, making good the breach
- The alleged breach is outside of Council's jurisdiction and/or a civil matter
- Taking action may prejudice other more significant investigations
- Having regard to the principles of proportionality and consistency, Council has determined that the breach is of such a minor nature that action would be an unreasonable use of Council resources.
- Council deems there is limited substantiated or admissible evidence to justify further action.

Informal Action

Informal action to achieve compliance with legislation may include:

- Offering an individual or entity who may have breached a law with verbal or written warning
- Verbal or written warnings that may include requests for remedial action.

Advice from Council will be conveyed clearly and simply and any verbal advice or requests for action will be confirmed in writing, as determined by procedures.

The circumstances in which informal action may be appropriate include:

- The act or omission is not considered by Council to be serious enough to warrant formal action
- The past history of the individual or entity who has committed the breach reasonably suggests that informal action will secure compliance
- Council's confidence in the individual or entity is high
- The consequences of non-compliance will not pose a significant risk of harm or nuisance to other persons or property
- Where informal action may prove more effective than a formal approach.

In circumstances where statutory action is not possible but it would be beneficial in a wider public safety context to urge a particular outcome, informal action may be undertaken and the reasons recorded in accordance with Council's Records Management Policy and procedure. The recipient will be made aware that the requested action(s) are not legally enforceable.

Mediation

There may be instances, such as in civil matters, where Council deems the most appropriate course of action is mediation; and Council will suggest the complainant privately engages the services a mediator to assist with resolution.

Mediation is a recommended alternative where, after investigation, Council considers that the issues are unlikely or incapable of resolution through either formal or informal means. The use of mediation services may also be appropriate where an aggrieved individual has no wish to pursue action to resolve a civil complaint by legal means.

Formal Action

Council will use professional judgement and discretion to assess the particulars relating to each matter under consideration, including the reasonableness of the actions required by Council and the timeframe to comply.

Formal Warnings

Prior to proceeding with the issue of an order or expiation, Council may issue a formal warning (verbal or written) to request the remedy of a breach.

Service of Orders

Depending on the nature of the breach and the legislation relevant to the breach, formal orders may be issued by Council or by a relevant court of competent jurisdiction. Orders to address matters of non-compliance will only be used or sought from a court where:

- An Order is required to prevent further Illegal Activities
- The breach is of such a serious nature so as to warrant immediate action
- The breach has resulted in a threat to life or an immediate threat to public health or safety
- Where informal action has failed to achieve compliance.

Formal orders issued verbally will be recorded in accordance with the relevant legislation and Council Policies and procedures. Such orders will also be confirmed in writing within a timeframe prescribed by the relevant legislation.

In most cases, an individual or entity receiving an Order has a right of appeal to an appropriate court. If an Order is served for which an appeal is possible, Council will advise the recipient in writing of the right of appeal and the relevant legal provisions at the time of serving the Order.

Failure to comply with orders will result in further enforcement action.

Expiation Notices

An expiation notice alleges that an individual or entity has committed an offence and sets out an expiation fee, which can be paid to expiate the offence rather than the individual or entity being prosecuted. The evidence obtained to substantiate the issuing of expiation notice must be sufficient to prove that the offence occurred.

Expiation notices may be issued by Council for (amongst other things):

- Parking offences under the Road Traffic Act 1961, Australian Road Rules and the *Private Parking Areas Act 1986*
- Dog management offences pursuant to the *Dog and Cat Management Act 1995*
- Development related offences pursuant to the *Development Act 1993* and Regulations
- *Planning Development and Infrastructure Act 2016*
- Food safety offences under the *Food Act 2001*
- Public realm use and management offences under the *Local Government Act 1999*
- Public health offences under the *South Australian Public Health Act 2011*
- Supported residential facility management offences under the *Supported Residential Facilities Act 1992*
- Nuisance and litter offences under the *Local Litter and Nuisance Control Act 2016*;
- Breaches of Council's By-laws.

An individual or entity that receives an expiation notice has a right to elect to be prosecuted for their alleged offence instead of paying the expiation fee. Payment of an expiation fee does not constitute an admission of guilt or civil liability.

Additionally, an individual or entity that receives an expiation notice has a right to formally appeal an expiation, which will be reviewed as per Council's expiation review process.

Prosecution

A decision to prosecute must be in the public interest. Council may initiate prosecution proceedings in the following instances:

- The breach is of a serious nature so as to warrant prosecution
- A person who receives an expiation notice does not expiate the offence by payment or otherwise elects to instead be prosecuted

In considering whether prosecution is in the public interest, the following factors will be considered:

- The prevalence of the alleged offence and the need for deterrence, both personal and general
- Whether the individual or entity has committed a similar offence in the past
- Whether the individual or entity has shown remorse or contrition
- Whether the alleged offence was premeditated

- The effect on the physical or mental health of the individual or persons comprising an entity or witness, balanced against the seriousness of the alleged offence
- The availability, competence and credibility of witnesses and their likely impression on the Court
- The admissibility of any alleged confession or other evidence
- Consistency and procedural fairness relating to the offence
- Any lines of defence
- The need to maintain confidence in the Council as a prosecuting authority.

Prosecution proceedings should not be commenced in circumstances where there is not a reasonable prospect of success in securing a finding of guilt against the alleged offender.

The likely length and expense of a trial is a relevant (but not decisive) consideration when deciding whether to prosecute for Illegal Activities. Similarly, the implications and financial burden on an individual or entity will not be a decisive consideration when determining whether to proceed with a prosecution.

As a matter of practical reality, the proper decision in most cases will be to proceed with a prosecution if there is sufficient evidence available to justify a prosecution.

Although there may be mitigating factors present in a particular case, often the proper decision will be to proceed with a prosecution and for those factors to be put to the sentencing court in mitigation. Nevertheless, where the alleged offence is not deemed by Council to be as serious as plainly to require prosecution, Council as the prosecuting authority, may apply its mind to whether the public interest requires a prosecution to be pursued.

Cost Recovery

Council may incur significant costs (legal and / or otherwise) when enforcement action is taken to rectify Illegal Activities. In the interest of reducing the financial burden of pursuing enforcement and compliance matters on ratepayers, where possible, Council will seek to recover those costs incurred in attempting to rectify the breach through the relevant court.

• **AVAILABILITY OF POLICY**

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

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

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

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

• **DOCUMENT HISTORY**

Date	Ref/Version No.	Comment
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

13.	14.	15.
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DECISION REPORT

REPORT TITLE:	COMMONWEALTH HOME SUPPORT PROGRAM FUNDING EXTENSION
ITEM NUMBER:	4.5
DATE OF MEETING:	27 MAY 2019
AUTHOR:	MANDY SMITH
JOB TITLE:	MANAGER COMMUNITY DEVELOPMENT & WELLBEING
ATTACHMENTS:	1. CHSP SERVICE OVERVIEW

1. **EXECUTIVE SUMMARY**

The City of Unley currently receives approximately \$1M in grant funding per annum for the delivery of the Commonwealth Home Support Program (CHSP) to eligible residents over the age of 65.

The aim of the Council's CHSP services is to assist older people to live independently at home and remain connected with their community. Services include community transport, social programs, domestic assistance, home maintenance/ modifications and carer respite.

Council's current funding agreement for CHSP expires in June 2020 and, with the changes to the age care sector as part of the Commonwealth's Age Care Reform, there has been uncertainty as to whether this funding would continue in the future.

It has recently been announced that, as part of the 2019 Australia Federal Government budget, funding for CHSP will be extended from 1 July 2020 to 30 June 2022.

This report recommends that Council accept the funding extension from the Commonwealth, to enable the continuation of our aged care services.

Additionally, the Administration recently undertook a review of the CHSP Home Assist service (domestic support, home maintenance/ modifications and carers support). This report recommends that if Council decides to accept the Commonwealth funding extension, and based on the Home Assist review findings, alternative and more efficient models of delivering Home Assist will be explored and implemented.

2. RECOMMENDATION

That:

1. The report be received.
 2. The Commonwealth Home Support Program funding extension until June 2022 be accepted.
 3. Alternative models for delivering the Home Assist Service be explored and implemented as appropriate.
-

3. RELEVANT CORE STRATEGIES/POLICIES

3.1 City of Unley 4-Year Delivery Plan

Goal 1: Community Living;

Objective 1.3c *Facilitate services to assist vulnerable people to live independent and socially active lives.*

3.2 Active Ageing Strategy

4. BACKGROUND

Funding for the delivery of aged care services was first made available to the City of Unley by the Whitlam government in the 1970s. The City of Unley currently receives approximately \$1M in grant funding per annum for the delivery of the Commonwealth Home Support Program (CHSP).

CHSP is an entry-level home help program for eligible residents over the age of 65 who need assistance with tasks to continue living independently at home. The City of Unley currently provides services to approximately 1,500 residents each year through CHSP funding. The CHSP services provided by the City of Unley are outlined in Attachment 1.

Attachment 1

The City of Unley currently employs 6.2 FTE fully grant-funded Council staff, who coordinate the delivery of CHSP services with the support of 52 volunteers.

Council additionally contributes in-kind to the CHSP program, through the provision of office space, volunteer support and recognition programs and employment of a Team Leader to oversee Council's CHSP services (noting the Team Leader also oversees non-CHSP funded services including disability services and Council's community bus service).

The current funding agreement between Council and the Commonwealth for the delivery of CHSP is due to expire 1 July 2020.

The Commonwealth Government's *Living Longer Better* reforms announced in 2012 aim to improve access and choice for people requiring aged care services, and is focused on supporting people to stay in their own homes for as long as possible. A *My Aged Care* National Contact Centre has been established as a single service point for assessment and referral; all people seeking services or support must have a My Aged Care Assessment/ Referral to determine eligibility and level of assistance required. These changes have not significantly impacted the type of services that the City of Unley provides. However, as part of the *Living Longer Better* reforms, it was anticipated that funding for CHSP services would cease or significantly alter at the end of the current funding agreement (June 2020), resulting in an unclear future for Council's aged care service provision.

Along with other South Australian councils, the City of Unley, the Local Government Association and peak bodies have been strongly advocating for the continuation of CHSP services, due to the positive benefit and impact these services have on older people's quality of life, social inclusion and ability to live independently.

5. DISCUSSION

On 3 April 2019, the City of Unley was informed that as part of the 2019 Australian Federal Government budget, funding for CHSP will be extended from 1 July 2020 to 30 June 2022. The Commonwealth have indicated that Council will be advised on the process for implementing the funding extensions in the coming months.

These announcements have been welcome news among councils and aged care service providers, as the extension recognises the importance of CHSP services in early intervention and prevention. The guarantee of CHSP funding until 2022 also allows longer term service planning and staff contracts, leases etc to be extended, resulting in further continuity of service delivery.

Council now has the opportunity to decide to either accept the funding extension and continue the provision of CHSP Services until 2022, or decline the funding and exit out of aged care service provision at the end of the current funding agreement June 2020.

The CHSP program strongly aligns with Council's 4-year delivery plan and *Active Ageing* Strategy, with both containing specific goals on facilitating services to assist older residents to live independent and socially active lives.

Demand for aged care services is likely to continue and grow within the City of Unley given currently 25.3% of our residents are aged 60 years or over.

Providing CHSP services also enables Council to connect with our older population and support them to remain in their own homes above the disability threshold and connected with the community. Through CHSP, Council staff and volunteers work with individual clients to discuss and achieve their goals around increased independence and refer to other council and community services and programs (e.g. community centre, library and swim centre programs, sporting clubs etc.) to reduce social isolation and loneliness; support lifelong learning; provide opportunities for maintaining and improving health and wellbeing; and ensure residents remain connected to their community.

In April 2019, a survey of Council's current CHSP clients was conducted with 366 clients responding (46% response rate). Results revealed an average of 95.6% satisfaction rate with Council's CHSP services (an increase of 5.6% from the previous year). Additionally, 90.2% of respondents rated the services they received as important or very important to maintaining their quality of life.

In December 2018, the Administration undertook a review of the CHSP Home Assist services (domestic support, home maintenance/modifications and carer respite). The Home Assist services largely involve the coordination of contractors and the Administration wished to test the efficiency and effectiveness of this model. The purpose of the review was to make recommendations on the future direction of the Home Assist service (with or without grant funding). The comprehensive review considered contractual obligations, current model of service delivery, a comparison of other councils' Home Assist Services, information available on the Commonwealth's future directions and the Local Government Association's position on the role of councils in provision of aged care services.

The recommendations from the review were that:

- a) *In the short term, the City of Unley should continue to deliver services as per contractual agreement until June 2020 (continue as is).*
- b) *In the longer term, if Commonwealth funding for this service cease, Council should cease to provide Home Assist services (noting the cost of these service are currently \$530,000 pa).*
- c) *If CHSP funding for Home Assist services is offered post June 2020, it is recommended that this would be a timely opportunity for Council to further review this service and consider alternative models of delivery, including outsourcing.*

Given the new information that CHSP funding extension will be offered, it is now timely to further explore alternative models of delivery for Council's Home Assist Program. Alternative models may include implementing increased efficiencies or outsourcing all or part of the service.

It should be noted that accepting the extension of funding does not commit Council to delivering the service in its current format and alternative delivery methods or agencies can be employed on the condition that they deliver within the funding allocated and the contractual obligations and required client outputs continue to be achieved.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
4. The Commonwealth Home Support Program funding extension until June 2022 be accepted.
5. Alternative models for delivering the Home Assist Service be explored and implemented as appropriate.

This enables Council to continue a valuable service that supports older residents to remain living independently at home and socially active in the community. The CHSP services strongly aligns to Council's 4 Year Plan, *Active Ageing Strategy* and *Age Friendly City* commitment.

The continuation of CHSP services until 2022 will require the ongoing in-kind support from Council in terms of office space, volunteer support and management of the service and associated staff and contractors.

Exploring alternative models of delivering Council's Home Assist service, such as increased efficiency opportunities or extend outsourcing to external contractors, will potentially enable an increase in the effectiveness, efficiency and impact of this service.

Option 2 – The Commonwealth Home Support Funding Extension until June 2020 is not accepted and Council ceases the provision of aged care services as of July 2020.

Electing not to accept the funding extension would result in the loss of approximately \$1M in grant funding per annum and the cessation of CHSP services currently provided by Council to 1,500 residents, along with the displacement of 52 Council volunteers from July 2020.

Additionally, rejection of the funding extension would be considered a lost opportunity for Council to continue to actively demonstrate its commitment to supporting older residents to remain living within their own homes and community.

The reputational risk of this option is also high, particularly as it is likely that the City of Unley would be the only council deciding not to accept funding after campaigning for its continuation.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

1. 8.1 Financial/Budget

There are no financial implications with Option 1.

- The services and staffing associated with the CHSP Program are fully covered by the CHSP grant money.
- Unfunded support provided by Council includes:
 - Office space for staff delivering the CHSP (located in the cottage adjacent to Council with the Regulatory Services team).
 - Provision of a Team Leader position who oversees the CHSP services, (along with Council's community bus and disability services). Associated costs with this position are included in Council's annual operational budget.
 - Volunteer support such as recruitment of volunteers to CHSP services and annual volunteer recognition programs. Noting that all other costs associated with the volunteers such as reimbursements, training, meetings, catering, etc. are covered by the grant funding.
 - Ongoing leadership and management support via the Manager, Community Development and Wellbeing.

2. 8.2 Legislative/Risk Management

- There is no additional risk associated with continuing Council's CHSP services; risk management processes already in place will continue with the continuation of the service.

3. 8.3 Staffing Work/Plans

- Staff employed to deliver Council's CHSP programs are contracted in line with the funding agreement. The extension would enable current staff contracts to be offered in line with the CHSP extension to June 2022. Noting it is recommended that staff contracts associated with the Home Assist services are considered pending the outcomes of a review of this service.

4. 8.4 Environmental/Social/Economic

- There is no impact in adopting the recommendation and continuing the provision of CHSP services, as it is in line with current practice.

5. 8.5 Stakeholder Engagement

- The annual survey of CHSP Clients conducted in April 2019, provides insight in to the satisfaction and value placed on the CHSP program by current clients. No further engagement is required for the continuation of an existing service.

9. REPORT CONSULTATION

Consultation on this report has been undertaken with the following staff:

- Team Leader Community Support and Wellbeing
- Volunteer Program Coordinator

6. REPORT AUTHORISERS

Name	Title
Megan Berghuis	General Manager, City Services

Number of active clients: 1,500

Number of Staff: Grant funded staff 6.2

Number of Volunteers: 52

Service	Description	Approximate Number of Clients Assisted	Occasions of Service	Grant Funding
Community Transport	Coordination of volunteer drivers for attendance at medical appointments, shopping and programs	320	7,000 trips	\$96,000
Social Group Programs and Individual Social Support	Programs to keep people connected with their community/ reduce social isolation, including outings, dementia programs and volunteer visitors	270	3,270 social opportunities (total of 12,500 hours)	\$347,000
Flexible Respite	Respite support for carers	52	600 respite services (1,300 hours)	\$61,000
Domestic Assistance	Including light cleaning and shopping assistance	552	3,000 visits (4,800 hours)	\$305,000
Home Maintenance	Assistance with minor home maintenance and repairs - changing light globes, installation of smoke alarms/ batteries, replacement of tap washers, minor safety and security maintenance such as fitting of security locks	790	2,600 (total of 3,300 hours)	\$143,000
Home Modifications	Installation of grab rails and other home modifications as recommended by an Occupational Therapist	44	\$23,000 worth of modifications via a subsidy provided to eligible residents	\$23,000
Grant funding				\$975,000.00
Client contributions				\$100,000.00
Total CHSP				\$1,075,000.00

expenditure

DECISION REPORT

REPORT TITLE:	NOMINATIONS FOR THE LIBRARIES BOARD OF SA
ITEM NUMBER:	4.6
DATE OF MEETING:	27 MAY 2019
AUTHOR:	DALLIS VON WALD
JOB TITLE:	PRINCIPAL GOVERNANCE OFFICER
ATTACHMENTS:	<ol style="list-style-type: none">1. LGA POLICY - APPOINTMENTS OR NOMINATIONS TO OUTSIDE BODIES2. NOMINATIONS TO OUTSIDE BODIES - PART A3. NOMINATIONS TO OUTSIDE BODIES - PART B

1. EXECUTIVE SUMMARY

The Local Government Association (LGA) has invited the nomination of three (3) board members for the Libraries Board of SA for a three (3) year term commencing in July 2019. Nominations must be forwarded to the LGA by close of business 6 June 2019.

This report seeks a decision from Council regarding any nomination to be made. General Manager City Services, Megan Berghuis has indicated an interest in being nominated for appointment to the Libraries Board of SA.

2. RECOMMENDATION

That:

1. The report be received.
 2. _____ be nominated for consideration by the LGA Board of Directors as a Member of Libraries Board of SA.
-

3. RELEVANT CORE STRATEGIES/POLICIES

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

4. **BACKGROUND**

The Libraries Board of South Australia (the Board) is established pursuant to the *Libraries Act 1982* (the Act). Section 9 of the Act requires the board to consist of eight members appointed by the Governor.

Under the Act, the LGA nominates three (3) people to the Board who may be:

- council members (elected members)
- librarians employed in a public library
- community information officers employed by a council
- any other officers or employees of a council or
- any other people with experience in local government.

The remaining five (5) members are nominated by the Minister, with one member appointed by the Governor as the Presiding Member. Members of the Board are nominated for a period of three years, up to a maximum of nine years (s.10).

Current Board Members

The current LGA-nominated members of the Board are:

- Ms Lynn Spurling, Library & Tourism Coordinator, Copper Coast Council (Current Deput Chair)
- Mayor Jan-Clare Wisdom, Adelaide Hills Council and
- Mayor Jill Whittaker, Campbelltown City Council.

All current LGA-nominated members are eligible for re-appointment. Because of the nine (9) year rule, Ms Spurling is eligible for reappointment for up to 18 months (to 22/11/2020) and Mayor Wisdom is eligible for reappointment for up to 22 months (to 13/05/2021). Mayor Whittaker can be reappointed for a further three (3) years.

The other members of the Board are:

- James Bruce AM, Chairman
- Vini Ciccarello
- Janet Finlay
- Scott Hicks
- Andrew Luckhurst-Smith

The Officers of the Board are:

- Geoff Strempe, Director of the State Library
- Sue Scadding, Executive Secretary

Board Functions

The functions of the Board are as follows:

1. to formulate policies and guidelines for the provision of public library services;
2. to establish, maintain and expand collections of library materials and, in particular, collections of such materials that are of South Australian origin, or have a particular relevance to this State;
3. to administer the State Library;
4. to establish and maintain such other public libraries and public library services as may best conduce to the public interest;
5. to promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others;
6. to collaborate with an administrative unit of the Public Service or any other public sector agency (within the meaning of the *Public Sector Act 2009*) and any other authority and body, in the provision of library and information services ;
7. to make recommendations to the Minister upon the allocation of funds that are available for the purposes of public libraries and public library services;
8. to initiate and monitor research and experimental projects in relation to public libraries and public library services
9. to keep library services provided in the State under continuing evaluation and review; and
10. to carry out any other functions assigned to the Board under this or any other Act or by the Minister or Premier.

5. DISCUSSION

Board Details and Nominations

Subject to eligibility criteria, the Presiding Member is entitled to \$885 per meeting, up to a maximum of \$10,614 per annum.

Board members are entitled to \$590 per meeting, up to a maximum of \$7,076 per annum.

The Board meets on the third Monday of every month at the Morgan Thomas Boardroom at State Library SA in the Institute Building, except January and the month in which Easter falls. Meetings commence at 12 noon and run for approximately two hours. Regional and metropolitan tours also occur.

LGA nominations to outside bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or council staff according to the LGA Appointments or Nominations to Outside Bodies Policy.

Attachment 1

Councils may make nominations by submitting completed Nominations to Outside Bodies - Part A and Part B, together with a current CV/resume, by COB Thursday 6 June 2019.

Attachment 2

Attachment 3

The LGA Board of Directors meeting will consider nominations received at its meeting on Thursday 20 June 2019.

General Manager City Services, Megan Berghuis has expressed an interest in being nominated for appointment to the Board.

Council is under no obligation to make a nomination.

6. ANALYSIS OF OPTIONS

Option 1 – Council makes a nomination of either an elected member or staff member for the Libraries Board of SA by endorsing the following resolution.

1. The report be received.

2. _____ be nominated for consideration by the LGA
Board of Directors as a Member of the Libraries Board of SA.

Option 2 – Council make no nomination for the Libraries Board of SA by endorsing the following resolution:

1. The report be received.

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

7. RECOMMENDED OPTION

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

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

8. REPORT AUTHORISERS

Name	Title
Tami Norman	Executive Manager, Office of the CEO

Title: Appointments or Nominations to Outside Bodies

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

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

Appointments by Minister/Governor

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

Right to Decline Nomination

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

Nominees to be Current Council Members or Staff

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

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

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

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

ECM 30741

Submitting Nominations to the LGA

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

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

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

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

ECM 30741

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

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

Advising of LGA Nominees and Policy

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

Responsibilities of Appointees

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

Insurance for LGA Appointees

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

Review

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

Nominations to Outside Bodies**PART A**

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

ECM 30741

Nominations to Outside Bodies



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

##@lga.sa.gov.au

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

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

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

DO NOT EXCEED ONE PAGE

An email confirming receipt of your nomination will be forwarded

ECM 30741

[illegible]

Attachment 4

Extract from the *Acts Interpretation Act 1915*

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

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

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

Attachment 5

Local Government Women's Board and Committee Membership Register

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

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

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

Nominations to Outside Bodies - Part A

Libraries Board of SA	
Legal Status of Body	Statutory Authority
Summary Statement	The Libraries Board of South Australia is a statutory authority created under the Libraries Act with responsibility for allocating grants to Councils for libraries, among other matters including policy framework.
Selection criteria	
<i>The following selection criteria must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	A librarian employed in a public library; or a community information officer employed by a Council; or a Council Member (refer Section 9, (1) (a) of the Act).
Industry Experience	Experience in the operation of a Library or setting the policy framework for a Library and in intergovernmental relations is essential.
Board / Committee Experience	High level Board / Committee experience would be desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Experience in Libraries and intergovernmental relationships would be an advantage.
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Nominations to Outside Bodies - Part B

This form:

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

Libraries Board of SA

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer <u>LGA Policy</u>	Name: Position: Email: Telephone:		
Nominee details			
Name of Nominee			
<input type="checkbox"/> Current Elected Member or <input type="checkbox"/> Current council officer			
Home / Postal Address			
Phone		Mobile:	
Email			
Is a CV attached or will it be forwarded separately?			
Information relevant to the appointment sought (address the selection criteria from Part A)			
Qualifications:			
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 ☐ No ☐

Signature of Nominee: _____

DECISION REPORT

REPORT TITLE:	LEAH STREET RENEWAL
ITEM NUMBER:	4.7
DATE OF MEETING:	27 MAY 2019
AUTHOR:	BEN WILLSMORE
JOB TITLE:	MANAGER CITY DESIGN
ATTACHMENTS:	1. LEAH STREET UPGRADE - COMMUNITY ENGAGEMENT PACK 2019

1. EXECUTIVE SUMMARY

The purpose of this report is to seek Council's position on whether it wishes to implement a streetscape upgrade of Leah Street, Forestville, as part of the required 2018/19 asset renewal works involving the reconstruction of the Leah Street road pavement.

Leah Street is a recognised Collector road in the City of Unley. It is a bus route and carries approximately 7,000 vehicles per day. Historically, residents of the street have wanted to see a stronger residential identity for the street.

The Council's 2018/19 capital works program includes the required road pavement reconstruction (deep lift) of Leah Street. The scheduling of these essential works provided the Council with an opportunity to engage with local residents and seek solutions to their long-standing concerns, as well as advance the Council's own strategic objectives regarding increased greening, and support for walking and cycling within the City of Unley.

Streetscape improvements to Leah Street, at its intersections with Nichols Street and Everard Terrace were presented to local residents and property owners for feedback. The consultation highlighted different perceptions within the local community towards the proposed changes. In short, a number of residents in Everard Terrace oppose the streetscape upgrade as they believe this will divert traffic from Leah Street into the local area. Council staff are of the view that the proposed changes will not cause traffic diversion which would be of concern and, as such, should proceed with implementation of the proposed changes. However, given the concerns raised, the matter is now presented to Council for decision.

In early 2019, Council received funding through the Federal Government Roads to Recovery Program, of which 50% was attributed to the reconstruction of Leah Street. This provides a savings to the project and means that Council could then choose to re-allocate funds to cover the costs of the additional streetscape works.

2. RECOMMENDATION

That:

1. The report be received.
 2. Enhancement to Leah Street / Nichols Street intersection and Leah Street / Everard Terrace intersection be undertaken in co-ordination with the required road reconstruction (deep lift) and Council endorse the re-allocation of up to \$134,000 savings to cover the additional streetscape works.
 3. All residents, property owners and businesses directly affected by the proposed works, as well as those who have made submissions, be notified of the Council's decision to undertake enhancements at Leah Street / Nichols Street intersection and Leah Street / Everard Terrace intersection as part of the Leah Street reconstruction, prior to commencement of construction.
 4. Survey work be undertaken to determine changes in traffic volume and traffic speed on Leah Street, Nichols Street and Everard Terrace, prior to works being undertaken, within two months of works being complete and within six months of works being complete, with a report to return to Council regarding the impact (if any) of the changes, including identification of additional interventions that may be required if traffic patterns are observed to have adversely affected the surrounding streets.
-

3. RELEVANT CORE STRATEGIES/POLICIES

1. Community Living
 - 1.1 Our Community is active, healthy and feels safe.
 - 1.5 Our City is connected and accessible.
2. Environmental Stewardship
 - 2.1 Unley's urban forest is maintained and improved.
 - 2.5 The City's resilience to climate change is increased.

4. BACKGROUND

Leah Street is designated as a 'Major Collector Road' in the Unley Integrated Transport Strategy, running north/south from Leader Street (north) to Victoria Street (south).

As part of the Council's program for capital works in the 2018/19 Budget, an allocation of \$550,000 was determined for the required road reconstruction of Leah Street, between Leader Street and Norman Terrace. These works were identified as essential construction works required to maintain the safe functioning of Leah Street.

In early 2019, the Council received \$269,300 funding through the Federal Government Roads to Recovery Program (R2R), of which 50% was allocated to the reconstruction of Leah Street. This created a subsequent savings to the reconstruction project, to the value of \$134,000.

Historically, residents and property owners along Leah Street have expressed ongoing concern over the look, feel and function of the street. In response, the Council has undertaken a range of actions over the years to improve the function of the street, including improvement of street lighting and the installation of speed cushions to better manage traffic flow. Since the speed cushions were installed in 2012, average speeds along Leah Street have reduced by 10km/hr (from 48.6 km/hr (85th percentile) in 2010, to 38.8 km/hr (95th percentile) in 2017, providing a safer street for all users.

Whilst these initiatives have addressed some of the issues, there are persisting concerns amongst the Leah Street residents regarding the look and feel of Leah Street. With works scheduled to address the failing pavement, Ward Councillors and Council staff met with residents in late 2018 to understand how these concerns could be addressed as part of the road pavement renewal works planned.

Council staff undertook a preliminary analysis of the street to identify issues and opportunities, noting the street's existing conditions, availability of space and its role as a collector road. Ideas were developed and subsequently tested and further refined with the community. These designs were then finalised, and a final round of feedback was sought and distributed to directly affected properties.

5. DISCUSSION

The renewal works planned for Leah Street will require the reconstruction of the existing road pavement. Opportunities also exist to improve Leah Street and to fulfil a combination of Council strategic aspirations, including:

- Increase greening across the City of Unley, including tree canopy cover.
- Increase walking and cycling safety and accessibility.
- Improve the presentation and appeal of local streets across the City of Unley.
- Maximise the value of renewal works through opportunities to better integrate local enhancements.

The above aspirations are complementary to the local residents' wishes for a more 'residential' feel for the street.

The existing kerbing, which was installed in 2012, remains in good condition and will not be affected along the length of the street by the renewal works. The northern and southern intersections were also reviewed but it was noted that engagement with State Government agencies would be required before enabling any streetscape change.

As a result, opportunities for improvements were identified at the intersection of Leah Street / Nichols Street, as well as Leah Street / Everard Terrace.

The key features of the proposed intersection improvements include:

- Kerb extensions to slow vehicle turning movements through each intersection, as well as improved pedestrian safety and access crossing Leah Street and adjacent side streets.
- Kerb extensions to provide increased area for streetscape landscaping and increased tree planting.
- Distinctive coloured pavement treatment at each intersection.
- Retention of the Leah Street road humps.
- Strengthen pedestrian connection between Wilberforce Walk, Unley Swimming Centre and Forestville Reserve across the neighbourhood.

To achieve these streetscape improvements, it is necessary to make restrictions to on-street parking. As a result, existing on-street parking will be replaced with No Stopping Zones outside Numbers #21, #23, #37 and #39 Leah Street. Access to driveways will not be adversely affected by changes at each of the intersections.

In addition, a unique verge planting palette was compiled for the resident's consideration in response to their desire for a more distinctive and residential looking streetscape. The information was provided to support residents if they wanted to apply to the Council's 'Verge Greening Program' in 2019/20, without any commitment of approval. The verges would be maintained by residents as part of the programme requirements.

In March 2019, consultation material was sent to approximately 200 residents and property owners, seeking feedback regarding the proposed changes. In accordance with the Council's established notification for renewal works, only residents/owners of properties along Leah Street, Nichols Street and Everard Terrace were contacted.

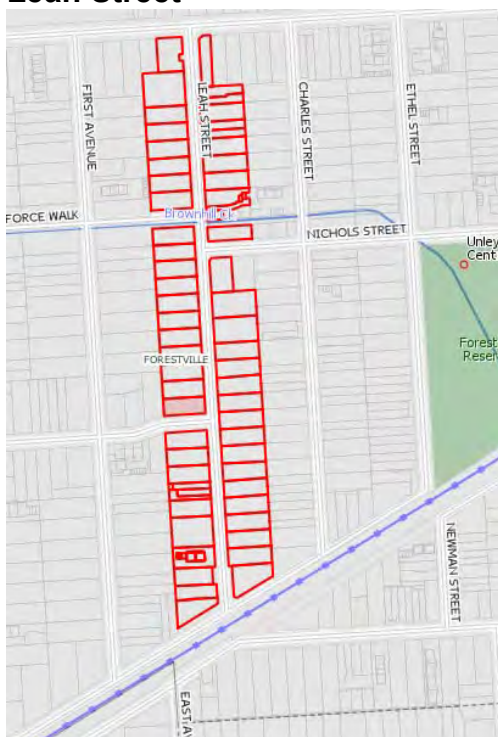
Everard Terrace



Nichols Street



Leah Street



From 196 mailouts, the table below records the number of responses received from each street:

	Leah Street	Nichols Street	Everard Terrace	Total
Received	23	2	9	34
Support	17	1	1	19
Opposed	5	1	8	14
Neutral	1			1

The above summary indicates that respondents from Leah Street were strongly in support of the proposed changes, however, respondents along Everard Terrace were strongly opposed.

In addition to those directly notified by letter, the Council received an additional 15 submissions from residents/owners along First, Second and Third Avenue, as well as Charles Street and Hillsley Avenue. From these submissions, six respondents were in support of the proposed treatments, seven respondents were opposed and two provided no clear preference.

Following the consultation process, a meeting was held with six residents of Everard Terrace. The meeting was also attended by the Mayor, the Ward Councillors; Cr Nicole Sheehan and Cr Emma Wright; the CEO, General Manager City Development and Manager City Design. At this meeting the residents reiterated their strong objections. The objections related to the proposed treatments at the intersections and the fear that they would divert traffic from using Leah Street to other nearby streets.

At that meeting, the issue of increased traffic in the area was also discussed given several new developments occurring. A commitment was given that the Administration would undertake traffic surveys of vehicle numbers and speeds in the neighbouring streets to ascertain if there has been a significant diversion of traffic over recent years. Residents stated that motorists are ignoring the 'No Left Turn' restrictions and that enforcement by SAPOL is required. The Administration has contacted SAPOL advising them of this issue.

Council staff reviewed the 51 written submissions to understand the local community's support, as well as their concerns towards the proposed changes. Many submissions, including those against the proposed changes, acknowledged the importance and benefits of the key objectives, including increased greening, new tree planting and improved pedestrian crossings. The majority of the submissions supported the need to reconstruct the road pavement as proposed.

From the submissions received by those opposing the proposed changes, the following is a summary of the primary concerns, with a response from the design team.

Primary Community Concerns	Design Team Response
<p><u>Traffic diversion</u> The proposal will divert traffic from Leah Street in to nearby streets such as Everard Terrace or First Avenue</p>	<p>While it is understood that these changes may create the perception of an impact to traffic, the limited extent of the protuberances and the restrained corner radius improvements are not anticipated to significantly alter the behaviour. The proposed changes will not adversely impede drivers travelling along Leah Street.</p>
<p><u>Narrow roadway (Leah Street)</u> The narrow roadway will make movements more difficult and is not sufficient to accommodate buses</p>	<p>The proposed protuberances are narrower than the existing width of cars parked at the current intersections. The removal of parking and replacement with protuberances will increase the width of the vehicle lanes to safely accommodate the passing of two buses or heavy vehicles simultaneously heading north / south than the current conditions.</p>

Primary Community Concerns	Design Team Response
<p><u>Narrow roadway (side streets)</u></p> <p>The narrow roadway will make turning movements more difficult</p>	<p>The protuberances into each of the side streets are modest in width (less than 1.5m wide), maintain a 6.5m wide roadway, and are shaped to allow a relative open turn through the intersection (6.0m radius).</p> <p>Turning movements have been modelled to confirm the proposed changes to each intersection will still allow two-way usage with larger passenger vehicles able to safely turn into and out of each side street.</p> <p>Larger commercial vehicles may require a more deliberate turning movement; however, their frequency is relatively low.</p>
<p><u>Driveway access</u></p> <p>The protuberances will restrict access into / out of my driveway</p>	<p>Turning movements have been modelled at each intersection to ensure the proposed changes do not prevent access to or from private property. All existing movements will be maintained within the proposed design.</p>

The intersection design has been informed by the recent review of Albert Street and Hampton/Surrey intersections. The design of Nichols Street and Everard Terrace intersections provides wider vehicle lanes and more open corner radii. As with any change there will be an adjustment period, in particular some larger commercial vehicles. However, demonstrating that a larger residential vehicle (B85) can negotiate the intersection with sufficient clearance allows for some error.

6. **ANALYSIS OF OPTIONS**

Option 1 – Leah Street, including Nichols Street intersection and Everard Terrace intersection upgrades

1. The report be received.
2. Enhancement to Leah Street / Nichols Street intersection and Leah Street / Everard Terrace intersection be undertaken in co-ordination with the required road reconstruction (deep lift) and the Council endorse the re-allocation of up to \$134,000 savings to cover the additional streetscape works.
3. All residents, property owners and businesses directly affected by the proposed works, as well as those who have made submissions, be notified of the Council's decision to undertake enhancements at Leah Street / Nichols Street intersection and Leah Street / Everard Terrace intersection as part of the Leah Street reconstruction, prior to commencement of construction.

4. Survey work be undertaken to determine changes in traffic volume and traffic speed on Leah Street, Nichols Street and Everard Terrace, prior to works being undertaken, within two months of works being complete and within six months of works being complete, with a report to return to Council regarding the impact (if any) of the changes, including identification of additional interventions that may be required if traffic patterns are observed to have adversely affected the surrounding streets.

This option will enable Council staff to notify local residents and commence construction of the integrated design within the 2018/19 financial year.

This option is recommended to maximise the strategic outcomes for the Council, that can be achieved through the enhancement of the required renewal project.

Option 2 – Leah Street including Nichols Street intersection upgrade.

1. The report be received.
2. Enhancement to Leah Street / Nichols Street only be undertaken in co-ordination with the required road reconstruction (deep lift) and the Council endorse the re-allocation of up to \$134,000 savings to cover the additional streetscape works.
3. All residents, property owners and businesses directly affected by the proposed works, as well as those who have made submissions, be notified of the Council's decision to undertake enhancements at Leah Street / Nichols Street intersection as part of the Leah Street reconstruction, prior to commencement of construction.
4. Survey work be undertaken to determine changes in traffic volume and traffic speed on Leah Street, Nichols Street and Everard Terrace, prior to works being undertaken, within two months of works being complete and within six months of works being complete, with a report to return to Council regarding the impact (if any) of the changes, including identification of additional interventions that may be required if traffic patterns are observed to have adversely affected the surrounding streets.

This option will enable Council staff to notify local residents and commence construction of the integrated design within the 2018/19 financial year.

This option provides will improve east / west connectivity between Wilberforce Walk and Forestville Reserve / Goodwood Station and provides some improvements to Leah Street. No changes are proposed at the Leah Street / Everard Terrace intersection in response to the community feedback.

Option 3 – Leah Street Road Reconstruction (only).

1. The report be received.
2. Works to Leah Street be limited to the required road repavement reconstruction (deep lift) only.
3. All residents, property owners and businesses directly affected by the proposed works, as well as those who have made submissions, be notified of the Council's decision to undertake the Leah Street reconstruction, prior to commencement of construction.

This option will enable Council staff to notify local residents and commence required renewal works within the 2018/19 financial year.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- There is a provision of \$550,000 in the current financial year budget for the road pavement reconstruction (Deeplift).
- In early 2019, the Roads to Recovery funding was provided to support the reconstruction works and will result in a savings to the Council. These savings could be allocated to cover the additional costs to incorporate new kerb protuberances and associated landscape work proposed for the Nichols Street and Everard Terrace intersections up to the value of \$134,000.

8.2 Legislative/Risk Management

- The recommendations and actions proposed to be implemented are in accordance with the relevant Australian Standards. There are no foreseeable legislative or risk issues associated with the recommended option.

8.3 Staffing/Work Plans

- The Leah Street road pavement reconstruction works are required to be undertaken and are scheduled into the existing workplans of the Administration. The management of the additional protuberances can be accommodated within the existing scope of works and resource allocation for the project delivery.

8.4 Environmental/Social/Economic

- The proposed changes are in addition to the renewal of the Leah Street Road Pavement. The protuberances will increase the area available for landscaping and tree planting, improving the environmental character of Leah Street.

- The kerb protuberances will enable DDA compliant ramps, and improve visibility, protection and reduce crossing distances for pedestrians and cyclists across and along Leah Street. The protuberances will also strengthen east/west connection between Wilberforce Walk corridor and Forestville Reserve / Goodwood Station.

8.5 Stakeholder Engagement

- The identification and integration of streetscape enhancements into the renewal works was in response to existing community concerns.
- All residents, property owners and businesses directly affected by the proposed works have been notified of the proposed improvements and given opportunity to comment. The details of the early community engagement process and feedback are provided in the discussion section of this report.
- If the design is endorsed, all residents, property owners and businesses directly affected by the proposed works, as well as those who have made submissions, will be notified of the Council's decision, prior to commencement of construction.
- The objection raised by the residents of Everard Terrace have been outlined in this report and Council can now make an informed decision taking all issues into account.

9. REPORT CONSULTATION

- Manager, Strategic Assets
- Chief Finance Officer

10. REPORT AUTHORISERS

Name	Title
Claude Malak	General Manager, City Development
Peter Tsokas	Chief Executive Officer

CITY DESIGN

LEAH STREET STREETSCAPE ENHANCEMENT DRAFT Directions



November 2018

For the purpose of Community Engagement

Leah Street Upgrade

EXISTING TRAFFIC

2012	City of Unley installed speed cushions along Leah Street
1200	less vehicles per day, along Leah Street following the installation of the speed cushions
10km	speed reduction, along Leah Street following the installation of the speed cushions
6	Number of accidents (including rear end or side swipes) in the last 5 years
1 in 5	residents who live on or near Leah Street walk in full or as part of their journey to work
Link	Wilberforce Walk Shared Path upgrade is a strategic east/west neighbourhood link

EXISTING STREETScape

2012	City of Unley installed new kerb and watertable along Leah Street
2018	City of Unley to undertake road surface and pavement renewal (2018/19 budget)
7 + 4	Adelaide Metro bus services (stop 6, 7, 7A) and access to Adelaide Trams (Stop 4 - southern end)
3min	Unley Swimming Centre in close proximity to Leah Street (220 meters / 3mins walk)
57	Queensland Box (<i>Lophostemon confertus</i>) trees lining Leah Street
<10	verge gardens established by local residents along Leah Street



EXISTING CONDITIONS

Leah Street Upgrade



EXISTING NEIGHBOURHOOD

- STREETScape BOUNDARY
- ← STRATEGIC WALKING AND CYCLING ROUTES
- LARGE DEVELOPMENT SITES
- 6 ADELAIDE METRO BUS STOPS (W90(M), W91(C))
- ADELAIDE / GLENELG TRAMLINE
- ||| EXISTING TRAFFIC CALMING (DOUBLE BLISTERS)
- EXISTING STREET LIGHT AND STOBIE POLE



Leah Street Upgrade



DESIGN INTENT

LEADER STREET

- PROVIDE A SENSE OF 'ENTRY' INTO LEAH STREET AT THE NORTHERN INTERSECTION
- STREETScape WORKS TO BE PLANNED IN CONJUNCTION WITH FUTURE DEVELOPMENT POTENTIAL OF LARGE SITES (NORTH AND WEST)
- STREETScape WORKS TO ANTICIPATE FUTURE INCREASED DAILY TRAFFIC ALONG LEADER STREET
- TREATMENT COULD INCLUDE NEW ROAD AND FOOTPATH PAVING, KERB PROTUBERANCES, TRAFFIC CONTROL LIGHTING, VERGE PLANTING, TREE PLANTING, SIGNAGE AND ART

NICHOLS STREET

- PROVIDE A STRATEGIC EAST/WEST CROSSING POINT BETWEEN WILBERFORCE WALK AND SWIM CENTRE / FORESTVILLE RESERVE / TRAM STOP
- CREATE VEHICLE SLOW POINT ALONG THE LEAH STREET
- PROVIDE THE PRIMARY FOCUS OF CHANGE ALONG LEAH STREET
- TREATMENT COULD INCLUDE NEW ROAD AND FOOTPATH PAVING, KERB PROTUBERANCE, TRAFFIC CONTROL LIGHTING, VERGE PLANTING, TREE PLANTING, SIGNAGE AND ART

EVERARD TCE

- CREATE VEHICLE SLOW POINT ALONG THE LENGTH OF LEAH STREET
- PROVIDE THE SECONDARY FOCUS OF CHANGE ALONG LEAH STREET
- TREATMENT COULD INCLUDE NEW ROAD AND FOOTPATH PAVING, KERB PROTUBERANCE, TRAFFIC CONTROL LIGHTING, VERGE PLANTING, TREE PLANTING, SIGNAGE AND ART

NORMAN TERRACE

- PROVIDE A SENSE OF 'ENTRY' INTO LEAH STREET AT THE SOUTHERN INTERSECTION
- WORK IN PARTNERSHIP WITH DPTI TO INTEGRATE TRAM CORRIDOR TREATMENTS WITH INTERSECTION AND STREETScape DESIGN
- STREETScape WORKS TO CONSIDER EXPANDED MEDIAN AND VERGE, AS WELL AS RATIONALISATION OF ROAD PAVEMENT
- TREATMENT COULD INCLUDE NEW ROAD AND FOOTPATH PAVING, KERB PROTUBERANCE, TRAFFIC CONTROL LIGHTING, VERGE PLANTING, TREE PLANTING, SIGNAGE AND ART

Leah Street Upgrade



DESIGN PRINCIPLES



**GREEN
STREET**

*CREATE A STREETScape
CHARACTER THAT HIGHLIGHTS
A GREENER, MORE RESIDENTIAL
FEEL FOR LEAH STREET*



**LOCAL
LINKS**

*IMPROVE ACCESS TO
LOCAL NEIGHBOURHOOD
CONNECTIONS*



**KEY
NODES**

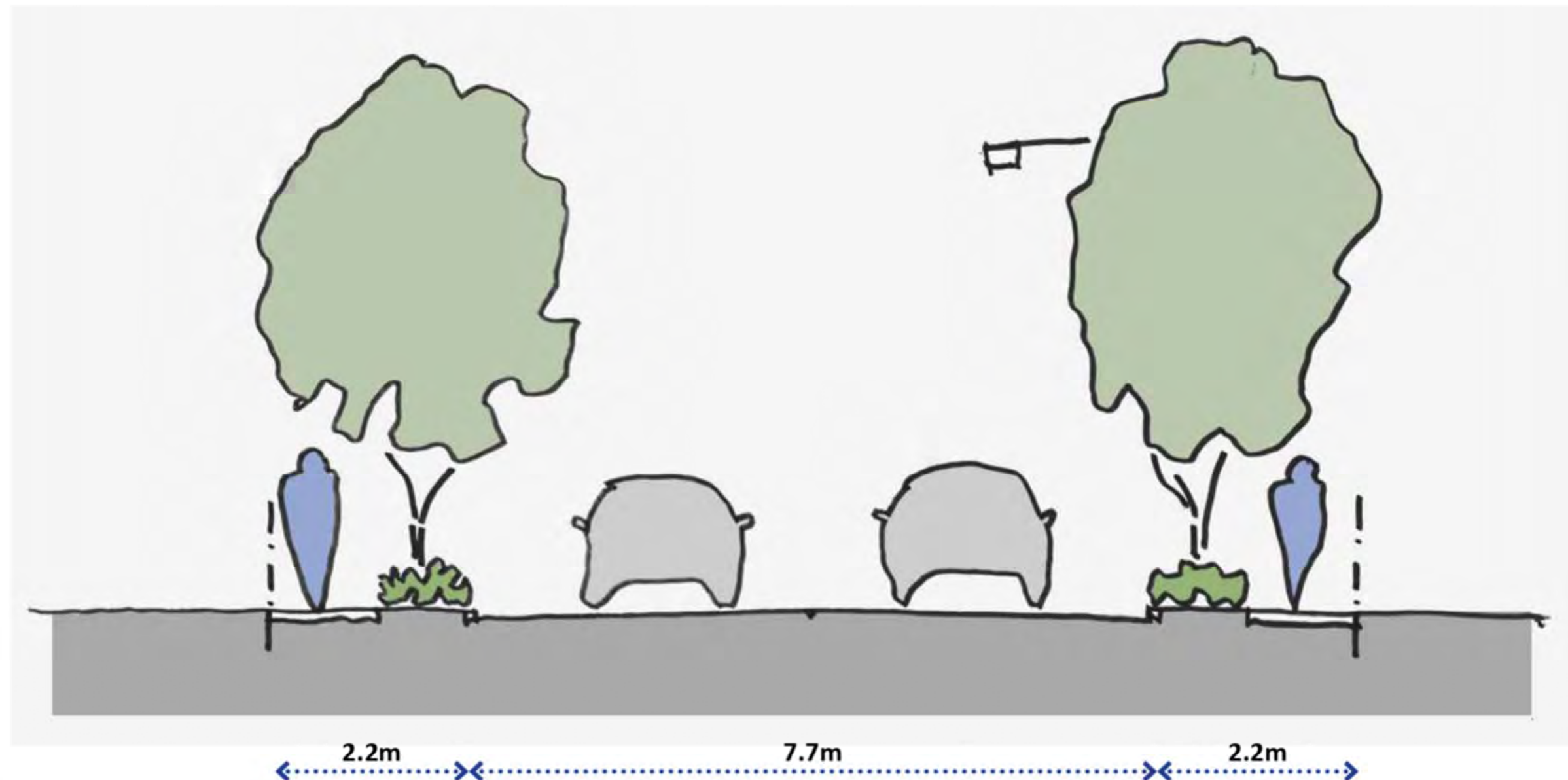
*IDENTIFY KEY JUNCTIONS
ALONG THE STREET TO SLOW
TRAFFIC AND BETTER CONNECT
THE COMMUNITY*



**FUTURE
WORKS**

*ESTABLISH A DESIGN STYLE
THAT CAN BE ADAPTED TO SUIT
THE FUTURE NEEDS OF LOCAL
STAKEHOLDERS*

Leah Street Upgrade

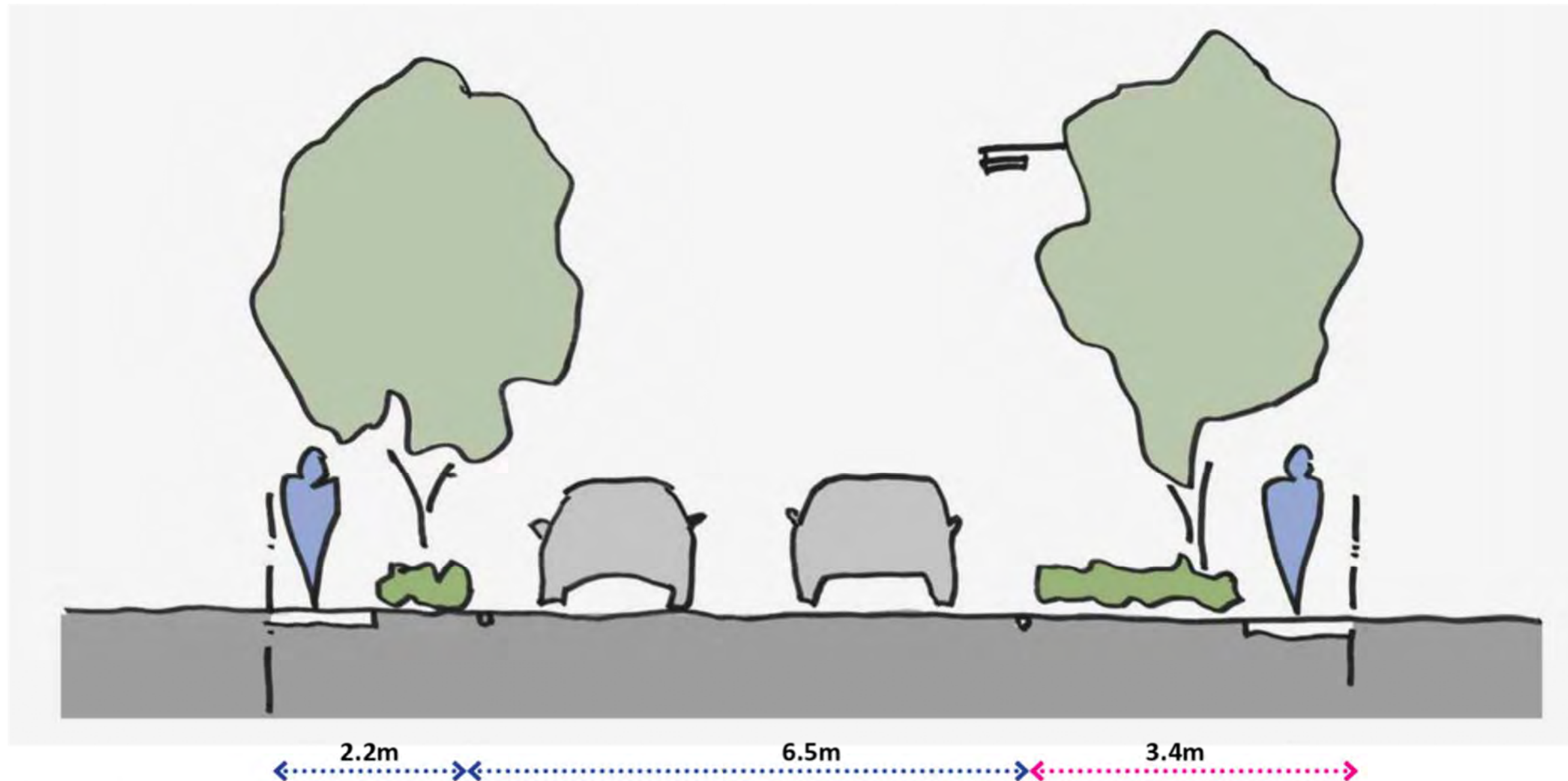


EXISTING CONDITIONS

- EXISTING CROSS SECTION IS DOMINATED BY WIDTH OF ROADWAY. NARROW VERGES LIMIT THE WIDTH OF FOOTPATHS AND OPPORTUNITIES FOR MORE EXPANSIVE LANDSCAPING
- MINIMUM ROADWAY WIDTH IS REQUIRED TO ACCOMMODATE FOR LOCAL BUS ROUTES
- LEAH STREET ACCOMMODATES LIMITED ONSTREET PARKING
- ROAD PAVEMENT IS REQUIRED TO BE REPLACED, KERBING IS IN GOOD CONDITION
- EXISTING TREES ARE IN GOOD CONDITION (NOT PREFERRED SPECIES)

EXISTING STREET CROSS SECTION

Leah Street Upgrade



WESTERN VERGE

- RETAIN EXISTING WESTERN KERB ALIGNMENT
- IMPROVE EXISTING VERGE CONDITIONS WITH NEW KERBSIDE PLANTING AND ADDITIONAL STREET TREES WHERE APPROPRIATE (ALTERNATE SPECIES)

ROADWAY

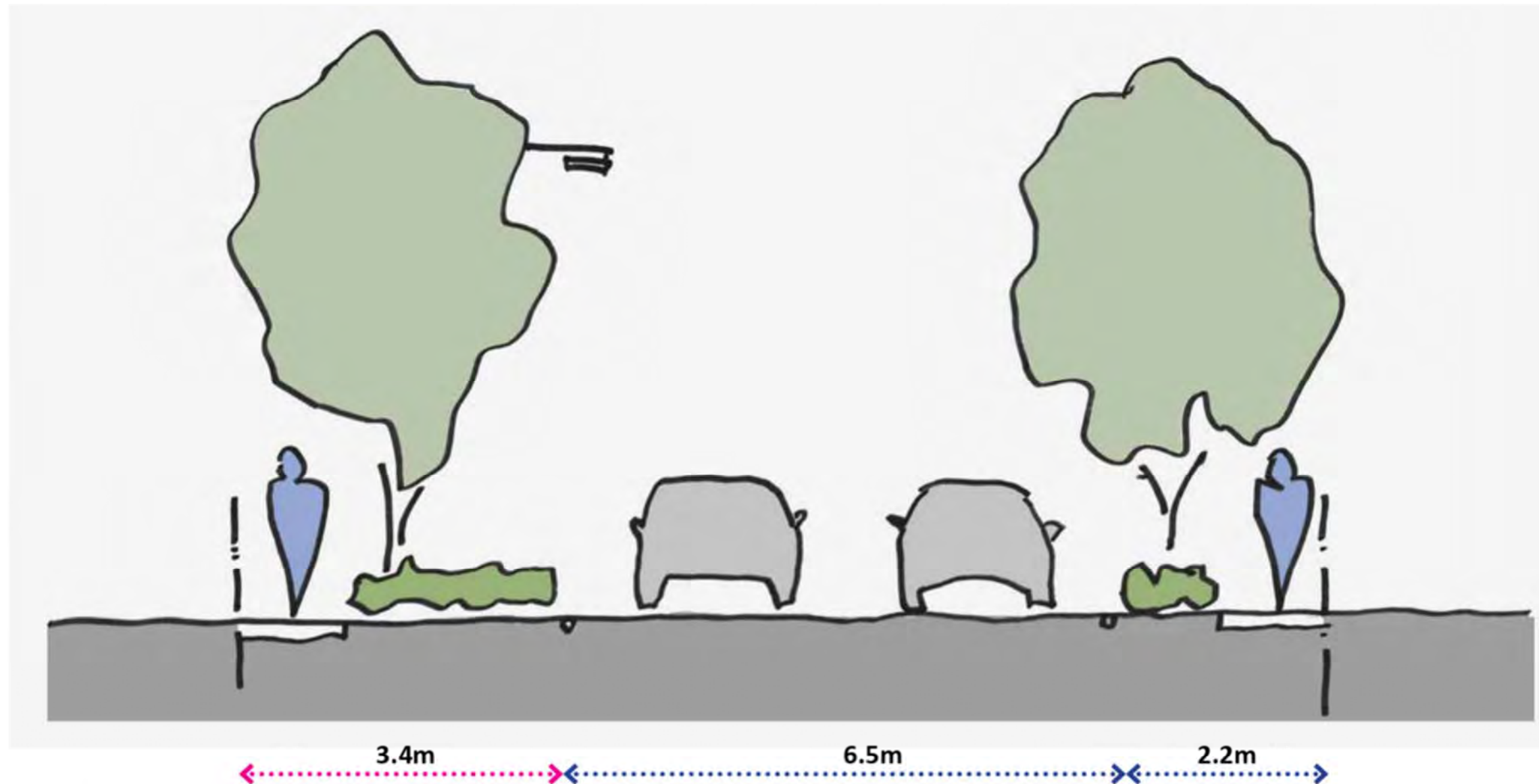
- NARROW ROADWAY TO CREATE LOCAL SLOW POINT WHILST MAINTAINING BUS ROUTE ACCESS
- UTILISE CONTRASTING ROAD SURFACE / COLOUR TO HIGHLIGHT KEY INTERSECTION
- CONSIDER RAISED ROAD SURFACE / PLATEAU TO FURTHER SLOW SPEEDS AND IMPROVE PEDESTRIAN ACCESS, SUBJECT TO LOCAL STORMWATER / SERVICE NEEDS

EASTERN VERGE

- SET OUT NEW KERB TO NARROW THE LOCAL INTERSECTION AND SLOW THROUGH AND TURNING VEHICLES
- EXPAND VERGE TO PROVIDE NEW OPPORTUNITIES FOR KERBSIDE PLANTING AND ADDITIONAL STREET TREES (ALTERNATE SPECIES)
- OPPORTUNITIES FOR WATER SENSITIVE TREATMENT TO CAPTURE LOCAL RUN-OFF SUBJECT TO LOCAL STORMWATER / SERVICE NEEDS
- NEW PEDESTRIAN CROSSING POINTS TO IMPROVE ACCESS AND SAFETY

NICHOLS STREET CROSS SECTION

Leah Street Upgrade



WESTERN VERGE

- SET OUT NEW KERB TO NARROW THE LOCAL INTERSECTION AND SLOW THROUGH AND TURNING VEHICLES
- EXPAND VERGE TO PROVIDE NEW OPPORTUNITIES FOR KERBSIDE PLANTING AND ADDITIONAL STREET TREES (ALTERNATE SPECIES)
- OPPORTUNITIES FOR WATER SENSITIVE TREATMENT TO CAPTURE LOCAL RUN-OFF SUBJECT TO LOCAL STORMWATER / SERVICE NEEDS
- NEW PEDESTRIAN CROSSING POINTS TO IMPROVE ACCESS AND SAFETY

ROADWAY

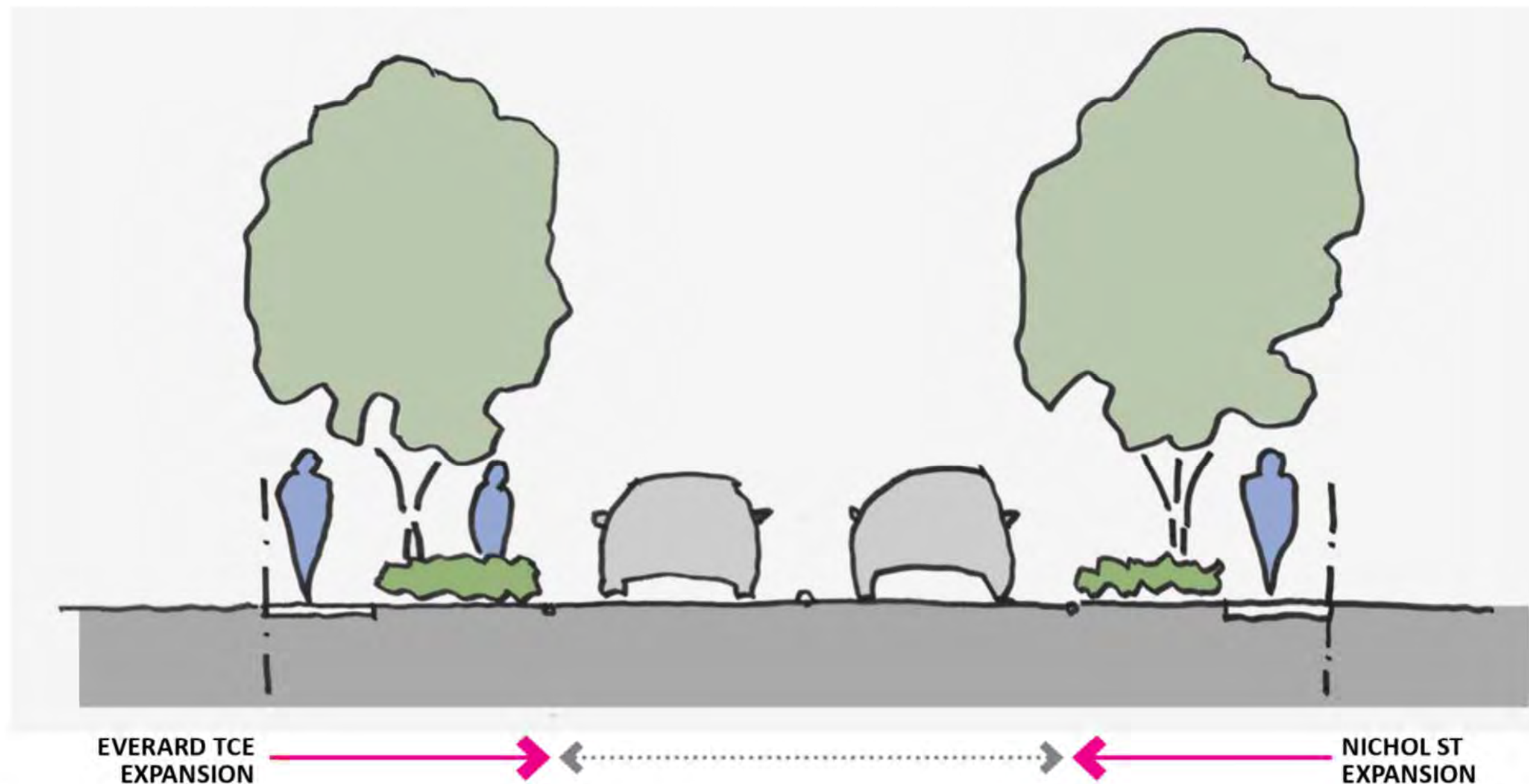
- NARROW ROADWAY TO CREATE LOCAL SLOW POINT WHILST MAINTAINING BUS ROUTE ACCESS
- UTILISE CONTRASTING ROAD SURFACE / COLOUR TO HIGHLIGHT KEY INTERSECTION
- CONSIDER RAISED ROAD SURFACE / PLATEAU TO FURTHER SLOW SPEEDS AND IMPROVE PEDESTRIAN ACCESS, SUBJECT TO LOCAL STORMWATER / SERVICE NEEDS

EASTERN VERGE

- RETAIN EXISTING EASTERN KERB ALIGNMENT
- IMPROVE EXISTING VERGE CONDITIONS WITH NEW KERBSIDE PLANTING AND ADDITIONAL STREET TREES WHERE APPROPRIATE (ALTERNATE SPECIES)

EVERARD TERRACE CROSS SECTION

Leah Street Upgrade

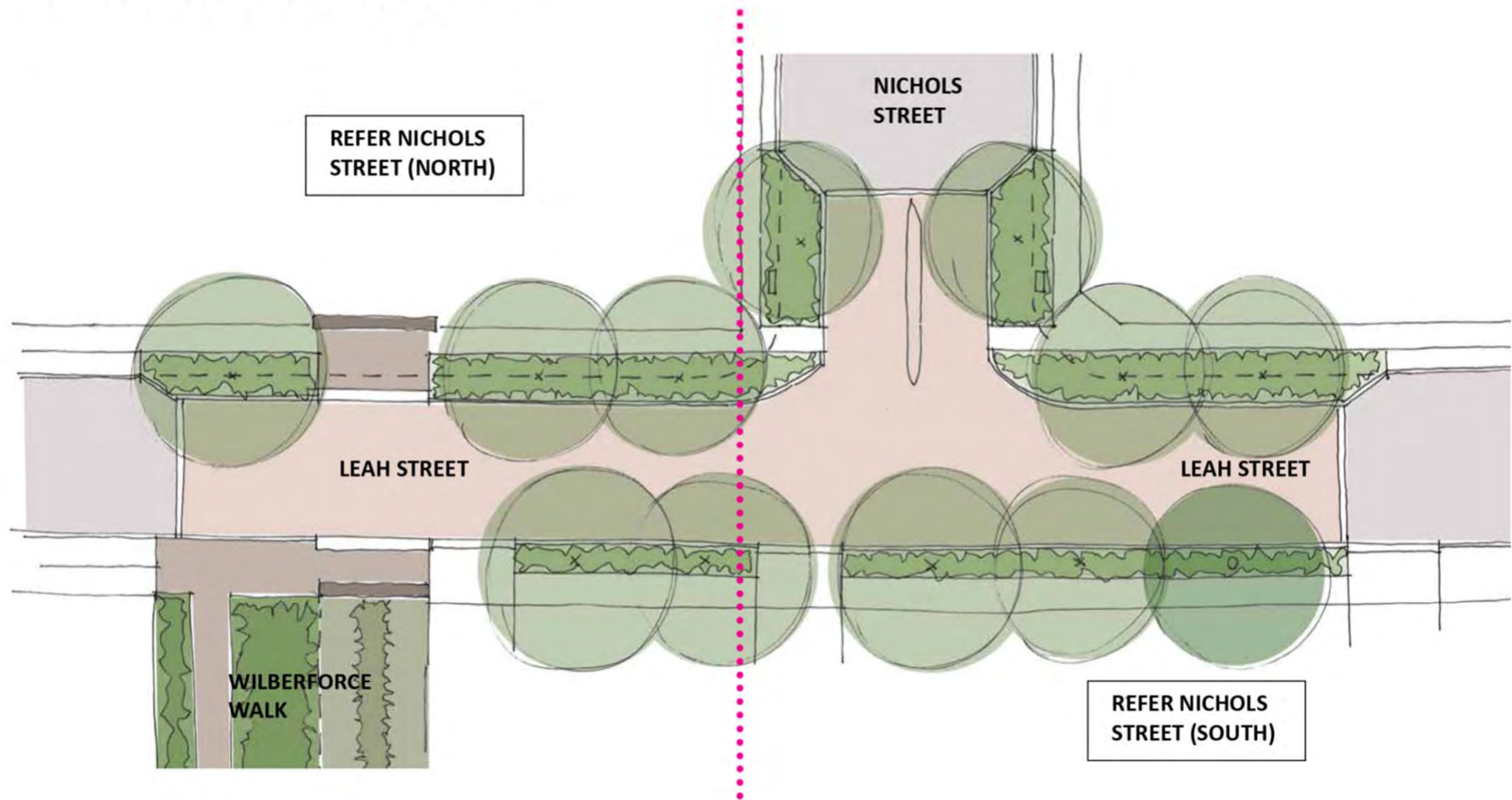


INTENT

- COMBINED EASTERN AND WESTERN VERGE EXPANSION AT KEY INTERSECTIONS ALONG LEAH STREET COMBINE TO NARROW AND SHORTEN THE VIEW ALONG LEAH STREET
- EXPANDED VERGES CHANGE THE DRIVERS LENGTH OF SIGHT ALONG LEAH STREET TO ASSIST IN SLOWING THE APPROACH OF DRIVERS
- INCREASED GREEN VERGES WILL PROVIDE DISTINCTIVE POCKETS OF CHARACTER ALONG LEAH STREET AT THE KEY INTERSECTIONS

LEAH STREET COMBINED STREET VIEW

Leah Street Upgrade

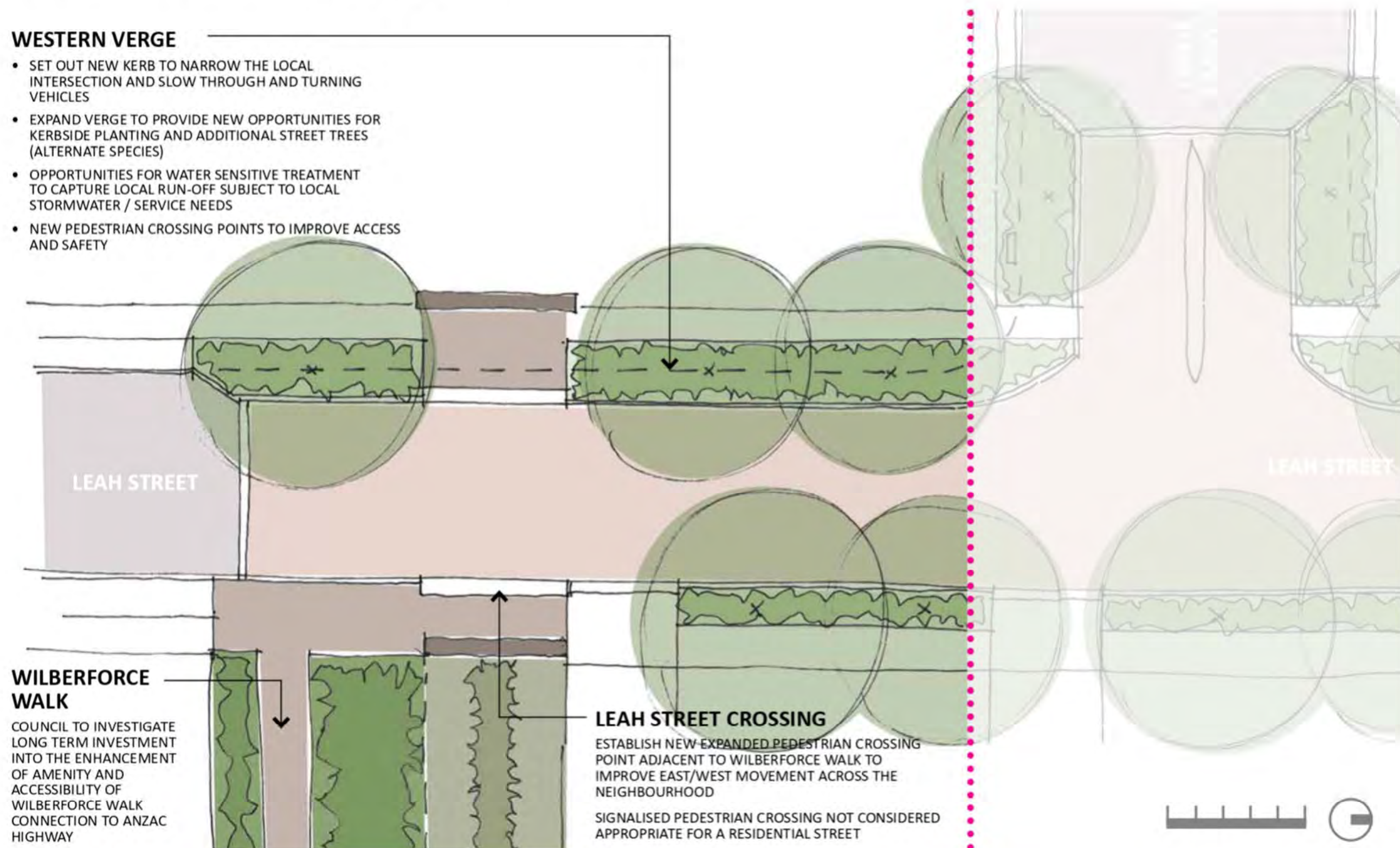


NICHOLS STREET INTERSECTION

Leah Street Upgrade

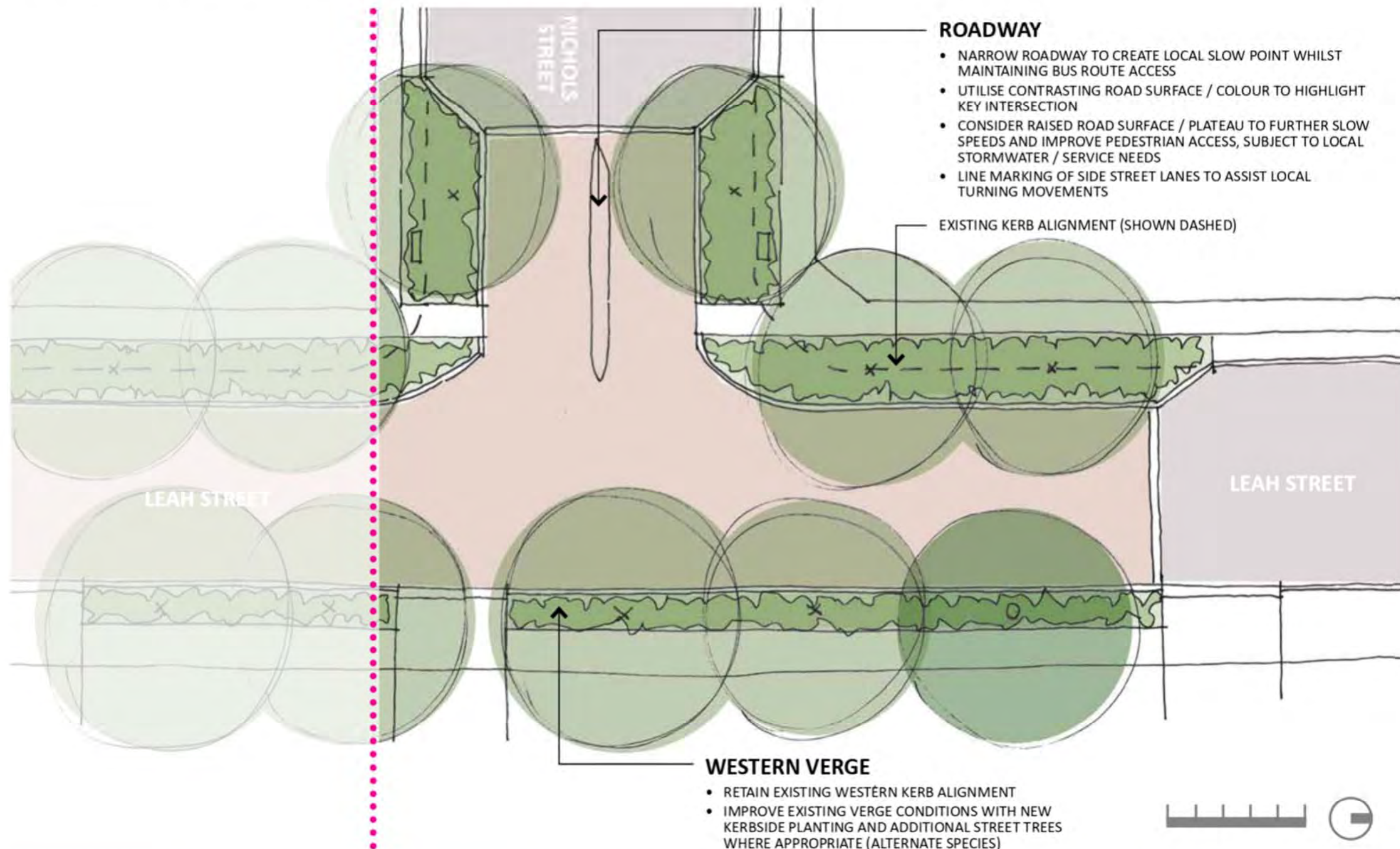
WESTERN VERGE

- SET OUT NEW KERB TO NARROW THE LOCAL INTERSECTION AND SLOW THROUGH AND TURNING VEHICLES
- EXPAND VERGE TO PROVIDE NEW OPPORTUNITIES FOR KERBSIDE PLANTING AND ADDITIONAL STREET TREES (ALTERNATE SPECIES)
- OPPORTUNITIES FOR WATER SENSITIVE TREATMENT TO CAPTURE LOCAL RUN-OFF SUBJECT TO LOCAL STORMWATER / SERVICE NEEDS
- NEW PEDESTRIAN CROSSING POINTS TO IMPROVE ACCESS AND SAFETY



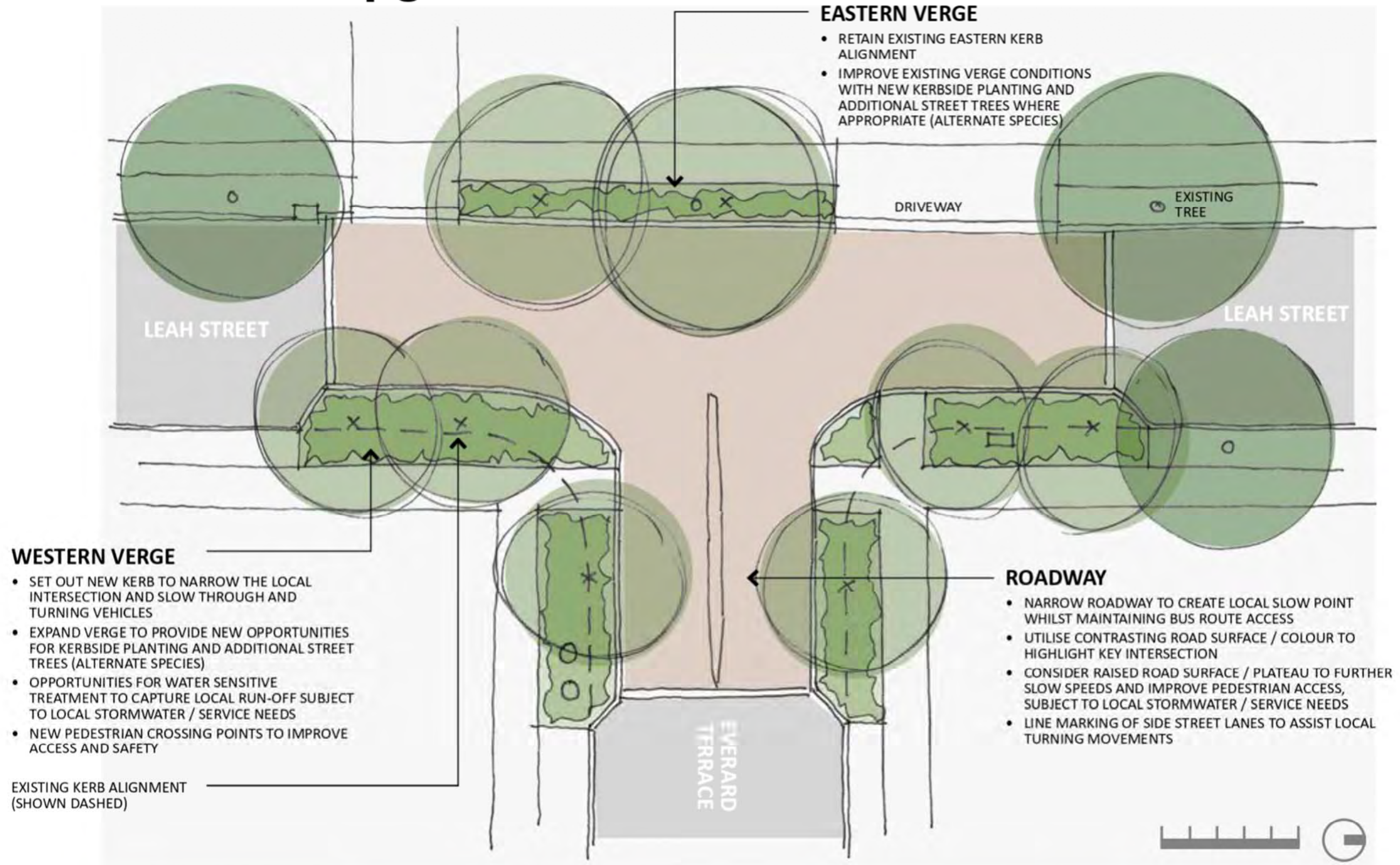
NICHOLS STREET INTERSECTION (NORTH)

Leah Street Upgrade



NICHOLS STREET INTERSECTION (SOUTH)

Leah Street Upgrade



EVERARD TERRACE INTERSECTION

Leah Street Upgrade



OTHER STREETScape INITIATIVES

INTENT

- IMPROVE LOCAL STREET LIGHTING THROUGH ENERGY EFFICIENT LED LIGHT REPLACEMENT PROGRAM - RETAIN EXISTING DOUBLE SPEED BLISERS
- CONSIDER LOCAL ARTS PROGRAM TO IMPROVE PRESENTATION OF EXISTING STOBIE POLES ALONG THE STREET
- UNDERTAKE THE COUNCIL'S GREEN VERGE PROGRAM WITH LEAH STREET RESIDENTS, INCLUDING ESTABLISHMENT OF A 'UNIQUE' PLANT PALETTE FOR LEAH STREET
- MAXIMISE OPPORTUNITIES FOR NEW STREET TREE INFILL PLANTING, WITH ALTERNATE SPECIES. UNDERTAKE LONG TERM STAGED REPLACEMENT OF QUEENSLAND BOX SPECIES
- PROVIDE IMPROVED LOCAL WAY FINDING SIGNAGE TO ENCOURAGE GREATER CYCLING AND WALKING ACROSS THE COMMUNITY
- ENGAGE WITH DPTI TO IDENTIFY LONG TERM IMPROVEMENTS TO SOUTHERN END OF LEAH STREET, AROHA TERRACE INTERSECTION AND THE TRAM LINE INTERFACE
- ENGAGE WITH LOCAL LANDOWNERS AT THE LEADER STREET INTERSECTION TO INTEGRATE IMPROVEMENTS TO THE NORTHERN END OF LEAH STREET'

Leah Street Forestville

Planting Palette Style Guide

Choose Your Street Style



CITY DESIGN

Planting Palette

Native Green Palette



Cassa Blue
Dianella caerulea
Grass Sedge or Flax
Size: 0.5 x 0.4m



Dianella Silver Streak
Dianella tasmanica
Grass Sedge or Flax
Size: 0.5 x 0.5m



Lomandra longifolia 'Nyalla'
Grass Sedge or Flax
Size: 0.75x0.75m



Knobby Club Rush
Isolepis nodosa
Grass Sedge or Flax
Size: 0.5-0.8x1m



Woolly Grevillea Dwarf
Grevillia Lanigera
prostrate
Size: 0.2 x upto spread 2m



Coastal Rosemary
Westringia fruticosa
'Grey Box'
Size: 0.4 x 0.4m



Black Granite 6mm
Gravel



Look + Feel



Leah Street Forestville Planting Palette



Planting Palette

Reflective Calm Palette



Dusty Miller
Centaurea cineraria
Size: 0.2 x 0.3m



Common Everlasting
Chrysocephalum apiculatum
Size:



Cushion bush
Leucophyta brownii
Size: 0.8 x 1m



Common Blue Fescue
Festuca glauca
Size: 0.5x0.5m



Sea lavender
Limonium perezii
Size: 0.5 x 0.5m



Koonunga Hill Grey 6mm
Gravel



Look + Feel



Leah Street Forestville Planting Palette



Planting Palette

Flower Garden Palette



Sea lavender
Limonium perezii
Size: 0.5 x 0.5m



Sedum Autumn Joy
Sedum spectabile
Size: 0.5 x 0.5m



African Queen
Osteospermum fruticosum
Ground Cover
Size: 0.3 x spreading



Cassa blue
Dianella caerulea
Size: 0.5x0.5m



Anigozanthos Bush Gems
Mini Kangaroo Paw
Size: 0.40x0.6m



Pink Marble 6mm
Gravel



Look + Feel



Leah Street Forestville
Planting Palette



Planting Palette

Succulent and Sunshine Palette



**Senecio serpens
'Blue chalk'**
Size: 0.3 x 0.6-1m



Pig's ear
Cotyledon orbiculata
Size: 0.5 x 0.5m



Pig's ear 'Silver Waves'
Cotyledon orbiculata
Size: 0.3x0.5m



Echeveria 'Atlantis'
Size: 0.45x0.45m



Paddle Plant
Kalanchoe luciae
Size: 0.6x0.5m



**Grey marble 6mm
Gravel**



Look + Feel

Leah Street Forestville
Planting Palette



Planting Palette

Formal Palette



**Nandina domestica
'obsession'**
Size: 0.6 x 0.7m



Society Garlic Plant
Cotyledon orbiculata
Size: 0.5 x 0.5m



Agapanthus variety
Size: upto 1 x 0.5-0.8m



Coastal Rosemary
Westringia fruticosa
'Grey Box'
Size: 0.4 x 0.4m



Rosemary
Rosmarinus officinalis
Size: 1 x 1 m
requires pruning



French Lavender
Lavandula dentata
Size: upto 1 x 0.8 m
requires pruning



**Koonunga Hill Grey 6mm
Gravel**



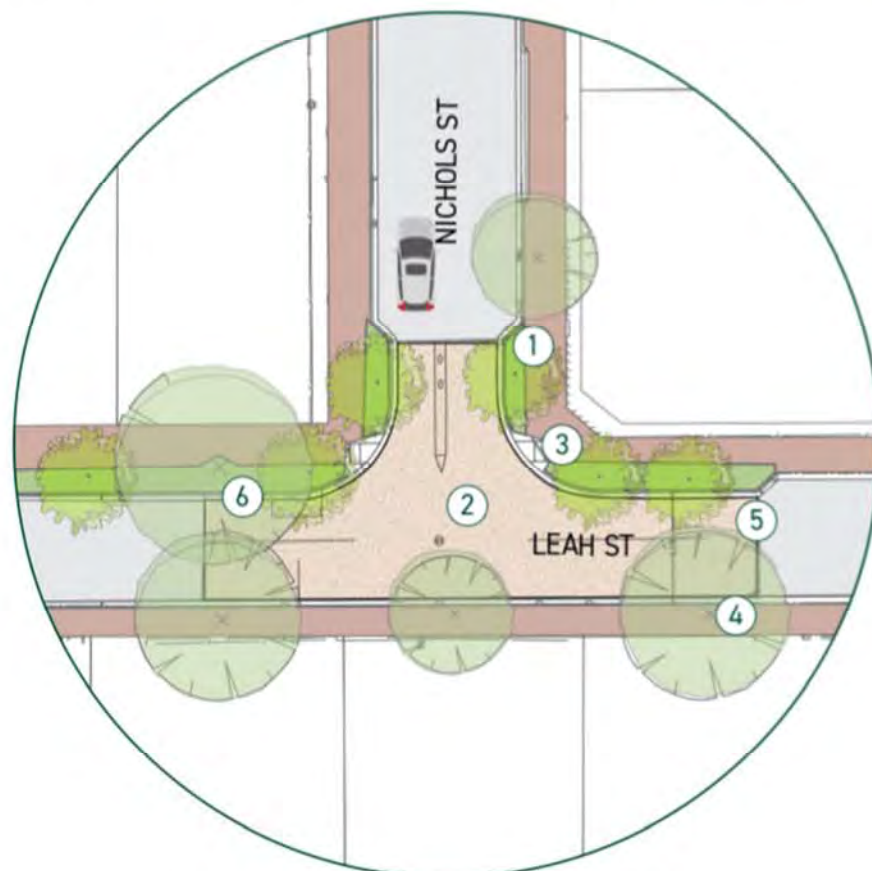
Look + Feel



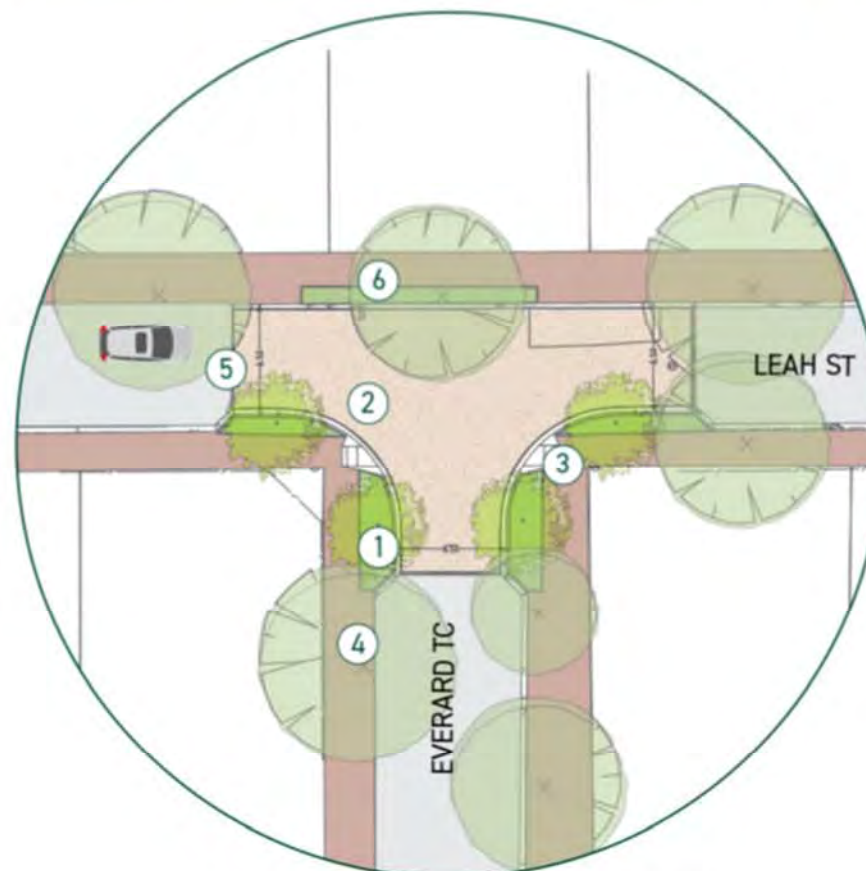
Leah Street Forestville Planting Palette



Leah Street Upgrade



LEAH ST AND NICHOLS ST INTERSECTION



LEAH ST AND EVERARD TC INTERSECTION

LEGEND

- ① EXPANDED VERGE WITH PLANTING AND ADDITIONAL STREET TREES
- ② ROADWAY CREATES LOCAL STREET SLOW POINT WHILST MAINTAINING BUS ROUTE ACCESS. CONTRASTING ROAD SURFACE
- ③ NEW PRAM RAMP AND FOOTPATH AREA
- ④ EXISTING TREES
- ⑤ CONCRETE PLINTH TO DEFINE CHANGE IN ROADWAY

PLANTING PALETTE



CHRYSOCEPHALUM APICULATUM
Common Everlasting



LOMANDRA LONGIFOLIA 'Nyalla'



LIMONIUM PEREZII
Sea Lavender

Leah Street Forestville
Improving Your Local Street



Leah Street Forestville

Verge Planting Palette Style Guide

Choose Your Street Style



CITY DESIGN

Planting Palette OPTION 1

Native Green Palette



**Lomandra longifolia
'Nyalla'**
Grass Sedge or Flax
Size: 0.75x0.75m



Cassa Blue
Dianella caerulea
Grass Sedge or Flax
Size: 0.5 x 0.4m



Dianella Silver Streak
Dianella tasmanica
Grass Sedge or Flax
Size: 0.5 x 0.5m



Knobby Club Rush
Isolepis nodosa
Grass Sedge or Flax
Size: 0.5-0.8x1m



Common Everlasting
*Chrysocephalum
apiculatum*
Size: 0.3 x 0.3-1m



Coastal Rosemary
Westringia fruticosa
'Grey Box'
Size: 0.4 x 0.4m



**Koonunga Hill Grey 6mm
Gravel**



Look + Feel



Leah Street Forestville
Improving Your Local Street



Planting Palette OPTION 2

Flower Garden Palette



**Lomandra longifolia
'Nyalla'**
Size: 0.75x0.75m



**Cassa blue
Dianella caerulea**
Size: 0.5x0.5m



**Sea lavender
Limonium perezii**
Size: 0.5 x 0.5m



**Sedum Autumn Joy
Sedum spectabile**
Size: 0.5 x 0.5m



**Anigozanthos Bush Gems
Yellow Gem**
Size: 0.40x0.6m



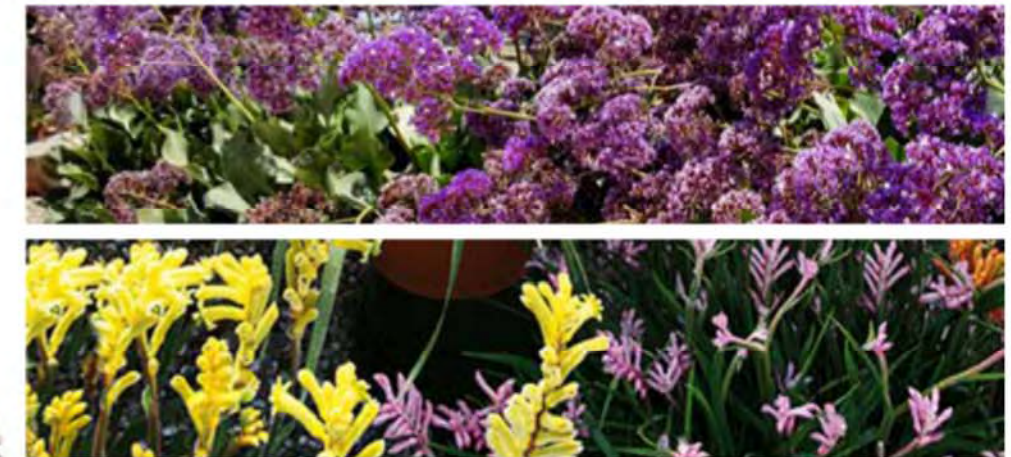
**French Lavender
Lavandula dentata**
Size: upto 1 x 0.8 m
requires pruning



**Koonunga Hill Grey 6mm
Gravel**



Look + Feel



Leah Street Forestville
Improving Your Local Street



Planting Palette OPTION 3

Succulent and Sunshine Palette



**Senecio serpens
'Blue chalk'**
Size: 0.3 x 0.6-1m



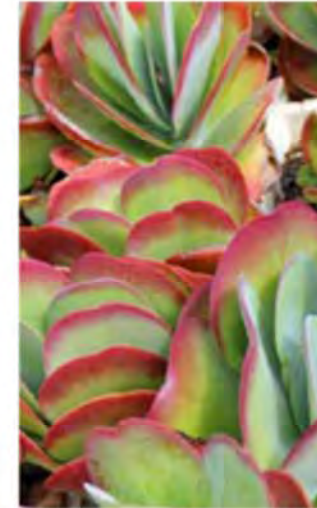
Pig's ear
Cotyledon orbiculata
Size: 0.5 x 0.5m



Pig's ear 'Silver Waves'
Cotyledon orbiculata
Size: 0.3x0.5m



Echeveria 'Atlantis'
Size: 0.45x0.45m



Paddle Plant
Kalanchoe luciae
Size: 0.6x0.5m



Koonunga Hill Grey 6mm
Gravel



Look + Feel



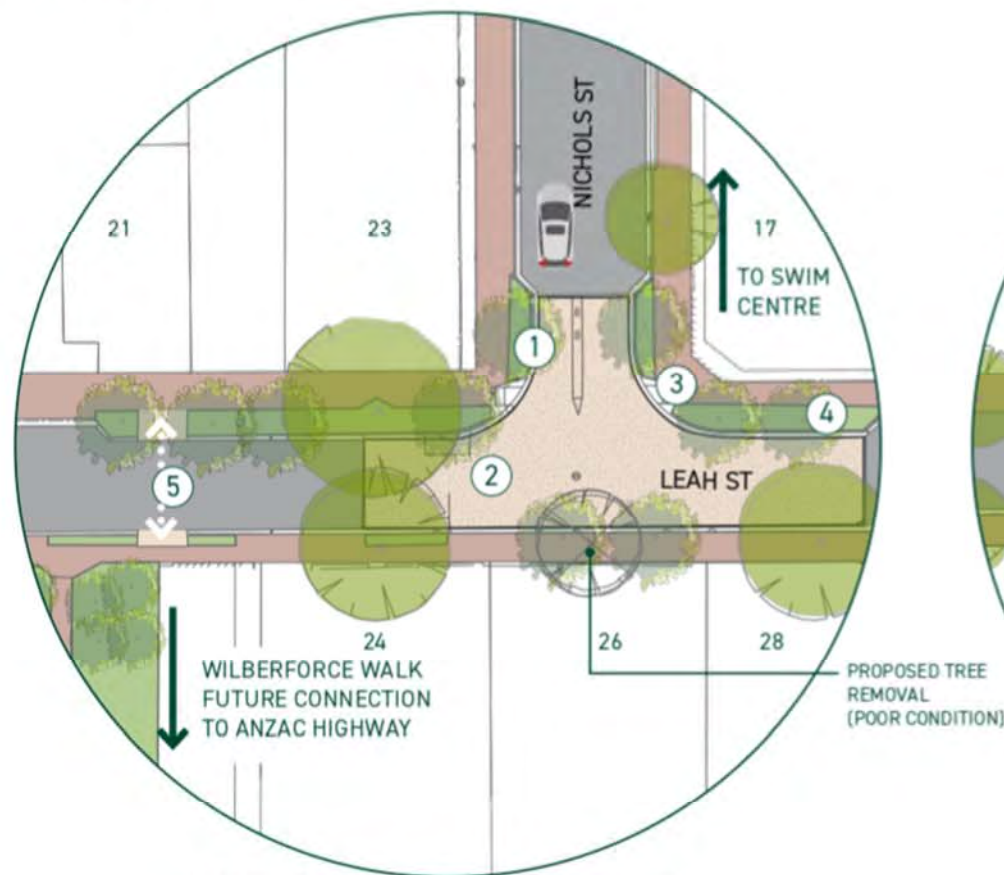
Leah Street Forestville
Improving Your Local Street



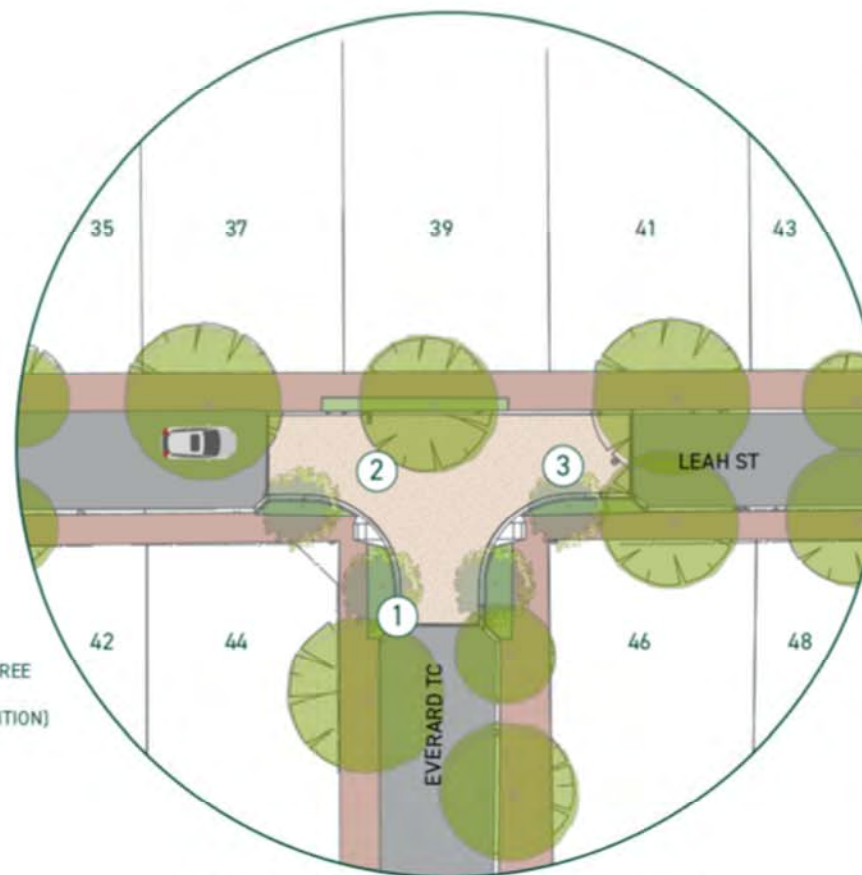
Leah Street Upgrade



SITE PLAN



LEAH ST AND NICHOLS ST INTERSECTION

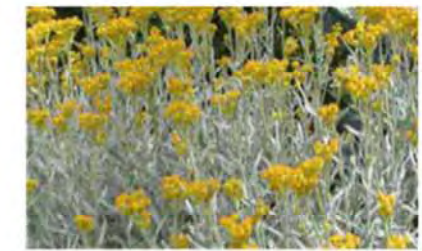


LEAH ST AND EVERARD TC INTERSECTION

LEGEND

- ① EXPANDED VERGE WITH PLANTING
- ② ROADWAY CREATES LOCAL STREET SLOW POINT WHILST MAINTAINING BUS ROUTE ACCESS. CONTRASTING ROAD SURFACE
- ③ NEW PRAM RAMP AND FOOTPATH AREA
- ④ NEW STREET TREES (ALTERNATE SPECIES)
- ⑤ NEW CROSSING POINT

PLANTING PALETTE



CHRYSOCEPHALUM APICULATUM
Common Everlasting Daisy



LOMANDRA LONGIFOLIA 'Nyalia'



LIMONIUM PEREZII
Sea Lavender



ZELKOVA SERRATA
Japanese Elm

Community Engagement
Improving Leah Street





26 March 2019

Dear Resident/Property Owner/Business Operator,

Leah Street Upgrade

We are writing to advise you about the exciting changes proposed for Leah Street in response to a history of residents' concerns about traffic, amenity and access.

It is an opportune time to consider these issues and identify opportunities for improvements, as Leah Street is to be reconstructed in this year's capital budget. The attached sketch provides information relating to recommended improvements at Leah Street/Everard Terrace, and Leah Street/Nichols Street intersections. Details of these recommended improvements are outlined in the attached sketch.

The key features of the proposed intersection improvements include:

- Kerb extensions to slow vehicle movement through each intersection, as well as improvement pedestrian safety and access crossing Leah Street and adjacent side streets
- Kerb extensions to provide increased area for streetscape landscaping and increased tree planting
- Distinctive coloured intersection pavement treatment
- Retention of Leah Street road humps
- Strengthen pedestrian connection between Wilberforce Walk, Unley Swimming Centre and Forestville Reserve across the neighbourhood

To achieve these streetscape improvements, it is necessary to make minor restrictions to local on-street parking. As a result, parking will be replaced with No Stopping Zones outside of #21, #23, #37 and #39 Leah Street. Access to driveways will not be adversely affected by changes at each of the intersections.

The local community has also raised with the Council a desire for a particular street 'look' and Council has identified a palette of plants and planting styles which residents could utilise along the Leah Street verges. Subject to future budget consideration, local residents may wish to nominate for the Council's 'Verge Greening Program' in 2019/20, which aims to replace existing dolomite verges with new planting beds. It is then resident's responsibility to plant and maintain these areas. Please indicate on your response if you wish to be added to a contact list to be sent more information on the program ahead of the next round.

We are seeking feedback on the proposed improvements to Leah Street and have enclosed a feedback form and reply-paid envelope with this letter. We will receive feedback between now and 12th April 2019. You may also log on to <https://yoursay.unley.sa.gov.au/> to seek more information.

Please note a separate notification letter will be sent by our Asset team to the affected residents prior to the commencement of construction works.

If you have any queries, please contact Satyen Gandhi, Transport and Traffic Lead on email pobox1@unley.sa.gov.au or phone 8372 5111.

Yours sincerely,

Ben Willsmore
Manager City Design

CITY of VILLAGES

Civic Centre 181 Unley Road Telephone (08) 8372 5111
Unley, South Australia 5061 Facsimile (08) 8271 4886
Postal PO Box 1 Email pobox1@unley.sa.gov.au
Unley, South Australia Website www.unley.sa.gov.au

FEEDBACK FORM



LEAH STREET UPGRADE

We are seeking your feedback on the proposed infrastructure and landscaping upgrade to Leah Street.

Feedback can be provided until **12 April 2019** and will be considered by Council's Transport and Traffic team & used to determine upgrades at Leah Street as part of Leah Street road reconstruction works.

PLEASE PROVIDE YOUR CONTACT DETAILS:

Name (optional)

Address

Email (optional)

Would you like to receive project updates via email?

Yes ☐ No ☐

Phone number (optional)

Return this form by **12 April 2019** by using the reply paid envelope provided

OR

Provide feedback online by visiting Leah Street Upgrade engagement page at yoursay.unley.sa.gov.au

1. Do you support the proposed upgrades to Leah Street as shown in the attached plan? (please tick one)

Yes ☐ No ☐

2. Do you have any comments about the proposed upgrades (e.g. landscaping, traffic, parking restrictions and pedestrian facilities)?

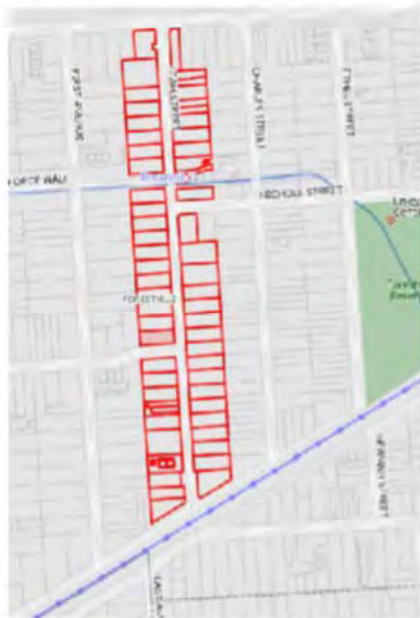
yoursay.unley.sa.gov.au

Civic Centre 181 Unley Road
Unley, South Australia 5061
Postal PO Box 1
Unley, South Australia 5061

Telephone (08) 8372 5111
Facsimile (08) 8271 4886
Email pobox1@unley.sa.gov.au
Website www.unley.sa.gov.au

Mailout March 2019

Leah St



Nichols St



Everard Tce



DECISION REPORT

REPORT TITLE:	CENTENNIAL PARK CEMETERY AUTHORITY - PHILANTHROPIC DISTRIBUTION OF TRUST MONIES
ITEM NUMBER:	4.8
DATE OF MEETING:	27 MAY 2019
AUTHOR:	TAMI NORMAN
JOB TITLE:	EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	1. DEED OF TRUST - CENTENNIAL PARK EDUCATIONAL TRUST 2. CPCA LETTER - RE DISTRIBUTION OF TRUST FUNDS

1. **EXECUTIVE SUMMARY**

The Centennial Park Cemetery Authority Board is seeking to wind up the Centennial Park Education Trust, which was established in 1993 “...for the benefit, relief and education of orphans”. Despite its philanthropic aims, the narrow target recipients of the Fund have resulted in no distributions being made from the Trust. Council has been asked to identify individuals or organisations who may benefit from a distribution of funds from the Trust.

This report provides information on a number of entities that provide services/support in alignment with the Trust purpose, for the consideration of Council.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. The City of Unley’s notional allocation of \$60,000 of the Centennial Park Educational Trust be directed to *[to be determined by Council]*
 3. Recipients of funding from the Centennial Park Educational Trust be required to acknowledge the Centennial Park Cemetery Authority and the Cities of Unley and Mitcham.
 4. A letter of appreciation and thanks be sent to the family of the founder of the Centennial Park Educational Trust, Mr Theodore Ballantyne, for his efforts in establishing the Educational Trust.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.3 Our business systems are effective and transparent.

4. BACKGROUND

In 1993, the Centennial Park Cemetery Trust (Trustee) established the Centennial Park Educational Trust (Trust). The Trust later became the Centennial Park Cemetery Authority (The Authority).

The Trust was established “...for the benefit, relief and education of orphans”.

An “eligible orphan” under the Trust means any person; both of whose parents are buried, interred, or were cremated, at Centennial Park. A copy of the Deed of Trust is provided as Attachment 1.

Attachment 1

Despite its philanthropic aims, the Educational Trust has not been able to provide any assistance to those it was established to benefit, being orphaned persons whose parents are buried or who were cremated at Centennial Park and has resulted in zero distribution of monies since it was established.

Whilst there is a supply of printed brochures that were provided to families on occasion in the past, there has been little, if any, public promotion of the Trust in recent years.

The Chief Executive Officer of the Authority has written to Council advising that that Authority wishes to facilitate the use of these monies for philanthropic purposes and has received legal advice as to how best to achieve this. A copy of this letter is provided as Attachment 2.

Attachment 2

A bank account was opened in the name of the Trust, presumably at the time the Deed was settled in 1993. The account is in the name of the Educational Trust and is not considered part of the Authority’s assets.

Income banked into the account had not, until recently, been taken up as income by the Authority and has come from two sources, being recycled metal plaques and recycled residual cremation metals.

Monies received from the above arrangements have been accumulating in the Trust’s bank account and now total over \$120,000.

As detailed in the attached letter, an additional \$52,000 was received in 2017 and has been quarantined in a Reserve of the Authority’s accounts pending further discussion and agreement on future arrangements for philanthropic opportunities, which will be subject of a future Council report.

5. **DISCUSSION**

Various advices have been received by the Authority in relation to the Trust and the Authority has now made the decision in its capacity as Trustee of the Trust, to wind up the Trust.

The intent of winding up the Trust is not to lessen the opportunity for philanthropic activities but to increase the scope and facilitate the Authority's support of philanthropic causes.

In finalising the Trust, the Authority must adhere to the following guidelines:

- All monies must be distributed on the pre-determined date of distribution;
- The distribution must be made to an individual or organisation whose purpose is closely aligned with the original purpose of the Trust; and
- As Trustees of the Trust, the Authority's Board must formally approve any resolve to make a distribution.

Whilst the Authority can undertake this process alone, it wishes to instead collaborate with its constituent Councils by providing each Council with the opportunity to identify and recommend an appropriate beneficiary; thereby generating goodwill between the Councils and their respective communities.

Distributions are restricted to individuals or organisations whose purpose aligns with the purpose of the Trust, being "for the benefit, relief and education of orphan" and could extend to individuals / organisations linked to education, particularly for younger members of the community, and especially those dealing with disadvantage of some kind.

It is proposed that each constituent be notionally allocated 50% of the trust funds for this purpose (\$60,000 each), to be distributed on Friday 21 June 2019.

Each constituent council is free to determine how it seeks to identify appropriate beneficiaries.

At its April Council Meeting, Mitcham Council resolved the following in relation to the proposed distribution of trust monies:

That Council recommend to the Board of Centennial Park Cemetery Authority:

1. *That the following Organisation(s) be the recipient of the City of Mitcham's notional allocation of \$60,000 of the Educational Trust monies:*
 - *Aboriginal Family Support Service (\$30,000)*
 - *Backpacks4kids (\$30,000)*

2. *That all recipients of the Educational Trust monies be required to acknowledge Centennial Park Cemetery Authority and the Cities of Mitcham and Unley.*
3. *That Centennial Park Cemetery Authority be asked to send to the family of the founder of the trust, Mr Theodore Ballantyne a letter of appreciation and thank you for his effort in establishing the Education Trust.*

In preparation of this report consideration has been given to organisations that provide support/services that align with original intent of the trust (benefit, relief and education of orphans), and that may provide a direct local and relevant benefit to the Unley community from the funds available. Whilst the entities listed may not specifically deal with provision of support to orphans, they all provide support/services targeted at the development/education of children, and some have a particular focus on those suffering disadvantage. Organisations that Mitcham Council have supported have not been included, with a view to diversifying the distribution of funds.

The following organisations have been identified for consideration by Council:

LifeChanger - www.lifechanger.org.au/

LifeChanger Foundation identifies and develops inspiring mentors within communities and delivers holistic self-development workshops for teens (years 7, 8 and 9), creating and sustaining safe and resilient communities. Their mission is to create and sustain a generational shift in society; providing every young Australian with the opportunity to develop a positive personal identity, empowering them to live their best life.

In alignment with our strategic direction to build strong, healthy and safe communities and the recent partnership with LifeChanger, a contribution made would provide catalyst funding to LifeChanger to support the early delivery of programs within the City of Unley.

The Gold Foundation - www.goldfoundation.com.au

The Gold Foundation is a not for profit organisation which provides support for young people with Asperger Syndrome and their families.

“Gold Foundation provides a holistic approach to assisting young people with Asperger Syndrome. We don’t just deliver programs; we go beyond and provide a ‘Centre’ with ongoing opportunities for these young people and their families to engage, creating a ‘community’. The Gold Foundation has been running programs from our centre for over 10 years”.

Legacy Australia – www.legacy.com.au

Legacy’s Vision is that no dependant of those who gave their lives or their health as a result of serving their country suffers financial or social disadvantage.

Legacy protects the basic needs of individuals and families; advocates for entitlements, rights and benefits of individuals and families; assists families to cope with bereavement and helps people thrive, despite their adversity and loss. When it comes to supporting children, Legacy can provide for dental healthcare, right through to an education allowance, for every child in primary, secondary and tertiary education, as well as assisting the parent or caregiver to pay for extracurricular activities such as sport, music, drama etc.

The youth support which Legacy provides is often critical, and can make a real difference in the chances a young person has of a successful career and in life in general, chances which are often diminished by the loss of a parent.

The Smith Family - www.thesmithfamily.com.au/

An education-oriented charity, The Smith Family support disadvantaged Australian children to participate fully in their education, giving them the best chance at breaking the cycle of disadvantage.

The *Learning for Life* program provides emotional, practical and financial support to help disadvantaged children and young people with their education from the early years of learning development and through primary and high school. The programs help build skills, knowledge, motivation, self-belief and a network of positive relationships with parents, peers and significant others. This support increases a young person's likelihood of remaining engaged with school, completing Year 12 and developing realistic and informed study and career pathways for life beyond the school gate.

Variety – www.variety.org.au

Variety – the Children's Charity supports kids and families who are facing many challenges through sickness, disadvantage or living with special needs.

"Our work allows kids to gain mobility, to get out and about in the community, to communicate, achieve independence and increase their self-esteem. We make sure the kids who miss out, can always join in."

The Council may choose to support one or more of the above organisations via the distribution of monies from the Centennial Park Educational Trust. In considering this matter, it should be noted that none of the organisations specifically target education for orphans and some are more focused on education than others.

Of those listed above, the Life Changer Foundation would be the only one to provide programs specifically within the Unley Community. Discussions indicate that programs for schools and the Community (in Unley) would commence in 2020. The recent programme in Mount Gambier was a success and participating schools have now extended the programme to cover additional classes (following requests from students)

6. **CONCLUSION**

The Authority wishes to provide its constituent councils with the opportunity to determine (identify and recommend) who will benefit from the release of these funds.

This report is provided to enable Council to make recommendations to the Board of Centennial Park Cemetery Authority in relation to the philanthropic distribution of monies from the Trust, which will now be wound up.

7. **ANALYSIS OF OPTIONS**

Option 1 –

It be recommended to the Board of the Centennial Park Cemetery Authority that:

1. The City of Unley's notional allocation of \$60,000 of the Centennial Park Educational Trust be directed to *[to be determined by Council]*.
2. Recipients of funding from the Centennial Park Educational Trust be required to acknowledge the Centennial Park Cemetery Authority and the Cities of Unley and Mitcham.
3. A letter of appreciation and thanks be sent to the family of the founder of the Centennial Park Educational Trust, Mr Theodore Ballantyne, for his efforts in establishing the Educational Trust.

It is for Council to determine who it wishes to nominate for distribution of funds from the Trust. The recommendation wording above, provides for the name (or names) of relevant entities to be inserted in part 1, and then is consistent with the resolution carried by Mitcham Council, which seeks acknowledgement of the CPCA and both Councils. It also acknowledges the efforts of the founder of the Trust.

Option 2 –

The Board of the Centennial Park Cemetery Authority be advised that the distribution of the funds from the Centennial Park Educational Trust may be determined by the Board.

This Option allows for the CPCA Board to determine the distribution of funds from the Trust.

8. **RECOMMENDED OPTION**

No recommendation is made.

9. **REPORT CONSULTATION**

Nil

10. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

DATED THE 23rd DAY OF December 1993

BETWEEN:

THEODORE FERGUS BALLANTYNE

"the Founder"

and

CENTENNIAL PARK CEMETERY TRUST INCORPORATED

"the Trustee"

DEED OF TRUST



LEMPRIERE ABBOTT MCLEOD
93 CARRINGTON STREET
ADELAIDE S.A. 5000
AUSTRALIA
TELEPHONE (08) 223 3999
INTERNATIONAL +618 223 3999
DX 334 ADELAIDE S.A.
FACSIMILE (08) 224 0986

LEMPRIERE
ABBOTT
McLEOD

BARRISTERS & SOLICITORS

9

THIS DEED OF TRUST is made on the 23rd day of December 1993
BETWEEN:

THEODORE FERGUS BALLANTYNE of 2 Lebanon Avenue Glenunga 5064 in the
State of South Australia Retired (hereinafter called "the Founder")

AND

CENTENNIAL PARK CEMETERY TRUST INCORPORATED of 760 Goodwood
Road Pasadena 5042 in the said State (hereinafter called "the Trustee")

COMMISSIONER OF STAMPS

S.A. STAMP DUTY PAID \$10.00
ORIGINAL STAMPED (COPY 2 OF 3)
10/01/94 09:32:32 00120710.1
DEED

WHEREAS

- A The Founder desires to establish a Trust for the purpose of the establishment and maintenance of a charitable trust having an original endowment and so constituted for it to be controlled and administered as to encourage the growth of the sources of the Trust by other donations and benefactions and to receive monies and derive income and to direct money, property or benefits for the benefit, relief and education of orphans.
- B The Trustee is a controlling authority established pursuant to the Local Government Act 1934 by a Scheme submitted on the 13th day of May 1936.
- C The Founder desires to settle as an original endowment the sum of \$100 upon the Trustee to be held by the Trustee upon the trusts and subject to the powers rights and duties hereinafter declared.
- D The Founder contemplates from time to time making further gifts to the Trust.
- E Other persons may and will be invited to make gifts to the Trust.

F The Trustee has agreed to hold the original endowment and any subsequent monies, gifts or subscriptions made or paid to it for the purposes expressed herein upon the trusts and with and subject to the powers and provisions hereinafter declared.

G The Founder has, prior to the execution of this Deed paid to the Trustee the said sum of \$100 receipt of which is hereby acknowledged by the Trustee.

NOW THIS DEED WITNESS as follows:

1 NAME OF TRUST

The name of the Trust shall be "Centennial Park Educational Trust".

2 INTERPRETATION

In this Deed unless the context otherwise requires:

2.1 "cemetery to which this Deed applies" means the Centennial Park Cemetery at 760 Goodwood Road, Pasadena and any other cemetery in respect of which the Trustee is at the date of this Deed, or hereafter at any time, validly empowered to act as manager, curator, or otherwise in the management of, either solely or in partnership or joint venture or as part of a controlling authority with any other person or authority and whether pursuant to the provisions of the Local Government Act 1934 or otherwise.

2.2 "charitable institution" means a public charitable institution, organisation, body or purpose, the objects of which are within one or more of the purposes enumerated in the preamble to the Statute of Charitable Uses 1601 or within the spirit and intendment of that statute to which institution organisation body or purpose gifts are allowable deductions by virtue of section 78 of the Income Tax Assessment Act.

- 2.3 "date of distribution" means the earliest of the following days:
- (a) the one hundredth anniversary of the execution of this Deed
 - (b) the day being twenty one years after the death of the last survivor of the lineal descendants now living of His Late Majesty King George VII
 - (c) such day as the Trustee shall determine by Deed to be the date of distribution.
- 2.4 "eligible orphan" means any person both of whose parents are buried or otherwise interred at, or are or have been have been cremated at, a cemetery to which this Deed applies, and in the case of a person who has been adopted means any adopted person, two or more of whose parents (whether natural or adoptive) are buried or otherwise interred at, or are or have been cremated at, a cemetery to which this Deed applies.
- 2.5 "new trust" means a trust fund be set up for objects and purposes which in the opinion of the Trustee are similar to those of the Trust and which is a charitable institution.
- 2.6 "the initial sum" means the sum of \$100 which has been settled upon the Trustee by the Founder as the original endowment.
- 2.7 "the trust fund" means:
- (a) the initial sum; and
 - (b) any monies and / or other properties paid or transferred to the Trustee by the Founder or any other person and accepted by the Trustee as additions to the initial sum; and
 - (c) the investments and property for the time being representing the same or any part or parts thereof; and
 - (d) the income from the assets referred to in sub paragraphs (a) - (c) and / or accretions thereto.

2.8 "the Trust" means the trust established by this Deed.

2.9 "the Trustee" means the Trustee and / or any other trustee or trustees for the time being whether original, additional or substituted, appointed pursuant to the provisions of the Trustee Act, 1936.

2.10 Words importing the singular include the plural and words importing one gender include the other genders.

2.11 A reference to a person is to be read as including both a body corporate and an unincorporated society or association.

2.12 Headings are for convenience of reference only and shall not affect the construction or interpretation of this Deed.

2.13 Any reference to any Act shall be read as including a reference to any Act amending, consolidating, repealing, re-enacting, or passed in substitution for the same and any regulation, rule, by-law or statutory instrument made thereunder.

3 OBJECTS AND PURPOSES OF THE TRUST

The Trust is established and shall be maintained exclusively for the purpose of receiving monies and deriving income and directing money, property and benefits for the benefit, relief and education of eligible orphans.

4 TRUST FUND AND ITS ADMINISTRATION

4.1 The trust fund and the administration thereof shall be vested in the Trustee.

4.2 The Trustee shall at least once in each calendar month consider what if any business should be transacted by the Trustee.

4.3 Any decision of the Trustee and any exercise of any power of the Trustee shall be recorded by the Trustee in a written minute and shall be sufficiently evidenced if noted

in such written minutes and signed by a person appointed for such purpose by the Trustee from time to time as being a true and correct record.

- 4.4 The Trustee shall cause proper accounts of the trust fund to be kept in such manner as it may consider convenient of all its receipts, credits, payments and obligations and all other matters necessary for showing the true state and condition of the trust fund.

5 DUTIES OF TRUSTEE

- 5.1 The Trustee must open and maintain a bank account in the name of the Trustee at a bank chosen by it from time to time into which all monies forming part of the trust fund shall be paid. No money shall be withdrawn from such account except by cheque or other order duly signed and countersigned by any two persons appointed for such purpose by the Trustee from time to time.

- 5.2 The Trustee shall invest the trust fund in such investments as are from time to time authorised by the law of any State or Territory of the Commonwealth of Australia for the investment of trust funds and may at its discretion sell or convert into money such investments at such prices as the Trustee may think fit and the Trustee shall have power to invest the proceeds of any such sales or conversions in the manner hereby authorised.

6 POWERS OF THE TRUSTEE

The Trustee in the exercise of the powers hereby vested in it shall have an absolute and uncontrolled discretion and may from time to time or at any time exercise or refrain from exercising or enforcing any of its authorities, powers and discretions. The Trustee is hereby empowered to:

- 6.1 employ and pay clerks, agents, solicitors, accountants, banks, stockbrokers, or other persons to carry out any clerical, legal or accounting duties or transact any business or to do any lawful act required to be transacted or done in the execution of the trusts or in the administration of the trust fund including the receipt or payment of money and the keeping and auditing of accounts.

- 6.2 finally and conclusively decide any question as to whether any person is or is not an eligible orphan.
- 6.3 for the purpose of promoting the charitable objects of the Trust, but not further or otherwise:
 - (a) from time to time invite or accept contributions to the trust fund by way of donation, bequest, subscription or otherwise; and
 - (b) agree in relation to any such contribution, to be bound by special conditions as to manner of application or otherwise.
- 6.4 determine as the Trustee shall consider appropriate whether any money shall for the purpose of this Deed be considered as capital or income of the trust fund and whether outgoings or losses should be paid or borne out of income or capital and whether any bonus or other share received by the Trustee in relation to any asset or investment held by it as part of the trust fund is income or capital.
- 6.5 expend money in the insurance of any property comprised in the trust fund to such value against such perils and upon such terms as the Trustee thinks fit.
- 6.6 alter, by written declaration, the name of the Trust.
- 6.7 take any action that the Trustee shall think fit or desirable for the protection of any part or parts of the trust fund.
- 6.8 take and act upon the written opinion of Counsel practising in any State or country where the trust fund or any part thereof may for the time being be invested in relation to the interpretation or effect of this Deed or any other document or statute or as to the administration of the Trust, without being liable to any of the persons beneficially interested in respect of any act done by the Trustee in accordance with such opinion (**provided that** nothing in this provision shall inhibit or impede the Trustee or any other person entitled to do so from applying to any Court if it shall think fit).
- 6.9 do all such things as may, in the opinion of the Trustee, be incidental to the exercise of any of the Trustee's duties, powers or rights or the attainment or advancement of the objects of the Trust.

7 RIGHTS OF TRUSTEE

- 7.1 The Trustee shall not as trustee of the trust fund or in respect of the execution or purported or attempted execution or failure or neglect to exercise or carry out the trusts, duties, discretions, powers, rights and authorities hereby vested in it incur any personal responsibility or be liable for anything whatsoever except a breach of trust knowingly and willfully committed by it.
- 7.2 The Trustee may, as it deems necessary, pay out of the trust fund (in the first instance recourse being had to income) all costs and expenses of or incidental to the management of the trust fund and its income or the execution or purported or attempted execution or failure or neglect to exercise or carry out the trusts, duties, discretions, powers, rights and authorities hereby vested in the Trustee.
- 7.3 Except for and in respect of a breach of trust knowingly and willfully committed by it, the trustee shall be indemnified out of and to the extent of the trust fund against all liabilities incurred by the Trustee hereunder or in, as a result of, or arising out of in any way whatsoever the execution attempted or purported execution of or failure or neglect to exercise or carry out the trusts, duties, discretions, powers, rights and authorities hereby vested in it or any of them and shall have a lien on and may use the trust fund for such indemnity and generally for the payment of all proper legal and other costs and expenses of administering or winding up the Trust and otherwise performing its duties under this Deed.

8 BENEFICIARIES

- 8.1 The Trustee shall hold the trust fund **upon trust** to apply the capital and income thereof subject to this Deed for the purpose set out in Section 3.

8.2 The Trustee may from time to time pay all or any part of the trust fund to, or otherwise apply the same for, the benefit relief or education of, any eligible orphan as it in its absolute and uncontrolled discretion thinks fit.

8.3 While any eligible orphan is an infant or otherwise under any legal disability the Trustee may:

- (a) invest any money or property to which such eligible orphan has become entitled and any income arising therefrom for such eligible orphan upon any of the investments authorised by this Deed for the investment of the trust fund; and
- (b) pay or otherwise apply the whole or any part of the capital or income of the contingent or vested entitlement of such eligible orphan in or towards the maintenance education advancement or otherwise for the benefit of such eligible orphan, and make any such payment or application, without seeing to the application thereof, to the lawful guardian, or any other person who in the opinion of the Trustee has for the time being the care or custody, of such eligible orphan, in which case the receipt of such person shall be a complete discharge to the Trustee.

9 APPLICATIONS TO THE TRUSTEE

9.1 The Trustee may from time to time, in its absolute and uncontrolled discretion, by public advertisement and / or in such other manner as the Trustee thinks fit, invite persons who consider themselves to be eligible orphans, or who are the lawful guardians of persons they consider to be eligible orphans, to apply to the Trustee for provision to be made out of the trust fund.

9.2 The Trustee may from time to time, in its absolute and uncontrolled discretion, in such manner as the Trustee thinks fit, invite persons who make or have made or who have been invited to make gifts to the fund to nominate persons they consider to be eligible orphans as persons to whom provision might be made out of the trust fund.

9.3 The Trustee may from time to time, in its absolute and uncontrolled discretion, prescribe the form and content of any application or nomination provided for by this Section and shall not be bound to consider any application or nomination which does not comply with the conditions so prescribed.

9.4 The Trustee must, in respect of any application or nomination it receives which complies with the conditions prescribed by it pursuant to this Section

- (a) determine whether the applicant or the person in respect of whom the application is made, or the nominee, is an eligible orphan; and
- (b) determine whether or not, and if so when and in what manner, to exercise its discretion in respect of such eligible orphan.

9.5 The Trustee may, on its own motion

- (a) determine whether a person is an eligible orphan; and
- (b) determine whether or not, and if so when and in what manner, to exercise its discretion in respect of such eligible orphan

10. VARIATION OF TRUSTS

The Trustee may, by deed, from time to time revoke, add to, release, delete or vary the provisions of this Deed may be varied from time to time by the Trustee by Deed, **provided that:**

- 10.1 no such revocation, addition, release, deletion or variation shall be valid if it would effect an infringement of the laws relating to remoteness of vesting, perpetuities or accumulations; and
- 10.2 no part of the trust fund as constituted at the date of any such revocation, addition, release, deletion or variation shall become free of any of the provisions of and limitations imposed by Sections 3, 8, 14, 16 and 17 of this Deed.

11 **VALIDITY OF DEALINGS**

No person dealing with the Trustee shall be concerned to enquire as to the adequacy of the powers of the Trustee in relation to any dealing or as to the proper exercise by the Trustee of any of the powers authorities and discretions vested in the Trustee by the provisions of this Deed or as to the propriety or regularity of any transaction concerning the trust fund or to see to the application of any moneys paid to the Trustee or at the Trustee's direction and in the absence of fraud (or actual knowledge of the inadequacy, impropriety or irregularity as the case may be) on the part of any such person dealing with the Trustee such dealing shall be deemed so far as the safety and protection of such person is concerned to be within the power of the Trustee and to be valid and effectual accordingly.

12 **ACCUMULATION OF INCOME**

Notwithstanding any other provision of this Deed, the Trustee may in its absolute discretion accumulate the whole or any portion of the income arising from the trust fund for any period or periods up to the date of distribution by investing the same as an accretion to the trust fund **provided that** no such accumulation shall in any circumstance extend beyond the period permitted by law therefor and that upon the expiry of the period so permitted the Trustee shall pay or otherwise apply the whole of such accumulated income to any one or more, and in such proportions as the Trustee shall then determine, of

- (a) any eligible orphan;
- (b) any charitable institution; and
- (c) any trustee of a new trust to be set up at that time.

13. **DISTRIBUTION OF TRUST FUND ON DATE OF DISTRIBUTION**

On the date of distribution the Trustee shall stand possessed of the trust fund **upon** trust for any one or more, and in such proportions as the Trustee shall then determine,

of

- (a) any eligible orphan;
- (b) any charitable institution; and
- (c) any trustee of a new trust to be set up at that time.

14. **FAILURE OF TRUSTS**

In the event of the failure of the whole or any part of the capital or income of the trust fund to vest absolutely under the provisions of this Deed the Trustee shall hold the same (together with any income arising thereon) or so much thereof as shall not have been applied under this Deed or any statutory power **upon trust** for any one or more, and in such proportions as the Trustee shall then determine, of

- (a) any charitable institution; and
- (b) any trustee of a new trust to be set up at that time.

15. **WINDING UP**

In the event of this Trust being wound up any sums or any assets remaining after satisfaction of all its debts and liabilities shall be distributed to any one or more funds, authorities or institutions approved by the Commissioner of Taxation or a Deputy Commissioner for the purposes of Section 78(1)(a) of the Income Tax Assessment Act 1936 or any amendment or re-enactment thereof.

16. **NON PROFIT**

The capital and the income of the trust fund shall be applied solely towards the objects of the Trust and no portion thereof shall be paid or transferred directly or indirectly to the Trustee or any other person otherwise than pursuant to the terms of this Deed.

17. **APPLICABLE LAW**

The Trust is established under the law of the State of South Australia and all matters involving the interpretation of this Deed and the rights and obligations of the Trustee or of any other person arising under or in respect of this deed shall be governed by the law of that State and the Courts of that State have jurisdiction to hear and determine all such matters.

IN WITNESS whereof the parties have executed this Deed on the day and year first above written.

SIGNED as a Deed by the said
THEODORE FERGUS BALLANTYNE in
the presence of:

)
) *T. F. Ballantyne*
)

)
..... *A. M. Brown*

)
THE COMMON SEAL of CENTENNIAL)
PARK CEMETERY TRUST INCORPORATED)
was hereunto affixed in the presence of:)

)
..... *P. F. C. J.*

230077/KH/PEJB





26th July 2018

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

Dear Peter,

Re: Proposal regarding philanthropic distribution of Trust Monies.

In 1993, the Centennial Park Cemetery Trust (Trustee) established the Centennial Park Educational Trust (Trust)¹.

The Trust was established "*...for the benefit, relief and education of orphans*".

An "eligible orphan" under the Trust means any person; both of whose parents are buried, interred, or were cremated, at Centennial Park.

The narrow purpose of the Trust has resulted in zero distribution of monies since it was established. Whilst there is a supply of printed brochures that were provided to families on occasion in the past, there has been little, if any, public promotion of the Trust in recent years. Regardless, given its narrow purpose it is unlikely that such promotion would have resulted in a distribution.

The Authority wishes to facilitate the use of these monies for philanthropic purposes and has received legal advice as to how best to achieve this.

This letter provides some background to the existence of the Trust monies, and proposes a process for distribution which involves collaboration with the Authority's constituent councils.

Trust Monies

A bank account was opened in the name of the Trust, presumably at the time the Deed was settled in 1993. The account is in the name of the Educational Trust and is not considered part of the Authority's assets.

Income banked into the account had not, until recently, been taken up as income by the Authority.

Monies banked into the Trust come from two sources, recycled metal plaques and recycled residual cremation metals.

¹ The Centennial Park Cemetery Trust later became the Centennial Park Cemetery Authority (The Authority). For clarity, the Authority and the Trustee are the same entity.

Recycled plaques

Centennial Park recycles metal plaques through a local metal recycler. Monies received from the recycling of metal plaques have historically been directed to the Trust, possibly since the Trust was established. This indicates an intention that the monies from recycled plaques would be used for the purposes outlined in the Educational Trust Deed.

Recycled residual cremation metals

The recycling of residual metals following cremation is a relatively new development, but one now widely practiced. Metals are collected in Australia by Austeng and sent to a company in the Netherlands, OrthoMetals, which specializes in the sorting and recycling of such metals. OrthoMetals is now used by over 1200 crematoria worldwide for this purpose.²

In early 2013 the Authority entered into a recycling agreement with OrthoMetals and the Trust's bank details were provided for the receipt of the proceeds. A search of the Authority's records finds no evidence of a board direction, or any other documented basis, for applying these monies for the credit of the Trust. The Trust would not have anticipated these funds, as cremation metal recycling commenced ten years after the Trust was established.

Monies received from the above arrangements have been accumulating in the Trust's bank account and now total over \$120k.

A further receipt in 2017 of \$52,131 has been quarantined in a Reserve in the Authority's Accounts pending further discussion, and is not considered Trust money. Future receipts will be similarly quarantined pending discussion and agreement on a future arrangement.

Audit Advice

The Authority's CEO met with the Audit Director of incumbent audit firm, BDO, on 6 March 2018 to discuss the treatment of monies received from recycling activities.

BDO advised as follows.

- Historically, the recycling proceeds should have been reported as income, with a corresponding expense such as Donations to reflect the funds being paid to the Educational Trust.³
- BDO is comfortable with our current position of coding the monies directly to a Reserve on the balance sheet pending a resolution of the Educational Trust issue.

Legal Advice

In order to understand our options in relation to the Trust monies, HWL Ebsworth (HWL) was engaged to review the Trust Deed and to provide appropriate legal advice. That advice is summarised below.

Distribution of Trust Monies

In the absence of any evidence to the contrary, there seems a reasonable prospect that the intention was for the Orthometal funds to be paid into the Trust.

Given the Trustee's duty to act in the best interest of the beneficiaries of the Trust and to not mix trust funds, HWL is of the view that the Orthometal funds banked into the Trust's bank account should be considered trust funds unless there is express evidence to the contrary.

² According to information published on the OrthoMetals website www.OrthoMetals.com

³ It should be noted that the Authority's auditors, BDO, previously advised in writing that they were comfortable with the treatment of the recycling monies as they were considered immaterial at the time.

Winding up the Trust

The Trust contains a provision allowing the trust funds to be distributed upon certain events taking place. Effectively, the Trustee can determine a day to be the "date of distribution". On that date, the Trustee will then distribute the trust funds to any eligible orphan, any "charitable institution" or any trustee of a "new trust".

A "new trust" is defined as a trust fund set up for objects and purposes which, in the opinion of the Trustee, are similar to those of the Trust and which is a "charitable institution", having the same meaning as set out in the Income Tax Assessment Act 1997.

HWL believes this to be the most effective way to finalise the Trust.

Further advice was sought in relation to the Board's power to apply funds for philanthropic purposes. Tanom Legal advised that the Authority, as Trustee, is able to deal with the funds accumulated in the Trust.

Proposed method of Distribution

In finalizing the Trust, the Authority must adhere to the following guidelines:

- All monies must be distributed on the pre-determined date of distribution;
- The distribution must be made to an individual or organisation whose purpose is closely aligned with the original purpose of the Trust; and
- As Trustees of the Trust, the Authority's Board must formally approve any resolve to make a distribution.

Whilst the Authority can undertake this process alone, it wishes to instead collaborate with its constituent councils by providing each council with the opportunity to identify and recommend an appropriate beneficiary; thereby generating goodwill between the councils their respective communities.

It is proposed that each constituent be notionally allocated 50% of the trust funds for this purpose (\$60,000 each), to be distributed on Friday 21 June 2019. This will require formal recommendations to the Authority's Board to be received by Friday 10 May 2019 in time for the Board's Meeting in late May 2019.

Each constituent council is free to determine how it seeks to identify appropriate beneficiaries.

Community Awareness

Community interest in the recycling of metals from cremations is increasing. There are questions raised regularly during public and private tours conducted by the Centennial Park team, and this question was canvassed at length during a recent media tour.

Summary

Despite its philanthropic aims, the Educational Trust has not been able to provide any assistance to those it was established to benefit, being orphaned persons whose parents are buried or who were cremated at Centennial Park.

There is no documented evidence that it was Authority's intention that the OrthoMetals monies were to be used for the purpose of educating orphans. Rather, it seems likely that these funds were banked into the Trust's bank account in order to avoid mixing the monies with ordinary revenue.

There is growing community interest in the recycling of residual cremation metals, and the use of any proceeds.

The Authority, as Trustee, has the power to deal with existing Trust Funds, being monies received to date and banked into the Trust's account and seeks to facilitate the distribution of these funds for a philanthropic purpose.

The Authority wishes to provide its constituent councils with the opportunity to determine (identify and recommend) who will benefit from the release of these funds.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Janet Miller', with a large loop at the start and a trailing flourish.

Janet Miller
Chief Executive Officer

INFORMATION REPORT

REPORT TITLE: QUARTERLY REPORT - CENTENNIAL PARK CEMETERY AUTHORITY

ITEM NUMBER: 4.9

DATE OF MEETING: 27 MAY 2019

AUTHOR: LARA JONES

JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE CEO

ATTACHMENTS: 1. CENTENNIAL PARK CEMETERY AUTHORITY - CEO PROGRESS REPORT: 23 APRIL 2019

1. **PURPOSE**

To provide Council with an update on the performance of Centennial Park Cemetery Authority, for the quarter ending 23 April 2019.

2. **RECOMMENDATION**

That:

1. The report be received.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **DISCUSSION**

The CEO of the Centennial Park Cemetery Authority provides to member councils a quarterly report on the activities and financial performance of the Authority for the information of Council. The progress report for the period ending 23 April 2019 is attached for the information of Council as Attachment 1.

Attachment 1

5. **ATTACHMENTS**

- Attachment 1 – Centennial Park Cemetery Authority CEO Progress Report 23 April 2019.

6. **REPORT AUTHORISERS**

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

Attachment 1



Centennial Park
Cemetery Authority
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760 Goodwood Road
Pasadena SA 5042

CENTENNIAL PARK CEMETERY AUTHORITY CEO PROGRESS REPORT 23 APRIL 2019

This progress report provides an update to our owner councils in relation to the financial performance of Centennial Park for the period to 31 March 2019, as well as insights into recent activities that may be of interest.

Business Performance

Our positive year to date variance against budget is holding firm; however part of this is due to timing of expenditure and we may see the variance reduce before 30 June. Despite this, we anticipate finishing the year ahead of budget.

Overall revenue had been tracking on budget for the year, but this fell behind budget in March due to the impact of lower than anticipated burial and memorial numbers. Extensions continue to track well.

The rate of state deaths is slowly coming back in line with ABS expectations but remains lower than for the same period last year and of course lower than forecast. State cremations are now in line with last year, but burials are down by 9.7%. Whilst burial numbers have declined, we have seen the proportion of state cremations handled by Centennial Park remain steady. This is despite the incremental increase to our cremation prices over the last few years in order to reflect the cost of providing the service, as well as the high quality of our facilities and service. Cremation prices in South Australia remain low in comparison to other states.

Replacement of Cremator

The replacement of one of our cremators is well underway, with the demolition of cremator #3 – originally installed in 1982 - taking place at the end of March. The new cremator arrived on site early April and is currently being installed ready for commissioning by the supplier. Service delivery to our families has not been impacted during the changeover.

Replacement of Air Conditioning in JC Foyer

The new air conditioning system in the JC foyer is now in full operation. Training has been arranged on how to program and operate the system subject to weather conditions and the number and size of chapel services. Some minor capping of exposed pipework on the roof is still being completed. It is expected that practical completion and handover will occur by the end of April 2019. We have received very positive feedback from Funeral Directors about the noticeable improvement in the comfort level and reduced noise.

EBA Negotiations Underway

The negotiation of the next Cemetery Employees Enterprise Agreement is underway. The AWU continues to be updated through the negotiation, however to date the union has not had any involvement in the process. We will advise the outcome of the negotiation in due course.

Beam Replacement Program

Draft tender documents and design specifications were forwarded to the Civil Engineers at both owner Councils for their review prior to release for public tender. Both Councils have responded to the draft without any required changes. A survey of the location of existing cemetery beams and associated burial sites is underway and will be provided as part of the tender documentation. We anticipate the release of a public tender in early May 2019

Facebook

Engagement through Facebook continues to increase, reaching 11,458 Likes in March, which is an increase of 3% for the financial year-to-date. These numbers compare very favourably with our owner councils, as well as cemeteries across the country.

eNewsletter (ParkLife)

Similarly, subscribers to our electronic newsletter, ParkLife, have increased by 18% this financial year-to-date and now total nearly 14,000. For councillors and residents wishing to be kept up-to-date with news and events from Centennial Park, we encourage you to subscribe to the newsletter via our website www.centennialpark.org.

Café, Catering & Retail Space

We are currently working through the process of evaluating submissions received in response to the RFP for a café & catering operator. Templated contracts have now been issued and we are awaiting feedback, which is due on Friday 3 May.

The Planning Application was lodged with Mitcham Council on Monday 8 April 2019. The Architect met with the Planner prior to lodging the application and advised he was positive and supportive about the design and the process to move forward. We are hopeful of a smooth and speedy assessment.

Jubilee Complex

We held 119 services in March, 93 in February, and 116 in January. Of the 31 held in the largest chapel, the Heysen, nine were oversize with up to 450 mourners attending in a space accommodating 250.

We are keeping our Funeral Directors and Arrangers informed and, at the time of taking bookings, encourage the booking of larger spaces if there is a possibility that capacity will be exceeded. We have also included an article in the most recent issue of our regular Funeral Director eNewsletter, which outlines our obligations to provide a safe environment for visitors.

In the quarter ended 31 March, we conducted eight weekend services and 12 twilight services.

Removal of Trees

A small number of trees were removed in the last few months; in the majority of instances the tree had died. These were reported to the Board and the details are provided below.

February:



The palms had reached overhead power lines and we were informed by the arborists that the next prune will be at a level that will damage the main internal fronds and will ultimately kill the palms.



The tree, which formed part of an ashes memorial site, had died. The tree will be replaced in consultation with the family.

March:



A Queensland Box street tree was removed as it had died. A replacement tree will be planted.



Two dead Gums forming part of a planted screen were removed. The screen will be replanted

Recent Events

Book Launch - The Present Box

This event was held on 9 April in our Jubilee Complex to launch a children's book introducing the concepts of death and funerals, *The Present Box*. The book was written by Michelle Jewels-Parsons, celebrant and end of life coach. The event was hosted by the Centennial Park CEO, with speeches from the author as well as special guest, Helen Connelly, Commissioner for Children and Young People.

The book and the launch were very well received with about 160 people attending, including some funeral directors. Many commented on the beautiful place that Centennial Park is and the appreciation for the work we are doing in the community.

ANZAC Tribute

In the lead up to Anzac Day, we again hosted Scotch College students on 16 April for their traditional ANZAC tribute, including a procession, commemorative words spoken by the students and the placement of more than 4,500 flags on the memorials of ex-service personnel at rest in Derrick Gardens, followed by light refreshments in the Jubilee Complex.

Upcoming Events

Wally Shiers Tribute

On 17 May at 10am we are co-hosting a tribute event with Lainie Anderson (History SA and Sunday Mail columnist) to mark the 100 years since the "Epic Flight" - a challenge set by the then Prime Minister in 1919, to be the first Australian airmen to fly home from England in 30 days. Wally Shiers, a mechanic, who is now at rest in Derrick Gardens, was one of the four men on the flight who first achieved this feat. Our tribute event has been registered as an official event in this year's South Australia's History Festival.

Mothers' Day

Following positive feedback in the past, we will once again host musicians in the Park for Mother's Day to provide a beautiful ambiance for families visiting their loved ones. At this stage we have five musicians confirmed and will be looking to promote the event closer to the date and after Easter and Anzac Day.

Media Coverage

In December we received coverage in *The Advertiser* with a story about the sculpture at our main entrance, titled *Connections*. We also received a lot of online coverage (Messenger and Adelaide Now) and good social media coverage including posts by Brighton Jetty Sculptures, SALA Festival, City of Mitcham Residents Groups and Mitcham Council.

In January, letters to the editor were published on January 23, 24 and 26 in *The Advertiser* in response to our advertisement about renewals and expired sites placed in January (a legislative requirement). To clear up some misconceptions about a number of issues, a letter from the CEO

was sent to the Advertiser and while it was not published in full, a large portion of it made it into print on 4 February.

An article about the development of our café and function facilities appeared in the local Messenger on page 13 March 2019.

The CEO was interviewed on-air by Sonya Feldhoff on ABC Radio on 17 April in response to our March advertisement about renewals and expired sites placed in the Advertiser. We use the legislated requirement to advertise these sites as an opportunity to market the Park, and ABC picked up on that angle. The interview was positive and an opportunity to differentiate Centennial Park from other cemeteries.

Embracing Life Program

We continue to build on our Embracing Life events and promote them on our website, Facebook and in ParkLife with upcoming events and ideas including Tai Chi, walking meditation, Buddhist meditation, general walking groups, art therapy and grass basket making.

All of these activities encourage a bond to Centennial Park and allow us to showcase our beautiful grounds and facilities.

Janet Miller

Chief Executive Officer

COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.10
DATE OF MEETING: 27 MAY 2019
AUTHOR: LARA JONES
JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORTS

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

That:

1. The report be noted.
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COUNCIL ACTION REPORTS - ACTIONS TO MAY 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/11/17	1021	<p>Priority Projects at Goodwood Oval and Millswood Sporting Complex</p> <p>1. The State Government offer of a grant of up to \$2.5m towards the construction of a new facility for the Goodwood Football and Cricket Clubs on Goodwood Oval be accepted, supported by financial contributions from the sporting clubs/SANFL of up to \$150,000 and a Council contribution of \$950,000 with the Chief Executive Officer authorised to enter into the necessary funding agreement with the State Government and any other agreement with funding contributors in order to deliver the project.</p> <p>2. The two-storey option proposed as the preferred option for the new facility on Goodwood Oval be endorsed, subject to discussions with the Office of Recreation and Sport and the sporting clubs, not proposing any major variations to the options.</p> <p>3. Community engagement on the proposed new facility on Goodwood Oval occur from January to March 2018, and a report be brought back to Council upon the completion of the engagement process.</p> <p>4. \$40,000 be allocated towards the sports lighting upgrade at the Millswood Tennis Complex, and discussions continue with external funding partners to achieve this project. Subject to confirmation of a funding contribution from Tennis SA:</p> <p>a. a development application for the project is to be submitted by the Administration; and</p> <p>b. at the appropriate time in 2018, a grant funding application is to be submitted to the Office for Recreation & Sport for additional funds to enable delivery of this project.</p> <p>5. \$260,000 be allocated towards the development of a new club building and surrounds at the Millswood Croquet Club and discussions continue with possible external funding partners before a commitment to proceed with this project is made.</p>	GM City Development	<p>Goodwood Oval Grandstand Refer to Item 1136.</p> <p>Tennis SA Lighting - Tennis SA has advised that it is contributing \$55,000 towards the works and has applied for a State Government grant through the Office of Recreation & Sport for lighting upgrades and court resurfacing. There is currently no allocation in the 2018/19 Budget for this work. - According to the Office for Recreation & Sport, the outcome of the funding application will be advised in mid-2019. - No further action is required at this stage. However, in the event that Tennis SA is successful in receiving the grant funding, Council will allocate \$40,000 in its 2019/20 Budget which will be formalised through the Budget Review process.</p> <p>Croquet Club Building - Work will be undertaken to progress this project once the Goodwood Oval grandstand project has been completed. - No further action is required at this stage. - Subject to the outcomes of the Federal Election, the Liberal Party has committed funding of \$250k to the redevelopment of the facility.</p>	Ongoing
26/02/18	1102	<p>MOTION OF WHICH NOTICE HAS BEEN GIVEN</p> <p>1. The Administration commence investigations into the possible future uses of the hockey playing field and building at the Goodwood Oval complex in order to ensure that this site is used appropriately, at such a time that Forestville Hockey Club should vacate the site. To enable the proposed review of alternative uses of the Forestville hockey playing field and building to be completed, Council is to consider a budget bid of \$30K during its 2018/19 budget deliberations.</p> <p>2. The Administration liaise with the State Government to obtain further information on the redevelopment of the Women's Memorial Playing Fields, including timelines and possible funding contributions, and that further updates be provided to Council once this information is obtained.</p>	GM City Development	<p>Budget was not allocated in 2018/19 to enable the review of alternative uses of the Forestville Hockey playing fields and building.</p> <p>The Hockey Club has an ongoing lease at the Goodwood Oval Complex for a further three years. Following the advancement of the Goodwood Oval Grandstand Project, investigations will be undertaken into possible future uses of the hockey facilities.</p> <p>The Hockey Club have confirmed their seasonal use for 2019 and are not expected to vacate in the short / medium term.</p> <p>The Administration remains in contact with State Government and the Forestville Hockey Club regarding the redevelopment of the Women's Memorial Playing Fields.</p>	Ongoing
26/03/18	1116	<p>SHARED Street Opportunities</p> <p>1. The report be received.</p> <p>2. The criteria in Attachment 1 to Item 1116/18 (Council Meeting, 26/03/2018) be endorsed for use to assist with identification and prioritisation of streets that are suitable candidates for conversion to shared streets.</p> <p>3. Following the prioritisation of shared street opportunities, residents in prioritised streets be consulted. The results will then be used as a further criterion for determining which streets proceed to concept design and community engagement.</p> <p>4. Concept design and community engagement be undertaken in 2018/19 for one or more of the streets listed as 'priority' shared street conversion opportunities, with implementation to be considered as part of the 2019/20 budget process.</p>	GM City Development	<p>Consultation was undertaken regarding the pre-selected nine local streets in relation to the Shared Streets Program, and three streets were prioritised from a strategic assessment and the strength of community support for improvements.</p> <p>A workshop was held in May to co-design each of the three nominated streets with interested local residents. The preferred designs will be subject to a final stage of community consultation to determine a preferred Shared Street (Living Street) for the purpose of documentation and construction in 2019/20 (subject to Council's budget approval).</p> <p>A briefing and report will be prepared for Council consideration in July to summarise the engagement, shortlisting and co-design process, and to seek direction to proceed with the preferred concept design to construction.</p>	July 2019

Document Set ID 3075117

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
26/03/18	1117	POCKET PARKS 1. The report be received. 2. Designs be prepared for up to two pocket parks in 2018/19 from the options contained within Attachment 1 "Potential Pocket Park Locations", (Item 1117/18, Council, 26/03/2018).	GM City Development	Consultation material has been prepared for strategic pocket park locations. Subject to community response to format, pocket park information will be issued in May. Following feedback from consultation, the Administration will then work with interested residents to develop design solutions for implementation of a pocket park in 2019/20 (subject to budget approval). A briefing and report will be prepared for Council consideration in August to summarise the engagement, shortlisting and co-design process, and seek direction to proceed with the preferred concept design to construction.	August 2019
23/04/18	1136	GOODWOOD OVAL GRANDSTAND REDEVELOPMENT – RESULTS OF COMMUNITY CONSULTATION 1. The report be received and the results of the community engagement be noted. 2. Council endorse the concept designs for the new two-storey grandstand facility at Goodwood Oval, incorporating the recommended amendments to be included as part of detailed design development and proceed to detail design development and tender. The recommended amendments, in response to community and stakeholder feedback include: 1. External Appearance and Streetscape Interface: a. Material and colour selection of the building, in particular the Curzon Avenue frontage will be selected appropriate to the local neighbourhood character. b. Detail design will include the development of landscape plans that address the streetscape interface and the external spaces associated with the new Grandstand Facility. c. Where practical, all existing trees will be retained in the detail design. 2. Footprint of the Grandstand: a. The final footprint of the grandstand structure is to remain, where practical, within the footprint of the existing building. 3. Leasing and License arrangements of the Facility. a. Council staff to develop new agreements with both clubs, to meet the requirements of the new facility, as well as to explore 4. Provision of external storage: a. The proposed storage facility on Fairfax Avenue not proceed. b. The detail design process further engage with the Goodwood Saints Football Club and the Goodwood Cricket Club to identify their storage needs, with a view to providing the required storage capacity within the Grandstand and/or adjacent ancillary buildings (including potential extension of an ancillary building). 5. Provision of public toilets: a. Public toilet provisions are to remain incorporated in the footprint of the ground floor of the new facility, with way finding signage incorporated across the park to direct public to the new facilities. 3. Residents be notified of Council's decision by letter, to the same catchment area as that of the community consultation, and a notice be placed at the existing grandstand as well as Council's web site. 4. Following the completion of detailed design development and in the event of no major variation to the project scope or total cost, the project proceed to tender for construction.	GM City Development	The Council Assessment Panel (CAP) met on 26 February 2019, and approved the development with additional restricted hours of operation. A third party appeal was received and the project has been placed on hold, pending the resolution of the appeals process. The Council participated in the first conference session on 13 May 2019, and a second conference has been set for six weeks' time on 25 June 2019. Following the first conference, the project team is exploring opportunities to appeal to the concerns of the appellants, without compromising the approved design requirements set by the Council and included within the State Government funding deed. The Office for Recreation, Sport and Racing has been notified of the delay to the project and the likely impact to the project program and the requirements of the funding deed. Further clarification regarding a revised program with the Department will be sought once the mediation process is confirmed with the courts. Further clarification regarding a revised program with the Department has been sought to accommodate the mediation process. The Administration has sought additional funding through the Office for Recreation, Sport and Racing 'Community Recreation and Sport Program'.	Subject to ERD Court matter

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
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	Budget was not allocated in 2018/19 to develop a masterplan for Ridge Park. Given the current level of endorsed projects, funding to progress this project will be included for consideration as part of the 2020/21 budget process. The Administration will continue to liaise with all local sporting clubs to ensure the availability and condition of sports facilities to suit their needs. A review of lease and licences will be incorporated in the planned review of the Community Land Management Plans in 2019/20. The ongoing development of Management Plans for local parks across the City of Unley will be undertaken by the Administration in coordination with the annual asset renewal and maintenance programs. The Management Plans will provide strategic direction for future budget considerations.	Ongoing
23/07/18	1224	MOTION ON NOTICE: GREER STREET, HYDE PARK / UNLEY PARK 1. Staff prepares a report outlining possible options and associated costs to facilitate pedestrian and vehicle access and provide safety improvements for residents and visitors to Greer Street, Hyde Park/Unley Park.	GM City Development	The CEO and GM City Development met with concerned residents to discuss the following issues of concern and appropriate actions: Removal of Street Trees The residents will prepare a petition to Council to formally request the removal of the existing street trees Street Lighting The Council will undertake a lighting assessment once the LED lighting works are completed in the street. On-Street Parking The Council will review onstreet parking at key locations to determine support for removal of one onstreet parking space. The removal of any parking spaces is subject to consultation with the tenants and property owners. Commercial Road Speed Humps The Council will review the existing Commercial Road speed humps to confirm they comply with the necessary and required standard. The Council will undertake additional traffic counts along Commercial Street in proximity to the Greer Street intersection to assess behaviours of travelling vehicles (ie volumes and speeds). Commercial Road Infrastructure Council to review the specification standard of the SEP lids adjacent the Greer Street / Commercial Road intersection.	July 2019

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/08/18	1265	LED STREET LIGHTING BULK REPLACEMENT 2. The street lighting on key strategic routes/roads as depicted in Attachment 1 (Item 1265, Council Meeting 27/08/2018) be upgraded during 2018/19 to an appropriate level. 3. Subject to available funding within the endorsed \$1.5M budget, and in addition to the P-Category lighting changeover, the existing V-Category street lights (Council-owned only) along Council's collector roads be upgraded to an appropriate standard. 4. Communication of the LED Street Lighting Bulk Replacement be undertaken, using a range of communication strategies, including direct mail out, council publications, website and social media. 5. A new fee be created for inclusion in the Fees and Charges Schedule relating to the conduct of a review of, and/or modification to, luminaires at the request of a customer, with the value of the fee to be determined by Council once the contract negotiations with SA Power Networks have been finalised.	GM City Development	The LED replacement project has commenced. At this point it is due for completion around 30 June (subject to weather). Discussions continuing with SAPN to introduce a pilot project for Smart Street Lighting along the CoU's bicycle routes.	June 2019
10/09/18	1292	MOTION ON NOTICE – CHANGE TO COUNCIL RESOLUTION 1195/18: MILLSWOOD AREA – ON-STREET PARKING REVIEW That Council Resolution 1195 of the Council meeting of 25 June 2018 be varied as follows (<i>bold text to be inserted, strikethrough text to be deleted</i>): 1. The report be received. 2. The implementation of Parking Controls (Stage 1) in Millswood and adjacent areas, as shown in Attachment 1 to this report (Item 1195/18, Council Meeting, 25/06/2018), and modified to include the area bounded by Allenby Avenue, Meredyth Avenue and Graham Avenue, be endorsed. 3. At the conclusion of six months following the implementation of Stage 1 Parking Controls in Millswood and adjacent areas, a review of parking practices in the area be undertaken to inform a decision regarding the need for implementation of further parking controls, that is, Stage 2. 4. The community originally consulted in relation to the implementation of Parking Controls in Millswood and adjacent areas be notified of the Council decision. 5. That residents in Meredyth Avenue and Graham Avenue be advised of the introduction of parking controls prior to implementation. 6. Further correspondence be provided to residents in Meredyth Avenue and Graham Avenue, to advise of Councils decision to not introduce parking controls in those streets as part of the Millswood Stage 1 implementation.	GM City Development	The community was informed regarding change of Council decision. Parking signage was installed and has been implemented. A parking survey has been undertaken to ascertain the effectiveness of the controls. Community engagement is to be undertaken in late May to assess community acceptance of the changed conditions. Following the conclusion of the consultation, a report will be prepared for Council consideration regarding the need for further parking controls.	July 2019
24/09/18	1301	UNDERGROUNDING OF POWER LINES 2. A briefing be presented to the new Council, providing details of potential power line undergrounding projects that may be suitable for submission to the Power Line Environment Committee, to enable consideration of such projects for inclusion in the Long Term Financial Plan/future years budgets.	GM City Development	PLEC options are currently being considered. Following agreement and consultation with the PLEC Committee, the Long Term Financial Plan will be amended to incorporate the PLEC project.	June 2019
10/12/18	1360	MOTION ON NOTICE: MANAGEMENT OF WEEDS ON COUNCIL PROPERTY 1. A report be prepared that identifies the use of glyphosate as a means of weed control in the City of Unley. 2. The report is to identify alternative methods of weed control and management.	GM City Development	A report will be prepared for the June 2019 Council meeting.	June 2019
29/01/19	1373	AUDIT COMMITTEE ESTABLISHMENT AND INDEPENDENT MEMBER RECRUITMENT 2. The Audit Committee Terms of Reference as set out in Attachment 1 to this report (Item 1373, Council Meeting 29/01/2019) be endorsed. 3. Councillors M Broniecki and K Anastassiadis be appointed to the Audit Committee for the period commencing from the date of this resolution and concluding 31 January 2021. 4. Councillors M Broniecki and J Boisvert in conjunction with the General Manager Business Support & Improvement and the Executive Manager Office of the CEO, form an Audit Committee Independent Member Selection Committee to shortlist and interview suitable persons as Independent Members for appointment to the Audit Committee commencing at the conclusion of current Independent Member appointments.	Executive Manager OCEO	Terms of Reference finalised for publication to the City of Unley website. Independent Member recruitment process to be finalised prior to conclusion of current appointments (May 2019). Council report 29 May 2019.	Completed

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
25/02/19	1399	UNLEY OVAL REDEVELOPMENT STAGE 2: LIFECHANGER LETTER OF INTENT 2. The Chief Executive Officer be endorsed to exchange a Letter of Intent with the LifeChanger Foundation, who are seeking to explore establishing their South Australian operations in the Unley Oval Complex, which commits to working collaboratively to seek alternative funding sources to undertake the Stage 2 redevelopment of Unley Oval. 3. Work commence on the development of detailed designs for Stage 2 of the Unley Oval redevelopment, to support discussions with possible sources of external funding for the project. 4. A review of the Community Land Management Plan (including community consultation) commence for Unley Oval.	Executive Manager OCEO & GM City Development	2. Completed 3. Concept Design scope of works has been agreed with Architects responsible for Unley Oval Stage 1. Works will be progressed to support discussions with possible sources of external funding for the project. 4. A review of the Community Land Management Plan for Unley Oval will be undertaken as part of a whole of city review of the CLMP, scheduled for 2019/20 by Council staff	Completed Ongoing Ongoing
25/03/19	1419	PETITION RE TRAFFIC MANAGEMENT ON QUEEN STREET, UNLEY The principal petitioner be advised that Council will undertake an investigation for the residents' request of potential parking management and traffic changes (one way streets) at Queen and Oak Streets.	GM City Development	Following the petition, investigations are underway as part of the Customer Request Management System. Consultation will be undertaken with residents of Queen and Oak Streets in late May, as endorsed by the Council as a result of the petition. Subject to consultation outcomes, a report may be prepared for further consideration by the Council.	July 2019
25/03/19	1424	CANOPY IMPROVEMENT ACTION PLAN 1. The report be received. 2. The Canopy Improvement Action Plan as set out in Attachment 1 to this report (Item 1424, Council Meeting 25/03/2019) be endorsed as the approach to revising the Tree Strategy in 2019 and improve canopy cover across the City of Unley. 3. The Year One Priorities contained in the Canopy Improvement Action Plan as set out in Attachment 1 to this report (Item 1424, Council Meeting 25/03/2019) be endorsed for the purpose of developing budget proposals that can be further considered by Council as part of setting the 2019/20 Council Budget and Business Plan. 4. The Administration write to relevant Ministers, the State Planning Commission and the Department of Planning, Transport and Infrastructure, highlighting Council's commitment to work together to improve canopy cover across the City and to advocate for changes to planning policy to meet the State Government's 30 Year Plan target for green cover, including the following: a. seeking more space around buildings to allow for larger plantings, including deep soil zones and medium/large trees; b. seeking provisions in the new Planning and Design Code for trees that at maturity will provide equivalent of minimum 15% canopy cover in new developments; c. greater protection of Significant and Regulated Trees, including removing excluded tree species and exemptions on proximity to dwellings so that removals must be applied for and assessed on a case by case basis; and d. restructuring of the fees or offsets associated with the removal of Significant/Regulated Trees to better reflect the true long term value of trees. 5. The 'Tree Precinct Plans' referred to in the Canopy Improvement Action Plan (set out in Attachment 1 to this report, Item 1424, Council Meeting 25/03/2019), be used as the basis of preparing a 'shovel ready project or projects' to leverage external funding sources with the intention of bringing forward the outcomes in the Plan.	GM City Development	Canopy Improvement Plan was endorsed by Council and Year One priorities considered as part of the 2019/20 budget and Business Plan process. Subject to endorsement of the Budget, works associated with the Action Plan will be undertaken in 2019/20.	Ongoing
29/04/19	1448	PETITION RE DRIVEWAY CONNECTING ANZAC HIGHWAY AND THIRD AVENUE FORESTVILLE 2. The principal petitioner be notified that as the development has been approved by the State Commission Assessment Panel there is no mechanism for Council to challenge or seek alteration to the approved plans.	GM City Services	Petitioner notified.	Completed

COUNCIL ACTION REPORTS - ACTIONS TO MAY 2019					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
29/04/19	1450	CHILDREN CROSSINGS ADJACENT TO PARKSIDE PRIMARY SCHOOL 2. Installation of a Children's Crossing along Young Street, Parkside, as outlined in Attachment 2 to this Report (Item 1450, Council Meeting, 29/04/2019) be approved. 3. Installation of a Children's Crossing along Robsart Street, Parkside, as outlined in Attachment 2 to this Report (Item 1450, Council Meeting, 29/04/2019) be approved. 4. Installation of Kerb Extensions along Castle Street, Parkside, at its intersection with Robsart Street and as outlined in Attachment 2 of this Report (Item 1450, Council Meeting, 29/04/2019) be approved.	GM City Development	Residents, property owners and others who responded to the engagement will be notified of the Council decision to proceed. A Section 270 – Internal Review of Council Decision has been requested by a local resident and this will be undertaken with the assistance of external legal advice. Subject to a satisfactory assessment of the project, the Council will target construction of school crossing works within the school holiday period.	July 2019
29/04/19	1452	AUTHORISATIONS TO BE MADE AND REVOKED – INSTRUMENT OF GENERAL APPROVAL AND DELEGATION TO COUNCIL FROM THE MINISTER FOR TRANSPORT 2. Authorisations granted to Satyen Gandhi, Transportation and Traffic Lead under clauses A, B, C, D, and F of the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure, be revoked, effective from 1 May 2019. 3. In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the Minister's Instrument) the Council is of the opinion that the following persons are experienced traffic engineering practitioners for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Minister's Instrument: • Claude Malak, General Manager City Development 4. In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the Minister's Instrument) the Council authorises the following persons pursuant to Clause A.7 of the Minister's Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Minister's Instrument: • Claude Malak, General Manager City Development 5. In accordance with Clause E.2 of the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the Minister's Instrument) the Council is of the opinion that the following persons have an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans: • Claude Malak, General Manager City Development	Executive Manager OCEO		Completed
29/04/19	1453	DELEGATIONS UPDATE – APRIL 2019 Appointments 4. The following persons be endorsed as suitable persons to be appointed by the Chief Executive Officer to act in the office of Chief Executive Officer during periods of leave or absence: • General Manager City Development, Claude Malak	Executive Manager OCEO		Completed
29/04/19	1456	DRAFT ANNUAL BUSINESS PLAN AND BUDGET FOR CONSULTATION 5. The 2019-20 Draft Annual Business Plan and Budget (Attachment 5, Item 1456, Council Meeting, 29/4/19) be endorsed for the purpose of community consultation, to be conducted between 1 May and 29 May 2019.	GM Business Support & Improvement		Completed
29/04/19	1459	COUNCIL ASSESSMENT PANEL – APPOINTMENT OF DEPUTY INDEPENDENT MEMBER 2. That Council appoint Mr Rufus Salaman as the Deputy Independent Member of the Council Assessment Panel commencing 1 May 2019 and expiring on 28 February 2021.	GM City Services	Mr Salaman has been formally advised in writing of his appointment as Deputy Independent Member to the Council Assessment Panel as per the Council resolution.	Completed

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	QUESTIONS ON NOTICE FROM COUNCILLOR HUDSON RE UNLEY OVAL GRANDSTAND
ITEM NUMBER:	5.3.1
DATE OF MEETING:	27 MAY 2019
ATTACHMENTS:	NIL

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

QUESTIONS

A number of street trees were removed to facilitate the erection of the new façade on the western side of the new improved footy grandstand.

1. Who authorised this?
2. What was the cost?
3. How many trees were removed?
4. What species?
5. When will they be replaced (apparently as promised)?
6. At whose expense?
7. Who authorised the attachment of a 30 metre long mesh to the northern fence of the Sturt Bowls Club?
8. When?
9. Were SBC consulted?
10. Why?
11. Is it to be removed?
12. If so, at whose expense?
13. When?

I would ask that answers to the above be provided to Councillors in a report to the May Council meeting.

ANSWERS

1. The trees were approved for removal by Council's arborist and General Manager City Development in line with current policies and procedures dealing with street trees. The trees needed to be removed to facilitate the redevelopment of the Oatey Grandstand.

2. The cost for tree and stump removal was \$823.
3. Four trees were removed.
4. The species of the four trees removed were Queensland Box.
5. The trees will be replaced this planting season unless Stage Two Unley Oval works are progressed, as these works will impact the area. We will have a clearer picture of whether stage two will progress after the elections and additional funding is confirmed. The planting season, in accordance with 'best practice tree planting ideals', has been delayed this year by several months due to the extended dry period.
6. Replacement tree costs will be incorporated into Council's annual tree replacement program.
7. Council staff inspected the site on 7 May 2019 once they became aware that a mesh fence had been installed on the northern side of the Sturt Bowls club. When contacted, the SFC advised that they installed the fence to secure the site for ticketed access and to meet liquor licensing requirements. The Administration support this measure. The Club was however reminded that they must seek Council approval before any such action is taken in the future.
8. The SFC have since sought and obtained retrospective approval for the fencing.
9. Sturt Bowls Club was not consulted.
10. Apart from general information sharing, there is no requirement to consult as the temporary mesh fencing simply raises the height of the existing fence.
11. It is planned to remain in place until 23 August 2019.
12. SFC funded the installation and will fund the removal of the temporary fencing panels.
13. Refer to point 12 above – 23 August 2019.

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF MAY
ITEM NUMBER: 6.1.1
DATE OF MEETING: 27 MAY 2019
ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
-

Express Gratitude, Give Hope

I attended the Salvation Army's launch of the Red Shield Appeal on May 16th where one of the guest speakers was a 27-year-old man who from the age of three, was given drugs by his parents to check whether they were safe for them to use. He later dropped out of school at year 8 and became a drug addict and has had his health damaged by Ice. It was pleasing to hear that he has been clean for 10 months.

Martin Haese opened with his message on Gratitude: "Expressing gratitude is one of the most important personal traits that I can possibly think of." This was followed by a quote from Corinthians: "Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously". It is important to express gratitude to those you help. In today's increasingly transactional world, gratitude is too frequently overlooked or taken for granted. It is in giving that we receive.

The gift of HOPE and the work of the Salvo's from the trenches in France to the support given today was a theme of all the speakers. 'Thank God for the salvos'. Our local Unley Salvos officer Reno Elms welcomed me.

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

Date	Function/Event Description	Type
23-Apr	Naval and Military Club – networking event	Attendee
25-Apr	RSL Unley Anzac Day Dawn Service	Guest
27-Apr	Tennis SA Awards Night – presentation of best and fairest SA male and female Awards	Presenter
28-Apr	Sturt v South football game – volunteers thank you event at Sturt Football Club and Sturt Bowling Club	Host

Date	Function/Event Description	Type
1 May	CMBC Breakfast Mitcham and Glenelg branches	Speech
1-May	Domestic & Family Violence Vigil	Attendee
4-May	Sturt v North football game – networking event at Barzaar and Sturt Football Club	Host
5-May	7 th Goodwood Greek Festival	Guest
6-May	Probus – club event	Attendee and Mayor
6-May	Residents of Everard Tce – meeting	Mayor
8-May	SA Press Club lunch – networking event	Attendee
9-May	Official Opening Ceremony, Brownhill Creek Upgrade, Soldiers Memorial Gardens, Hawthorn	Guest
9-May	Unley's Own Returning Home, 27 th Battalion Exhibition, Unley Museum	Guest
10-May	Centennial Park Cemetery Authority executives meeting	Member
11-May	Port v Crows football game – networking event at Adelaide Oval	Guest
14-May	Grow Grow Grow – tree planting on private land	Guest
15-May	Jayne Stinson lunch	Guest
16-May	Launch of Red Shield Appeal & fundraising breakfast	Attendee
16-May	Greek Pensioners Society lunch	Guest
	Radio Interviews	
Radio 891	Re Unley Road change of Clearway times James Morris from URA was also on the program	Interview
	Correspondence	
14-May	Hon Stephen Knoll MP, Minister for Transport, Infrastructure & Local Government	
15-May	Eastern Courier	

Legend for attendance type at Function/Event:

Attendee – only, no duties; Guest – specifically invited as an event guest; Interview – on-air radio guest; Mayor – attended as the Mayor of City of Unley; Host – hosted a meeting as Mayor; Presenter – involved in presenting awards; Representative – attended as the Council representative; Speaker – attended and gave a speech as Mayor.

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS
ITEM NUMBER:	6.3.1
DATE OF MEETING:	27 MAY 2019
ATTACHMENTS:	NIL

Council to note attached reports from Members:

1. Councillor M Broniecki
 2. Councillor M Rabbitt
 3. Councillor N Sheehan
 4. Councillor D Palmer
-

MEMBER REPORT

REPORT TITLE: REPORT FROM COUNCILLOR M BRONIECKI

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

Date	Function/Event Description
29/04/2019	Council Meeting
30/04/2019	Audit Committee Meeting
04/05/2019	Networking lunch with State Planning Commissioner at Bazaar followed by Sturt Football Club match at Unley Oval
06/05/2019	Meeting with IT re Surface Pro matters
06/05/2019	Elected Members Briefing
07/05/2019	FOCUS meeting - local heritage
08/05/2019	SA Press Club lunch
08/05/2019	Meeting with Michael Rabbitt, Elected Member, at Enterprise Street
14/05/2019	Independent Member Audit Committee interviews
15/05/2019	Meeting with CFO Tracy Remano re budget papers
15/05/2019	Meeting with resident re fence line plantings
16/05/2019	Meeting with Michael Rabbitt, Elected Member, re Unley Park Ward matters
17/05/2019	Salvation Army Fashion Parade
20/05/2019	Elected Members briefing
20/05/2019	Unley Community Centre Health & Wellbeing Workshop

MEMBER REPORT

REPORT TITLE: REPORT FROM COUNCILLOR M RABBITT

Functions attended (24 April to 20 May)

Date	Function/Event Description
24 Apr	Centennial Park Board Training / Workshop
25 Apr	Anzac Day Dawn Service and Breakfast at Unley RSL
28 Apr	Sturt v South - Rewards and Recognition Event for City of Unley Volunteers and their partners
2 May	Meeting with TREENET personnel to discuss Avenue of Honour Project in France
2 May	Centennial Park Board Meeting
3 May	Unley Breakfast Buddies
3 May	Business Luncheon – ‘How to have a Profitable Business and a Life’.
4 May	Sturt V North Adelaide
5 May	Goodwood Community Greek Festival
5 May	Unley Symphony Orchestra Performance
6 May	Unley Road Association – Meet the Members. Discussion re extended Clearway times and Draft Annual Business Plan & Budget
7 May	FOCUS Meeting – ‘New planning laws undermining heritage protection’.
9 May	‘The Life. Unley’s Own, Returning Home’ – Exhibition Launch at Unley Museum
17 May	Unley Breakfast Buddies
17 May	Centennial Park – Wally Shiers – The Epic Centenary Flight (of the Vickers Vimy)
17 May	Salvos Store Fashion Parade

MEMBER REPORT

REPORT TITLE: REPORT FROM COUNCILLOR N SHEEHAN

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

Date	Function/Event Description
18.3.19	Budget Workshop
20.3.19	Budget Workshop
21.3.19	Attended Property Council of Australia Mainstreets of the Future Seminar
22.3.19	Fullarton Community Garden Pizza Night Ignite Unley Village Green Movie
1.4.19	Council Briefing
2.4.19	Council Briefing
3.4.19	Met with Kaufland Developers
4.4.19	Attended Fish Tank Pitch Night
5.4.19	Ignite Unley Village Green Movie
6.4.19	Everard Terrace Residents Morning Tea Meeting
8.4.19	Lifecare Parkrose Meeting Council Briefing
12.4.19	Meeting with Kaufland and Jane Stinston EM Weekend Workshop
13.4.19	EM Weekend Workshop
15.4.19	Special Council Meeting
29.4.19	Council Meeting
4.5.19	Meet and greet your Goodwood Ward street corner meeting
6.5.19	Meeting with Mayor, CEO and local residents Council Briefing
8.5.19	SA Press Club luncheon
12.5.19	Attended Greek Festival Goodwood
14.5.19	Attended Goodwood Road Business Association Meeting
15.5.19	Attended Living Streets Pilot – Goodwood Community Centre
20.5.19	Council Briefing

MEMBER REPORT

REPORT TITLE: REPORT FROM COUNCILLOR D PALMER

Functions attended (from 16 April up to the time of writing this report)

Date	Function/Event Description
18 April	SCAP: Kaufland Hearing
24 April	Met with Headmaster of Black Forest Primary School
25 April	Anzac Day Dawn Service, followed by breakfast in the RSL Hall
28 April	Sturt v South Adelaide with half time liaison with 20 year plus volunteers
29 April	Council Meeting
2 May	Attended announcement by Nicolle Flint MP of \$ 250,000 grant to Millswood Croquet Club if Government re-elected.
4 May	Goodwood Saints v Henley Sharks. Lace up for Lyn Charity day.
15 May	Living Streets Co-Design Session at Goodwood Community Centre
17 May	Quarterly catch up with Mayor & Councillor Boisvert

CORRESPONDENCE

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	6.4.1
DATE OF MEETING:	27 MAY 2019
ATTACHMENTS:	<ol style="list-style-type: none">1. HON STEPHAN KNOLL MP2. LOCAL GOVERNMENT ASSOCIATION OF SA3. HON STEPHAN KNOLL MP4. RIDE E-SCOOTERS5. EASTERN COURIER

The correspondence from:

- Hon Stephan Knoll MP, Minister for Transport, Infrastructure & Local Government – response to correspondence seeking support for changes to disclosure by candidates nominating in local government elections.
- Local Government Association of SA – notification of nominees for the Stormwater Management Authority.
- Hon Stephan Knoll MP, Minister for Transport, Infrastructure & Local Government – response to correspondence regarding the Unley Road Revitalisation project.
- Ride E-Scooters – letter of introduction.

The correspondence to:

- Eastern Courier – letter to the editor in response to King William Road article.

be noted.

Attachment 1

19MLG0058

Government
of South AustraliaThe Hon Stephan Knoll MP
Member for Schubert

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

Subject <i>Consultation response Governance</i>		
Property/Street		
Application No.		
Doc. No.	29 APR 2019	Class.
Property/Street <i>Lara Jones</i>		

Dear Mr Tsokas

Thank you for your letter regarding the City of Unley's support for changes to disclosure by candidates nominating in local government elections.

As you are aware, the Government has committed to undertaking a review of local government elections as part of its local government reform program. The City of Unley's views on disclosure requirements will be included for consideration as reforms are progressed.

Further information about Local Government Reform is available at:
www.dpti.sa.gov.au/local_govt/local_government_reform

I take this opportunity to thank the City of Unley for communicating its considered views on this important matter, and I look forward to further contributions from your Council during consultation on reform.

Yours sincerely

HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

29 April 2019

Minister for Transport, Infrastructure and Local Government
Minister for Planning

Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au





The voice of local government.

In reply please quote our reference: ECM 676993 SPS/JLM

8 May 2019

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

Emailed: pobox1@unley.sa.gov.au

Dear Mr Tsokas

Stormwater Management Authority

At its meeting on 17 April 2019 the LGA Board of Directors resolved to submit nominees listed below (in alphabetical order) for the appointment of one Presiding Member and three Board Members to be appointed by the Minister for Environment and Water to the Stormwater Management Authority:

Nominee for Presiding member:

- Mr Stephen Hains

Nominees for Members:

- Cr Dr Helen Donovan (City of Adelaide)
- Mr Jonathan Foong (City of Tea Tree Gully)
- Cr Debbie Hibbert (Regional Council of Goyder)
- Mr Wally Iasiello (Campbelltown City Council)
- Cr Kym McKay (City of West Torrens)
- Mr Simon Sherriff (Light Regional Council)
- Cr Damian Wyld (City of Tea Tree Gully)

Thank you for your council's nomination. Would you please formally notify Mr Wood of the Board's decision.

If you have any queries in relation to this matter please contact me.

Yours sincerely

Stephen Smith

Director Policy

Telephone: (08) 8224 2055


Email: stephen.smith@lga.sa.gov.au

Attachment 3

19MTI0869

Governance

Liaison advice + enquiry		
Property/Street		
Application No.		
No.	09 MAY 2010	Class.
Property/Street		
Lara Jones		


 Government of South Australia
 The Hon Stephan Knoll MP
 Member for Schubert

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

Dear Mr Tsokas

Thank you for your letter on behalf of the City of Unley regarding the *Unley Road Revitalisation* report.

I appreciate receiving this information, particularly in regards to the Council's visions for the urban design and environment to support local business and the community.

As you would be aware, *The 30-Year Plan for Greater Adelaide* envisages urban uplift and increased activity along key transit corridors within inner Adelaide, and the progressive developments along Unley Road are excellent examples of taking steps towards such an outcome.

Upon receiving advice from the Department of Planning, Transport and Infrastructure (the department), I understand that the planning for improvements along Unley Road has historically been challenging due to the tight road environment constraints.

There have nevertheless been several targeted improvements progressed to support transport movements, road safety and adjacent urban activity. More recent examples include an extension of clearway times proposed by June 2019 to support the road's function during peak hours, and engagement with Council regarding a proposal for new tree planting in the verges of Unley Road between Cross Road and Northgate Street.

The future function of Unley Road from a transport perspective will be influenced by its role in the public transport network. As you would be aware, the State Government is undertaking a major reform of the public transport system, including the establishment of the South Australian Public Transport Authority (SAPTA). SAPTA will be responsible for all operational and customer service functions for the system.

Part of this process will also consider the hierarchy and principles for operation, which will in-turn influence infrastructure needs.

Minister for Transport, Infrastructure and Local Government
 Minister for Planning

Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
 Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



I therefore submit that it is premature to develop a comprehensive vision and accompanying concept of improvements for the road carriageway until it can be informed by this reform.

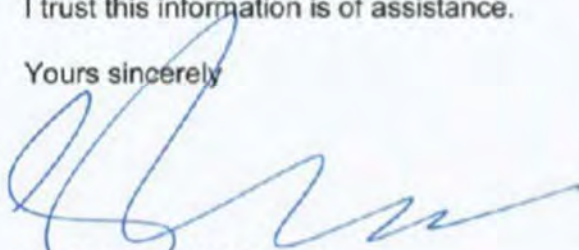
I nevertheless welcome the opportunity to assist the Council in its planning endeavours to facilitate urban development and public space improvements, by way of the Council engaging with the department to explore, subject to the availability of funding, potential targeted road carriageway initiatives in the shorter term.

I understand that the department and Council officers have previously been in discussions regarding a draft Moving Traffic Plan, and the progression of this plan may be the most appropriate way forward at this time.

Please contact Mr Phil Lawes, A/Director Planning and Transport Policy, at phil.lawes@sa.gov.au or phone 8343 2835 to organise a meeting.

I trust this information is of assistance.

Yours sincerely



HON STEPHAN KNOLL
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

1/5/2019

Lara Jones

Subject: FW: RIDE E-Scooters**Subject:** RIDE E-Scooters

Dear Mr Peter Tsokas, Mayor Michael Hewitson AM and Councillors,

I am writing to introduce myself and RIDE, an Australian Company which has successfully introduced E-Scooters to Australia and recently won a permit in the City of Adelaide.

We have been operating trials in Australia for the last 8 months and have successfully won the first permit for E-Scooters in Adelaide, South Australia to operate for 6 months. As an Australian company, our technology and development help create jobs for Australians and build new skills locally rather than overseas. We would employ local Unley residents to help establish, grow and maintain our operation. We have over 700 scooters in our warehouse and more ordered to fulfil quantity demands.

We are committed to working with government authorities at the local, state and federal level to introduce an economically viable and environmentally friendly "last mile" travel solution. The power used to charge one Tesla Model S vehicle is equal to the power to charge 325 RIDE E-Scooters. With an average of five rides per E-Scooter the power used to charge 325 E-Scooters would allow over 1600 unique rides compared to an electric car which may only provide 10 to 20 rides in the same period.

Unley's smooth streets and unique population of professionals and tourists makes scooters a very suitable option for transportation. The number of world-class venues within close proximity means that hyperlocal and last mile transportation is an everyday occurrence.

As a proud South Australian, I would love the opportunity to come and present to you our vision and the passion we have for creating a sustainable and environmentally friendly mobility solution.

I look forward to hearing from you.

Kind regards,

Tom



Tom Cooper | CEO



MAYOR'S OFFICE

Michael Hewitson AM



15 May 2019

Chris Russell

Letter to the Editor

"Road cost blows out to \$15.5m" was the headline in last week's Messenger. I wish to clarify several points.

The Council has never used a figure of \$6m for the upgrade of King William Road. The Council's budget for King William Road (prior to tenders being called) was just under \$10m. Following the procurement process, a contract has been awarded for \$11.993m. The increased cost takes into consideration the staging of the works, increased traffic management and undertaking of night works to accommodate the needs of our residents and businesses.

The Council has allowed for a total budget of \$15.5m to cover the upgrade works, additional drainage works in conjunction with SA Water, project management fees and contingencies. It would be rather sad to have a burst old water-mains under our new road!

The figure of \$6m quoted in the article may refer to the Council's Roads Infrastructure Plan (2008) which estimated replacement of the pavers for the total length of King William Road at \$6m in 2008 dollars. This estimate did NOT allow for the replacement of footpaths, kerb and water table and any drainage upgrades.

In terms of Council's financial position, the forecast total borrowings at the end of 2018-19 will be \$7.9m, this equates to 18% of the total annual rate revenue (\$49m). While our anticipated borrowings as at June 2020 will be \$18.8m, it is important to note that Council has an operating surplus of \$2.76m, which pays down debt.

As a comparison, Council's debt in 2004 was \$17.6m with an operating budget of \$25.8m.

Large infrastructure asset projects such as King William Road and Brownhill Keswick Creek are managed in an inter-generational manner, i.e. by borrowings spread over years rather than burdening current ratepayers in the short term. Council is committed to ensuring its long-term financial sustainability and taking a financially responsible approach to the impact of debt on both current and future ratepayers.

The upgrade of King William Road comes after a thorough engagement process with traders and residents who had significant input into the design brief and what the new King William Road will look like.

Our Council voted unanimously to deliver and budget for the cost.

I am proud that the Unley Council will be able to deliver our community's vision for this iconic main street.

CITY of VILLAGES

Civic Centre 181 Unley Road
Unley, South Australia 5061
Postal PO Box 1
Unley, South Australia 5061

Telephone (08) 8372 5111
Facsimile (08) 8271 4886
Email pobox1@unley.sa.gov.au
Website www.unley.sa.gov.au

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.2 -
APPOINTMENT OF INDEPENDENT MEMBERS
TO THE AUDIT COMMITTEE

ITEM NUMBER: 7.1

DATE OF MEETING: 27 MAY 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO

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 the grounds set out below.

1. **RECOMMENDATION**

That:

1. Pursuant to Section 90(2) and (3)(a) (a) 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:
 - would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
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 enable Council to consider information relating to applicant suitability for appointment as an Independent Member to the Audit Committee.

On that basis, the public's interest is best served by not disclosing 7.2 Appointment of Independent Members to the Audit Committee, Report 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.

CONFIDENTIAL DECISION REPORT

REPORT TITLE: APPOINTMENT OF INDEPENDENT MEMBERS TO THE AUDIT COMMITTEE

ITEM NUMBER: 7.2

DATE OF MEETING: 27 MAY 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO

ATTACHMENTS: NIL

1. EXECUTIVE SUMMARY

This report summarises the process that has been undertaken by the Selection Panel to identify and recommend three Independent Members to the Audit Committee and seeks a decision regarding appointment. It also seeks a decision regarding appointment to the position of Chairperson for the Audit Committee.

2. RECOMMENDATION

That:

1. The report be received.
 2. The following persons be appointed as Independent Members of the Audit Committee for the term 1 June 2019 to 31 May 2023:
 - Mr Nicholas Handley
 - Ms Annette Martin
 - Mr David Powell
 3. Mr David Powell be appointed to the position of Chairperson of the Audit Committee for a term commencing 1 June 2019 and concluding
-
4. Sitting Fees per meeting attended for Independent Audit Committee members be set at:
 - \$450 Presiding Member
 - \$300 Independent Member
 - \$150 workshop attendance
-

3. RELEVANT CORE STRATEGIES/POLICIES

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

4. **BACKGROUND**

The Audit Committee of Council is established in accordance with the requirements of section 126 of the *Local Government Act 1999* (the Act). The Terms of Reference for the Committee provide that the Committee will consist of five members, three of whom will be independent of the Council and will have the necessary skills, knowledge and experience (including recent, relevant financial experience), to ensure the effective discharge of the responsibilities of the Committee.

Current members and appointment terms of the Audit Committee are:

- Mr John Rawson (Chairperson) – term concludes 31 May 2019 (member since 2007)
- Mr Ed Parker – term concludes 31 May 2019 (member since 2013)
- Mr Sean Tu – term concludes 31 May 2019 (member since 2015)
- Cr Kay Anastassiadis – term concludes 31 January 2021
- Cr Monica Broniecki – term concludes 31 January 2021

At the Council meeting in January 2019 Council resolved:

That:

1. *The report be received.*
2. *The Audit Committee Terms of Reference as set out in Attachment 1 to this report (Item 1373, Council Meeting 29/01/2019) be endorsed.*
3. *Councillors M Broniecki and K Anastassiadis be appointed to the Audit Committee for the period commencing from the date of this resolution and concluding 31 January 2021.*
4. *Councillors M Broniecki and J Boisvert in conjunction with the General Manager Business Support & Improvement and the Executive Manager Office of the CEO, form an Audit Committee Independent Member Selection Committee to shortlist and interview suitable persons as Independent Members for appointment to the Audit Committee commencing at the conclusion of current Independent Member appointments.*

Resolution No 1373/2019

Subsequent to the above resolution, a process was conducted to identify suitable persons for appointment to the Audit Committee, commencing with an advertisement posted on seek.com and the City of Unley website for the period 27 March 2019 to 12 April 2019 calling for expressions of interest from suitable qualified persons.

A total of eighteen (18) applications were received in response to the advertisements. The Selection Panel reviewed all applications and identified a short list of five (5) candidates for interview.

Interviews were conducted on Monday 13 May 2019, with all candidates asked a set of standard questions designed to further assess their suitability for the independent member positions.

5. DISCUSSION

The following provides a summary of the five interviewed candidates.

Candidate 1 - Mr Geoff Haberfeld

Mr Haberfeld is an independent consultant and former senior corporate executive in SA and Commonwealth Government business and policy agencies. He is currently the Independent Chair of the Townsville City Council Audit Committee and Deputy Chair of the Cairns Regional Council Audit Committee. He is a Fellow of the Australian Society of CPAs, and Graduate Member of the Australian Institute of Company Directors.

Mr Haberfeld conveyed information throughout the interview in a very considered manner, with a particular focus on asset management. He demonstrated a good understanding of the Local Government sector and was able to provide some appropriate examples from his audit committee experience. His responses to some questions lacked breadth, and limited details were provided for examples given.

Candidate 2 - Ms Michelle Hammond

Ms Hammond is currently the General Manager Corporate and Community Services with the City of Campbelltown. She also serves on the Netball SA Audit & Risk Committee and the Diocesan Finance Council and was previously a member of the Statewide Superannuation Audit and Risk Committee. In her work role she manages and attends Council's Audit and Governance Advisory Committee Meetings. Ms Hammond is a Graduate of the Australian Institute of Company Directors, a Fellow of the Governor's Leadership Foundation and holds a Graduate Diploma of Business Administration, a Bachelor of Arts in Accountancy and is CPA qualified.

Ms Hammond provided succinct responses to questions posed at interview, conveying her detailed knowledge of the Local Government Sector. She clearly communicated her understanding of the purpose and role of the Audit Committee and was well informed in relation to issues Councils are currently facing. She provided comprehensive responses to questions specifically relating to local government, however less robust responses were provided for other questions.

Candidate 3 - Mr Nicholas Handley

Mr Handley is General Manager Advisory (Chief Executive) of Handley Accounting Services. He holds a Bachelor of Commerce with majors in Accounting and Finance, an Advanced Diploma of Accounting and is a Member of the Australian Society of Certified Practising Accountants (CPA). He is current chair of the Audit and Risk Committee for the

Construction Industry Training Board and has sat on the Finance and Audit Committee of Anglicare SA for the past 6 years. Mr Handley is a member of the Unley Business Breakfast Steering Committee and also resides within the City of Unley.

Mr Handley presented as a confident and enthusiastic candidate. He articulately conveyed the value proposition he would bring to the committee and provided a range of information that supported his application and demonstrated his suitability for the role.

In comparison to other applicants, Mr Handley had less direct experience in the Local Government sector, however, he conveyed a good understanding of the nature of services delivered by Council and a good understanding of the local community.

Candidate 4 - Ms Annette Martin

Ms Martin is currently the Manager Financial Services at the City of Charles Sturt, Board member of the Local Government Finance Authority (member of the LGFA Audit since 2017) and Executive Member of the South Australian Financial Management Group. She holds a Bachelor of Arts in Accounting, is a Certified Practising Accountant and Graduate of the Australian Institute of Company Directors.

Ms Martin conveyed a passion for financial services and the Local Government sector. Her responses to questions indicated the capacity to think broadly and strategically and she was able to communicate complex issues clearly. Her responses to questions at interview drew on her extensive involvement in the development of the Better Practice Model Internal Financial Controls Framework and work to improve financial management practices across the sector.

Candidate 5 - Mr David Powell

Mr Powell is Chartered Accountant with over 34 years experience in Audit, Risk and ICT. He is currently the Presiding Member of the City of Burnside and City of Adelaide Audit Committees; Chair of the Audit, Risk, Value and Efficiency Committee at the City of Onkaparinga, Chair of the Roxby Downs Council Audit Committee; Chair of the DPTI Audit Committee; Independent Member of the Southern Region Waste Resource Authority and Chair of the Onemedifund Risk Committee. He holds a Bachelor of Mathematical Sciences, and is a Certified Internal Auditor, Certified Information Systems Auditor, is certified in the Governance of Enterprise Information Technology and Risk in Information Systems and Controls.

Mr Powell clearly conveyed his passion for the Local Government sector and in particular, his interest in supporting organisations through the work of Audit Committees. His style was engaging, and his breadth and depth of experience was evident. He has a well-developed understanding of the role of Audit Committees, noting that he regularly presents training sessions for the Local Government Association on Audit Committees.

Preferred Candidates

Following interviews with the applicants the panel evaluated the short-listed candidates. Having regard to written application and response to questions at interview the Panel identified the following as the preferred candidates to be recommended to Council for appointment:

- Mr David Powell
- Ms Annette Martin
- Mr Nicholas Handley

The Panel considered that the mix of experience from the above applicants would provide a balanced and experienced composition to the Audit Committee.

During interview all applicants were asked if they were interested in the role of Chairperson of the Audit Committee, and all confirmed that they would accept such a role if offered to them.

Appointment of Audit Committee Chairperson

The role of the Chairperson is to facilitate the conduct of business at meetings in accordance with the requirements of the City of Unley Code of Practice for Meeting Procedures and the Audit Committee Terms of Reference.

The Panel evaluated the preferred candidate list and identified Mr David Powell as a very appropriate person to recommend for the position of Chairperson. Mr Powell has extensive experience in the role of Chair of Audit Committees and conducts training on behalf of the LGA for Audit Committee members. His style is engaging, and the Panel felt he would support the development of all Committee members and work collaboratively with staff to ensure the Committee delivers effectively on its Terms of Reference.

The Panel did not identify a preferred term of appointment for the Chairperson role, so Council must determine this.

Sitting Fees

Council may determine sitting fees payable for Independent Members appointed to the Committee and has previously endorsed a sitting fee of \$300 per meeting (\$450 for the Presiding Member) and \$150 when required to attend a workshop.

It is proposed that sitting fees per meeting attended of:

- \$450 Presiding Member
- \$300 Independent Member
- \$150 workshop attendance

be retained.

6. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. The following persons be appointed as Independent Members of the Audit Committee for the term 1 June 2019 to 31 May 2023:
 - Mr Nicholas Handley
 - Ms Annette Martin
 - Mr David Powell
3. Mr David Powell be appointed to the position of Chairperson of the Audit Committee for a term commencing 1 June 2019 and concluding

4. Sitting Fees per meeting attended for Independent Audit Committee members be set at:
 - \$450 Presiding Member
 - \$300 Independent Member
 - \$150 workshop attendance

This Option reflects the outcome of the selection process undertaken by the Selection Panel appointed by Council.

The Panel reviewed and assessed all 18 applications received and identified a short list of five (5) applicants for interview. Applicants interviewed were asked a series of questions which further explored their suitability for appointment. The Panel evaluated the performance of those interviewed, and taking into account the role of Independent Members on the Audit Committee, has identified the applicants considered most suitable for appointment. The process undertaken was rigorous and has resulted in an informed recommendation for Council's endorsement.

Proposed Sitting Fees are consistent with what is currently endorsed and provide reasonable recompense for the time commitment and contribution of Independent Members.

Option 2 –

1. The report be received.

2. The following persons be appointed as Independent Members of the Audit Committee for the term 1 June 2019 to 31 May 2023:

- _____
- _____
- _____

3. _____ be appointed to the position of Chairperson of the Audit Committee for a term commencing 1 June 2019 and concluding _____

4. Sitting Fees per meeting attended for Independent Audit Committee members be set at:

- \$ _____ Presiding Member
- \$ _____ Independent Member
- \$ _____ workshop attendance

This Option allows Council to make an alternative appointment of Independent Members to the Audit Committee and set alternative Sitting Fees.

7. **RECOMMENDED OPTION**

Option 1 is the recommended option.

8. **POLICY IMPLICATIONS**

8.1 **Financial/Budget**

- There is no budget implication from the proposed recommendation. Proposed Sitting Fees are consistent with those currently in place, which are funded within the existing budget. Any change to sitting fees may have a minor budget impact, subject to the extent of the change.

8.2 **Legislative/Risk Management**

- The endorsed Audit Committee Terms of Reference provide that the Committee membership will comprise five (5) members, three (3) independent members and two (2) elected members.
- Section 126 of the *Local Government Act 1999* requires Council to establish an Audit Committee.

9. **REPORT CONSULTATION**

Audit Committee Independent Member Selection Panel

10. **REPORT AUTHORISERS**

Name	Title
Peter Tsokas	Chief Executive Officer

RELEASED

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN
CONFIDENCE FOR ITEM 7.2 - APPOINTMENT
OF INDEPENDENT MEMBERS TO THE AUDIT
COMMITTEE

ITEM NUMBER: 7.3

DATE OF MEETING: 27 MAY 2019

AUTHOR: TAMI NORMAN

JOB TITLE: EXECUTIVE MANAGER, OFFICE OF THE CEO

1. **RECOMMENDATION**

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Appointment of Independent Members to the Audit Committee, considered at the Confidential Council Meeting on 27 May 2019:

☒ Report

remain confidential until 30 June 2023 and not available for public inspection until the cessation of that period.

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.