

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 13 December 2021 7.00pm

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

Chief Executive Officer

OUR VISION 2033

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

COUNCIL IS COMMITTED TO

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

KAURNA ACKNOWLEDGEMENT

Ngadlurlu tampinhi, ngadlu Kurna yartangka inparrinhi. Ngadlurlu parnuku tuwila yartangka tampinhi.

*Ngadlurlu Kurna Miyurna yaitya yarta-mathanya Wama Tarntanyaku tampinhi. Parnuku yaitya, parnuku tapa purruna yalarra puru purruna.**

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

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

*Kurna Translation provided by Kurna Warra Karrpanthi

PRAYER AND SERVICE ACKNOWLEDGEMENT

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

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

Lest We Forget.

WELCOME

ORDER OF BUSINESS

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1. ADMINISTRATIVE MATTERS	
1.1 APOLOGIES	
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1.2 LEAVE OF ABSENCE	
Nil	
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<i>Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and a Conflict of Interest Disclosure Form (attached) is to be submitted.</i>	
1.4 MINUTES	
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5.2 MOTIONS WITHOUT NOTICE

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5.3 QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

5.4 QUESTIONS WITHOUT NOTICE

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

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Financial Incentives for Trees on Private Properties	
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Joint Use Agreement Renewal	
Review of Policies	

NEXT MEETING

Monday 31 January 2022 - 7.30pm

Council Chambers, 181 Unley Road Unley

DEPUTATION

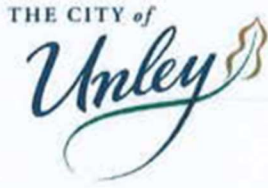
REPORT TITLE: DEPUTATION RE: FORESTVILLE HOCKEY CLUB SEEKING FINANCIAL SUPPORT

ITEM NUMBER: 2.1

DATE OF MEETING: 13 DECEMBER 2021

ATTACHMENTS: 1. DEPUTATION

1. Peter Schembri, Kingswood
Re. The Forestville Hockey Club is relocating from Millswood to Unley High School and seeks financial support for the relocation
-



DEPUTATION REQUEST FORM

Please complete this request and return to the City of Unley at least **three (3) clear days** prior to the Council meeting at which you wish to be heard.

To: The Chief Executive Officer

I/We hereby request to be heard at a Council meeting of the City of Unley

Representor Name:

Peter Schembri

Telephone Number:

0411 591 988

Email:

peter@theschembris.com.au

Address:

20 Kyre Avenue
Kingswood SA 5062

I will be speaking:

On my behalf:

As a Spokesperson:

Group:

Forestville Hockey Club

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

Representor 2 Name:

Simon Marsh

Telephone Number:

0422 000 846

Email:

simonmarsh@adam.com.au

Address:

4 Ayre Avenue
Torrens Park SA 5062

Representor 3 Name:

Telephone Number:

Email:

Address:

This Deputation relates to the following subject matter:

(Please give sufficient details of the matter to enable consideration of your request for a deputation)

The Forestville Hockey Club is currently located at the Millswood Sporting Complex. As the club has been advised by the City of Unley that the playing facilities required for its survival cannot be developed at Millswood, a new home site has been planned and costed at Unley High School. In addition to seeking State and Federal Government funding, we are respectfully seeking financial support for the relocation of FHC from Millswood to Unley High School.

Please Note: If you wish to distribute information as part of your deputation, this material must be provided to Administration prior to the meeting at which your deputation occurs. Please ensure you discuss any information you wish to be distributed or options for presenting your deputation with Administration when you receive confirmation that your Deputation Request has been approved.

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the requirements.

Signed:



Date:

02 / 12 / 2021

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

City of Unley Use Only

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

Acknowledged by Presiding Member

Signed: _____

Dated: ____ / ____ / ____

Acknowledged by OCEO

Signed: _____

Dated: ____ / ____ / ____

Approved: Yes No

Meeting Date: ____ / ____ / ____ at ____ am/pm

Representor Notified: Yes No

RECEIPT OF PETITION

REPORT TITLE: PETITION RE: PROPOSED CHANGES TO THE
OPENING HOURS OF UNLEY LIBRARY

ITEM NUMBER: 2.2

DATE OF MEETING: 13 DECEMBER 2021

ATTACHMENTS: 1. PETITION

PRINCIPAL PETITIONER: JONATHAN LEE

NUMBER OF SIGNATORIES: 82

NATURE OF PETITION: Request that the Council Rescind the Decision
to Reduce the Opening Hours of Unley Library

1. **RECOMMENDATION**

That:

1. The petition be received, noting that the matter is listed for further consideration at Item 2.2 on this agenda (Council Meeting 13/12/2021).
 2. Following consideration of Item 2.2 on this agenda (Council Meeting 13/12/2021), the principal petitioner be notified of Council's proposed actions.
-

2. **OFFICER'S COMMENTS**

2.1 *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 13 December 2021.

The current requirements for a petition are that the full name and address of each person who signed or endorsed the petition be included. Council is satisfied that of the 82 signatories on the petition, 82 have satisfied this requirement with full name, address and signature provided and none have not satisfied this requirement, with incomplete address details provided. Of the 82 petitioners who have satisfied the requirements of a petition 63 are residents of the City of Unley.

It is noted that at this time Council is unable to rescind the decision based on the receipt of this petition. Item 2.2 is listed for further consideration on this agenda (Council Meeting 13/12/2021).

2.2 Petition Information

The petitioners object to the reduction in library hours and are seeking a rescission of this decision.

A report regarding Library opening hours was presented to Council at the Council Meeting held on 8 November 2021. The report presented information on usage of Unley and Goodwood Libraries and proposed a total reduction in Library opening hours of 7.5 hours per week across both branches (1.5 hours at Goodwood and 6 hours at Unley Library).

A Library Services Review (Review) was undertaken to identify and improve operational efficiencies, leading to an investigation being conducted into library opening hours.

The Review found potential efficiencies based on customer visitation data and proposed recommendations to align opening hours to community demand.

Three (3) options were presented to Council for consideration at the meeting held on 8 November 2021, including an option to consult with the community on the proposed reduction in opening hours, an option to vary the proposed hours prior to consultation, and an option to receive the report.

The matter was for Council to determine.

At the Council Meeting held on 8 November 2021, Council resolved that:

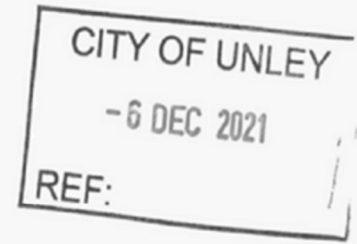
1. *The report be received.*
2. *The proposed changes to opening hours for the Goodwood and Unley Libraries as set out on pages 18-19 of Item 4.1 (Council Meeting 8 November 2021) be endorsed.*

Resolution No. C0640/21

While the decision was made at the Council Meeting held on 8 November to reduce the hours of operation, no changes of opening times have been implemented at this time.

It is noted that on the Agenda (Council Meeting 13/12/2021), a Motion on Notice has been raised to rescind the decision.

To the mayor, councillors and officers of the City of Unley,



Dear Mayor, Councillors and Officers,

Herein is contained my petition regarding the proposed changes to the opening hours of Unley Library.

Respectfully,

Handwritten signature of Jonathan Lee

Jonathan Lee

13/10 Thomas Street

Unley SA 5061

Phone: (08) 83578488

Email: jaayyboy@hotmail.com

PETITION

To the Mayor and Councillors of the City of Unley

Part 1:

Petition Contact Person: Jonathan Lee

Telephone Number: (08) 8357 8488

Address: 13/10 Thomas Street

Unley SA 5061

Part 2:

The petition of *(identify the individuals or group, e.g. Resident of the City of Unley)*
 concerned patrons of the Unley Library

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Part 3:

Draws the attention of the Council to *(identify the circumstances of the case)*
 the proposed reduction in opening hours for the Unley Library. We believe this proposal
 was not subject to adequate public consultation and was based on inadequate
 understanding of the importance of the later opening hours to many library patrons.

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PETITION

Part 4:

The petitioners therefore request that the Council (*outline the action that the petitioners are requesting Council should or should not take*)

rescind the decision to reduce the opening hours of Unley Library.

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Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Em. Mei Oks	214 Young St. Unley	
SUSAN SAUNDERS	10 WINIFRED AVE BLACK FOREST	
JAN CARMY	HERITAGE APART. MYRTLE BANK	
MARGARET WHELAN	7 SPENCE AVE MYRTLE BANK	
Annette Bernard	211 Wattle St Malvern	
MICHELLE HOPPE	22A CHASEWATER ST LOWER MITCHAM	
T Wainwright	12 Jolim St Wayville	
A. XANTHIS	39 HUGHES ST UNCEY.	
Larissa Rodrigues	25 Mary St, Unley SA	
Duncan Hartshorne	5 King St, Unley Park	
Niki Popovich	40 Butlerfield Rd Eliz Park	
Vino Gold	80a Norster Crf Mt Bate	
Darryl Bulmer	41 George St, Chas Park	
Richard Phillips	22 First Ave Forestville	
Colbert Mahony	61 Devonport Tce Wayville	
Joseph Romkoff	91 Robsart Street. Parkside	
RAYMOND NELSON	17.10 THOMAS ST UNLEY	
Sirajee Tardji	180 Cross Rd, Malvern, SA 5061	
Walter
Danny Hopkinson	35 East St Gawler	
ANSTAIR HENDRIXSON	3/19 WALTER ST. GOODWOOD	
Jonathan Lee	13/10 Thomas St Unley SA 5061	

Attach additional sheets if necessary and use the same format as this page

PETITION

Should your petition be continued over additional sheets, identify the circumstances of the case (Repeat Part 4 from page one) on **each** page.

Part 4:

The petitioners therefore request that the Council (outline the action that the petitioners are requesting Council should or should not take)

rescind the decision to reduce the opening hours of Unley Library.

Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Agnès BOLLEY	2 Frederick St.	Agnès Bolley
ALICE VITTOI	2 Frederick St	Alice Vittoi
LUCIE VITTOI	2 FREDERICK ST	Lucie Vittoi
Laramie Le-Var	8/24 Blight St, Ridleyton	L. Le-Var
Johannes	11-10 THOMAS ST UNLEY → Wordhaus (siv name)	Johannes
Julie Lenz	3/38 Salisbury St	Julie Lenz
John Weyland	14/87 Mary St	John Weyland
Dawn Oliver	76 CANTON St, Malvern	Dawn
Eric Gowen	52 Clemens St Malvern	Eric Gowen
MAURICE MCKENNEY	29 OXFORD TERRACE UNLEY, SA 5061	Mr McKenney
Susie Tobacka	9 Gilbert St Greenwood	Susie
Angus Russell	Marion St, Unley	Angus
JAMES SMYTH	4 TENTH ST BOWDEN	James Smyth
Anna Malouka	3 Ashmore St Glenunga	Anna
David Malouka	"	David
Caroline Alidgen	43 Salisbury St Unley	Caroline
Valma Thomas	3/6 Avenue Rd Highgate.	Val Thomas
Charles Iler	6 Austral Tee, Malvern	Charles
Briony Hymers	246 Ironbank Rd, Ironbank	B. Hymers
Susan McConaghy	6/12 UNION ST Greenwood	Susan McConaghy
MD Sadik	11/10 THOMAS ST UNLEY	MD Sadik
K Dverwald	10 Castle St Parkside	K Dverwald

Attach additional sheets if necessary and use the same format as this page

PETITION

Part 4:

The petitioners therefore request that the Council (*outline the action that the petitioners are requesting Council should or should not take*)

rescind the decision to reduce the opening hours of Unley Library.

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Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Pina Dabato	15 MARION ST, UNLEY	P. Dabato
M Anselme	23 Apollo Circuit Richmond	M Anselme
Sandy Lepore	55 Second Ave Forestville	Sandy Lepore
Jane Drilling	9 Alpha Cr. Panorama	Jane Drilling
Jade Taylor	7 Watts Ave Millicent	Jade Taylor
Kym Peterson	7 Watts Ave Millicent	Kym Peterson
Janet Popovich	85 Alfred St Parkside	Janet Popovich
TARA LEE	1086 West St BROMPTON SA 5007	Tara Lee
ROBERT KENNEDY	13/78 WATTLE ST FULLARTON	Robert Kennedy
KAY KENNEDY	13/78 WATTLE ST FULLARTON	Kay Kennedy
Les Warriner	71 Perry Street Unley	Les Warriner
Helen Oliver	1/6 Myra St Parkside 5063	Helen Oliver
CECILIA MINNS	4 WANDICK AVE HYDE PARK	Cecilia Minns
Steven Malone	4 Wilkinger St. Parkside	Steven Malone
Krusehof Garden	5 Hoxton St Goodwood	Krusehof Garden
Rachael Schwarz	32 Foster Street Parkside	Rachael Schwarz
Daniel Chilton	79 Gordon Road Black Forest	Daniel Chilton
Sarah Leaver	18 Ella St PARKSIDE SA 5063	Sarah Leaver
Paul Kenny	38 Olive St Parkside	Paul Kenny
Chris Purdie	30 Florence St, Goodwood	Chris Purdie
ANNE NIEANS	4 SUNNYMEADE AVE FULLARTON	ANNE NIEANS
20/04 Jim.	1/9 Crum Street Area Goodwood	Jim

Attach additional sheets if necessary and use the same format as this page

PETITION

Part 4:

The petitioners therefore request that the Council (*outline the action that the petitioners are requesting Council should or should not take*)

rescind the decision to reduce the opening hours of Unley Library.

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Please note: When this petition is presented to Council or a Council Committee, it will be a public document and names and addresses will appear in the Agenda on the Council website.

Name (print)	Address	Signature
Senia Holt	52 Palmerston Rd, Unley SA 5061	
Giab Karas	119 LEICESTER ST, PARKSIDE	
Leana Mulyono	119 Leicester st, Parkside	
Abdullah Saad	109 Angus Rd. Westb. Park	
Jay Hanson	6/10 Thomas st unley	
Yvette Aldous	97 Cave Ave, Bridgewater	
Ray Gilmore	112 Cheltenham St Malvern	
Nichele McErmack	154 Fisher St, Malvern	
KATHY WATSON	42 WOODFIELD AVENUE, FULLARTON	
Jane Williams	135 Fisher st Fullarton 5067	
Adam Hudson	4 Boothby Court Unley	
William O'Connor	45 George Street, Parkside	
Kate Bulling	34 Edwin Tee Gillbe. Wn	
Steve Horne	2/24 Kent St Sth Plympton	
SHARYL GEORGE	19 ROBERTS ST. UNLEY	
Caroline Lafont	Rivondale Rd, Myrtle Bank	
CAITLIN MASSEY	9/5 CYAN PLACE, NORWOOD	

Attach additional sheets if necessary and use the same format as this page

DECISION REPORT

REPORT TITLE:	PROPOSED ACTIVE PARTICIPATION FRAMEWORK
ITEM NUMBER:	4.1
DATE OF MEETING:	13 DECEMBER 2021
AUTHOR:	NICOLA TINNING
JOB TITLE:	GENERAL MANAGER, BUSINESS SUPPORT & IMPROVEMENT
ATTACHMENTS:	1. PROPOSED ACTIVE PARTICIPATION FRAMEWORK

1. **EXECUTIVE SUMMARY**

In 2019 the CEO visited the City of Trikala in Greece to learn about their smart cities journey and to see some of the smart projects undertaken. One of the most successful projects was “e-Dialogos”, an online deliberation platform for citizens to participate in the decision-making processes of the city.

At a Briefing in November 2019, Members at the time indicated that they were keen to explore a model based on the engagement framework used in Trikala. At two (2) further Briefings the approach and proposed process to adopt a City of Unley approach was shared with Members.

Democracy Co, a leading engagement consulting group has considered Council’s feedback and refined the “Active Participation Framework” to reflect an “involve” rather than “empower” approach. The six-step process is designed to be transparently and obviously different from other engagement processes – as is appropriate for a ‘collaborative’ rather than consultative experience.

The intention of the Active Participation Framework is not to replace the Council’s Engagement Toolkit or practices, but to be an additional engagement option to be used for key city-wide strategic policies/ issues, which is complimentary to existing practices.

This a new concept for the City of Unley and research suggests a first for local government across Australia. With this in mind, it is recommended that a pilot project be used to test the framework and to evaluate its effectiveness. The recommended pilot is the development of a City On Street Parking Strategy. The pilot will include an assessment to test whether the experience has been worthwhile for all stakeholders.

2. RECOMMENDATION

That:

1. The report be received.
 2. The Unley Active Participation Framework contained in Attachment 1 to this report (Item 4.1, Council meeting 13/12/21) be adopted.
 3. The Unley Active Participation Framework be endorsed as the community engagement approach for the development of the On Street Parking Strategy.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

In 2019, the CEO visited the City of Trikala in Greece to learn about their smart cities journey and to see some of the smart projects undertaken. One of the most successful projects was “e-Dialogos”, an online deliberation platform for citizens to participate in the decision-making processes of the city.

At a Briefing in November 2019, Members at the time indicated that they were keen to explore a model based on the engagement used in Trikala.

In October 2020, another Briefing was held with Elected Members to present a preliminary framework for “Online Deliberation” whereby Council would engage with citizens online to deliberate on significant policy issues. Citizens would be able to participate by registering on an online portal. They would then be invited to discuss an important policy issue or city-wide initiative. Following this stage, participants would be polled on their views and a report presented back to Council with poll results and a discussion summary to inform Council’s decision making.

Following the Briefing in October 2020, Democracy Co, a leading community engagement consultancy, was engaged to further develop and refine the model and assist with building a database of potential participants.

At a Briefing in September 2021, Democracy Co presented a proposed “Active Participation Framework” for feedback and to seek input into how Members may be able to assist with expanding a participant database.

Feedback from Members has been considered and the proposed model has been updated to reflect the appropriate authority of decision making and a pilot project has now been identified for Member’s consideration.

5. **DISCUSSION**

The City of Unley has a long history of active engagement with its Community. To support its decentralised model of engagement, a toolkit was developed in 2014. The toolkit contains a five-step process based on the following set of principles:

- Community participation
- Transparent and adequate information
- Integrity
- Mutual respect
- Accessibility
- Diverse and representative
- Two-way communication
- Quality planning and processes
- Continuous learning

The proposed Active Participation Framework provides a structured approach that can be used to engage the community on strategic policy and city-wide issues.

Attachment 1

The approach primarily is to improve how the Council may engage and bring together a broad set of views and draw on the diverse knowledge and expertise that exists in the community.

The context for the development of this Framework is the positive view Council has had on a process used in the city of Trikala in Greece.

The intention of the Active Participation Framework is not to replace the Engagement Toolkit, but rather to be an additional engagement option to be used for key city strategic policy or city-wide issues.

The Active Participation Framework and process has been designed to seek the views from a diverse community which is considered and informed. The intention of the framework is that the process will move people beyond 'opinion', to considered judgement – better enabling evidence-based decision making.

The process involves the following six stages:

- Ideas generation or problem identification
- Selection of panel
- Panel sense making
- Conversation guide
- Options testing
- Decision making

It should be noted that the process does not commit Council to implement what the community prefers/decides, but it is important that for the Community's input is taken into consideration if the active participation process is to be effective.

In summary, Council will decide if the Active Participation Process will be used for a future key strategic initiative or issue and will be kept informed of each stage in the process. Council will also endorse the options that will be presented to the community for voting. Following this stage, Council will make the final decision considering the outcomes of the process.

The proposed Active Participation Framework is a new concept for the City of Unley and research suggests a first for local government across Australia. With this in mind, it is recommended that a pilot project approach be used. A pilot will enable Council to assess the process and include an evaluation to test whether the experience has been worthwhile for all stakeholders.

To appropriately evaluate the pilot project the following measures are proposed to be used:

- Number of panel members and relative ease to recruit;
- Diversity of the panel;
- Self-assessment of the effectiveness of the panel members/group and overall process;
- Facilitator assessment of the effectiveness of the panel members/group and overall process;
- Staff assessment of the panel group and overall process; and
- Council assessment of the overall process and usefulness of the outputs from the panel.

Consultation on the development of a City wide On Street Parking Strategy is planned for 2021-22. This will make an ideal pilot project to trial this new form of engagement with the Community. The On Street Parking Strategy is city-wide, will have a broad set of views, and encompass diverse knowledge and expertise.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. The Unley Active Participation Framework contained in Attachment 1 to this report (Item 4.1, Council meeting 13/12/21) be adopted.
3. The Unley Active Participation Framework be endorsed as the community engagement approach for the development of the On Street Parking Strategy.

The Active Participation Framework process has been designed to seek input from the community that may have quite diverse views concerning a city-wide issue. The intention of the process within the framework is to move people beyond 'opinion' to a place which has been extensively explored to arrive at a considered judgement – to enable evidence based decision making.

The thoughts and views of the community regarding On Street Parking is expected to be diverse and the strategy will have an impact across the City therefore making it ideal as a pilot to test the framework process.

Option 2 –

1. The report be received.
2. The Unley Active Participation Framework contained in Attachment 1 to this report (Item 4.1, Council meeting 13/12/21) not be adopted.

Council may have the opinion that the current Engagement Toolkit used by Council does not need to be extended.

Option 3 –

1. The report be received.
2. The Unley Active Participation Framework contained in Attachment 1 to this report (Item 4.1, Council meeting 13/12/21) be adopted subject to the following amendments.
(insert update as recommended by Council)
3. The Unley Active Participation Framework be endorsed as the community engagement approach for the development of the On Street Parking Strategy.

This option seeks Council endorsement for the Active Participation Framework and the development of an On Street Parking Strategy as a pilot to test the framework, subject to any amendments that Council may wish to include.

7. RECOMMENDED OPTION

Option 1 is the recommended option.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

8.2 Legislative/Risk Management

8.3 Staffing/Work Plans

8.4 Climate/Environmental Impact

8.5 Social/Economic

8.6 Stakeholder Engagement

- Community engagement is not required for the Framework. Feedback from will be collected as part of the pilot and shared with Council as part of the pilot project evaluation.

9. REPORT CONSULTATION

Nil

10. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer



Unley Active Participation Framework Proposed Approach

November 2021



In this document

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Background and Context

The City of Unley wants to develop an active participation framework – a structured, generic approach that the Council can use to engage the community on policy and city-wide issues. The goal is to have an approach that:

- Improves how the Council engages on strategic policy or city-wide issues
- Seeks to positively engage the community in such a way that draws on their diverse knowledge and expertise.
- Is simple and easy to manage for Council staff
- Is simple to use / follow for participants

The context for the development of this Framework is the Council's positive view on a process used in sister city Trikala in Greece. (Refer text box below)

The Framework is to include -

- a. Process and methods
- b. Tools- with a particular focus on online tools
- c. Recruitment – a process for obtaining diversity,
- d. Roles and responsibilities of participants including outlining the role of experts
- e. Facilitation
- f. Outputs

Once the framework is developed, the Council is keen to apply the draft framework on one or two topics and review it accordingly.

Trikala Greece - Engagement Framework

Trikala provides a platform for citizens to participate in the decision-making – that combines online deliberative and voting processes

- 1. Information about strategic topics is put on the website**
- 2. Citizens register to participate / using demographic data (this is used to weight feedback)**
- 3. There are professionally moderated online discussions**
- 4. Discussion leads to a detailed questionnaire - an E- survey**
- 5. E-forum and the e-survey results go to Council,**
- 6. Council discuss and decide in a dedicated session - webcast, with a “citizen-envoy” collecting and reporting emails and chats sent by citizens with their views.**

Proposed Approach

Overview

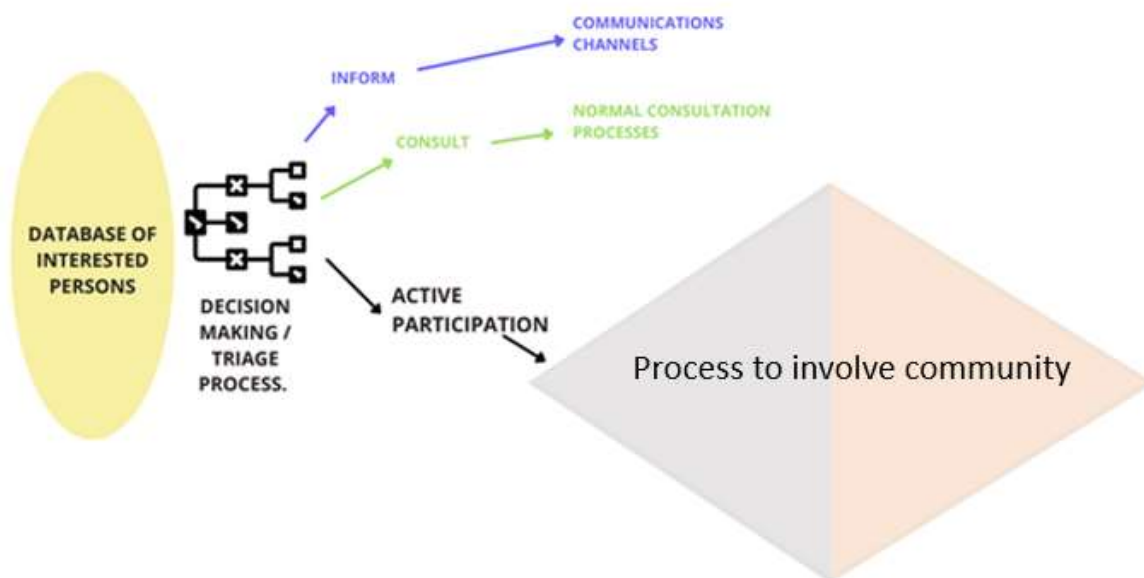
DemocracyCo have worked with Council staff to design a process for Active Participation (AP) of the Unley community and stakeholders in the Council's decision making.

The Active Participation process is designed to better involve the community and provide Council with advice from its diverse communities which is **considered and informed. This process will move people beyond 'opinion' to considered judgement - better enabling evidence-based decision making.**

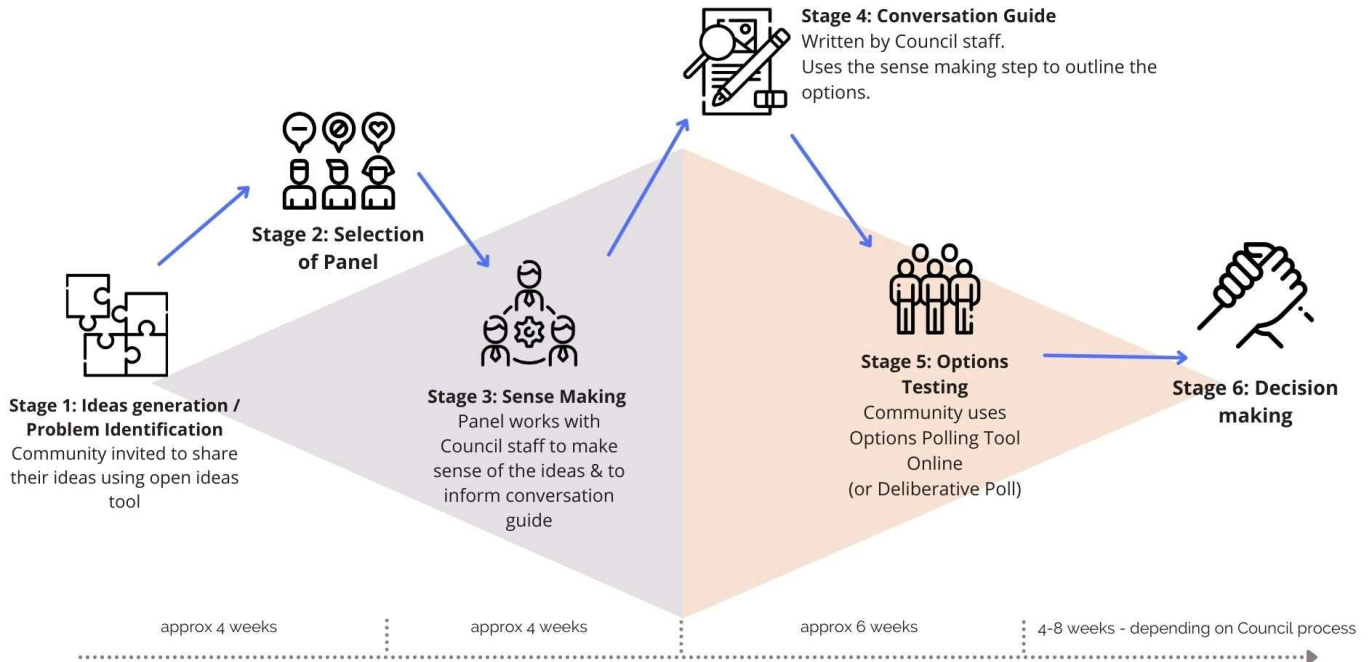
The process is designed to be used for strategic policy related issues that impact the community.

The Active Participation process focuses on involving the community from the beginning and stepping through the problems, opportunities and possible solutions with them - side by side.

By taking it slowly and bringing the community in at the beginning of the process in a meaningful and authentic way, Council will be establishing a partnership approach with the community and draw on their diverse skills and knowledge in a respectful and collaborative way.



The Active Participation involves six stages



Process in detail

Getting Ready

Community Database

The first step is to create a database of people who are interested in working collaboratively with Council.

It is vital that this database is as **big and as broad as possible**. The aim should be to not only include those who normally engage with Council - but beyond this group to those in the community that are harder to engage, either because they are busy or because they are disconnected or disillusioned.

To do this, Council will need to demonstrate that this process will be different from other processes that Council has run in the past and will be distinguishable from previous consultation processes and communications activities.

People will engage if they think it is worth their time. The key to creating a diverse database will be to clearly communicate that the experiences under this framework will have influence, people will be heard and there is a commitment by Council to the process. Communications surrounding the setup of the database will be important.

Ideally this database will need to be set up in advance of implementing this framework. This is important - because the database will be non-related to topics. It will be important that the database includes people with a range of interests as well as a range of demographics and a range of values.

Council Role

Establishing a database of interested people - that moves beyond the voices that Council normally hears from and ensuring that the diversity of the community's voice is heard. This will involve demonstrating that Council will be treating this process differently.

This requires that Council is clear on what its commitment to people who give their time through this process could be. What could Council promise the participants on the panel? What transparency measures could Council commit to for projects run through this Active Participation model. What commitment (if any) could Council make to act on the outcomes of the process? How can Council thank and recognise the efforts of panel members?

It is not expected that Council will be able to commit necessarily to 'implement what the community decides' - but it is important that the Active Participation process is transparently and obviously different from other processes - as is appropriate for a 'collaborative' rather than consultative experience.

Stage 1 Ideas Generation or Problem Identification

Depending on the nature of the topic in Stage 1, all members of the community will be invited to either:

- share their views on the problem or opportunity - to help define the problem/opportunity, or
- share their ideas for solutions to the Council's identified issue.

This will be done online via the Your Say Forum tool or Open ideas tool.

This stage will enable broad participation by any interested person or group in the community in an open and transparent way. This will ensure that all stakeholders are able to participate and put forward their ideas - ensuring the greatest number of inputs to the process.

Councillors and staff (through Unley Council communications channels) will communicate broadly about the opportunities for members of the community to engage.

We expect that at this stage those with strong views on the topic will primarily engage.

Council Role

At the beginning of this, Stage 2, Council staff will prepare information for Councillors outlining the themes and outcomes of the ideas stage.

If Council feels that something has been missed - Councillors may wish to add their own or additional ideas at this stage for discussion by the panel.

Stage 2 - Selection of Panel

A panel size of between 18-35 people is recommended. The panel may include community participants, experts, and possibly other stakeholders (like business representatives, government, or non-government representatives).

A group of less than 18 may not ensure a cross section of stakeholders for collaboration and more than 35 can become challenging to manage and facilitate discussion.

Genuine collaboration is hard in big groups. 35 would be the maximum to allow for effective collaboration. Less than 18 makes collaboration very easy but will create significant risks in ensuring that Council are hearing from a sufficiently diverse group of the community.

Community participants

Stage 2 involves drawing a panel of community members from the Active Participation Database. The selection of community participants will be done via a stratified random sampling / sortition process.

Staff will determine what the important strata¹ are for the given project. The following strata may be relevant-

- Age
- Gender

¹ Strata - means groups. The types of groups of residents will be important to represent on the panel.

- Location of home / Ward
- Employment Type
- Areas of interest

Staff will randomly select participants from those strata seeking to select a group which as closely as possible represents the size of that strata within the Council area.

Selected persons will then be sent a personalised invitation asking whether they would like to participate in the process. If they are unable to or aren't interested, staff will randomly select others to fill their position using the same process outlined above (multiple rounds may be required).

The goal of the panel selection process is to choose a group of people which provides broad representation of the City of Unley community. This stage is designed to ensure that Unley Council can move beyond the insistent or loud voices and hear from a group of people that holds a broad cross section of views / values and ensure that the voices of different demographics are heard.

Expert participants

Involving experts in the process is important - it is vital that the work of the panel isn't just based on 'opinion' but also on facts, evidence, and research.

There are numerous ways that facts, evidence and research can be brought to the attention of the panel.

A decision will be required as to whether to bring expert advice into the group by having experts sit on the panel - or to bring in this advice from experts in other ways (such as through presentations by the experts or providing a review of the panel's work).

This process has been designed to be collaborative - ideally it is best to bring the required experts in as part of the panel because they can share their knowledge as the process develops and respond to questions, reflections or ideas by other panel participants in real time.

Stakeholders as participants

In some circumstances, it will be important to hear the voices of stakeholders (ie organised groups such as businesses, business representative bodies, NGOs or well organised community groups) on the panel. For example, If the initiative is likely to have consequences for business it may be important to bring the diverse voices of the relevant businesses or business groups on to the panel.

Stage 3 - Panel Sense Making

The role of the Panel is to

1. Make sense of the information received from the public in Stage 1
2. Consider the evidence base - explore what is known from research on the issue- any evidence that exists on the topic
3. Clearly define the problem / opportunity that is being addressed.

4. Clearly define and outline and document **several** viable options for addressing the problem.

The output from the panel should be highly developed - providing advanced drafts for most sections of the next stage, the Conversation Guide. This is important because as much as possible the Conversation Guide should be in the words of the Panel.

Facilitation

To enable the panel to work effectively they will need to be supported by an independent and highly skilled facilitator that is experienced with collaborative forms of engagement on complex issues.

This is particularly important as the issues being considered by the panel may be polarising and complex.

Independent facilitators will be able to -

- Help the panel to draw on their critical analysis skills and reflect on their own biases
- Support the panel to step through the consideration of complex issues and simply navigate the development of solutions
- Assist what will be a 'large' group in the context of a collaborative process - through use of facilitation tools
- Manage and address outrage
- Create a working environment which is equitable, collaborative, fun and facilitates innovation
- Support the panel to develop their report - quickly and simply
- Protect the Council from accusations of 'bias'.

Where the panel can only find one option for addressing the problem

The intent should be that the panel develop between 2-4 options for addressing the problem and there will be very few cases in which this won't be possible.

If the panel can only find one truly viable solution to the problem - then the panel has the option of recommending to Council that Stages 4 and 5 aren't pursued. '

Instead, the Panel would produce a report at the 'conversation guide' stage - outlining in some detail as to why there is only one option. The case for this will have to be very strong.

If Council doesn't agree that there is only one option - if the report the panel produces is not sufficiently convincing, Council can request the panel re-consider its' findings.

The report will need to be written by the panel working with facilitators - and be published unchanged by staff / Councillors. This will be important to Council - because it will help Council to communicate the change of approach and help improve Councils' communications on this issue with the community going forward.

Where the panel propose to do nothing

Where the panel find that no changes should occur - they will produce a report for Council (and public release) stating this and explaining why they landed on this outcome.

Council Role

Panel members may request to present their findings (i.e. the options they have developed) to a Council Briefing. Council will consider a report from staff which may include a presentation of findings from the panel, before the testing of refined options with the community.

Stage 4 Conversation Guide

Stage 4 involves the development and release of a conversation guide to aid broad community engagement, consideration, and discussion about the options for the way forward.

The purpose of the Conversation Guide is to enable the broader Unley community and other stakeholders (where appropriate) to weigh up the options and come to a more informed opinion about the best way forward.

The Conversation Guide will include -

1. Overview of process for developing the Guide
2. A clear definition of the problem Council is trying to address or opportunity they wish to take advantage of
3. A simple articulation of the options for moving forward as well as honest and transparent detail of their strengths and weaknesses
4. Include possible solutions considered by the Panel but are not deemed possible options
5. Clear linkages back to the input provided by the community at Stage 1 of the process.

The content for the Conversation of the Guide - should (to the maximum extent possible) be drafted by the panel. If Council staff feel that substantial word smithing is required then staff should either work with a subgroup of the Panel to do this together or should run the revised draft back past the panel to check that the additional work does not change the intent of the document and the Panels recommendations.

Stage 5 Options Testing

Stage 4 and Stage 5 are interconnected.

The Conversation Guide will be used to elicit feedback from the broader community on which of the options they think is best.

This could be achieved through on the use of Your Say – a tool already in use, to ask the community members to indicate which of the options they support the most and why.

This stage will need to be supported through a broad and comprehensive communications campaign by the City of Unley as well as by individual Councillors - to ensure the broadest possible cross section of the community are able to have their say on the possible approaches.

Stage 6 Decision Making

Council staff will produce a report with the outcomes of the poll.

At this stage Council may wish to get the panel back to talk further about the options and reflect on the feedback from the poll.

Council will make the final decision about how to move forward.

Depending on the results Council may also decide to send the polling results back to the Panel for further consideration and advice or seek further advice from Council staff.

DECISION REPORT

REPORT TITLE:	LEAVE OF ABSENCE REQUEST FROM COUNCILLOR J. DODD FROM 01/01/2022 TO 20/03/2022
ITEM NUMBER:	4.2
DATE OF MEETING:	13 DECEMBER 2021
AUTHOR:	KATHRYN GOLDY
JOB TITLE:	ACTING EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	NIL

1. **EXECUTIVE SUMMARY**

Councillor J. Dodd is seeking a leave of absence from Council for the period of 1 January 2022 until 20 March 2022 inclusive.

A leave of absence request is a formal mechanism by way of a Council resolution for Council to resolve and excuse a Councillor from Council meetings and other Council activities during the approved leave of absence.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. Councillor J. Dodd be granted a leave of absence for the period of 1 January 2022 until 20 March 2022 inclusive.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

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

4. **BACKGROUND**

Councillor J. Dodd is seeking a leave of absence from Council for the period of 1 January 2022 until 20 March 2022 inclusive.

Councillor J. Dodd is currently standing as a candidate for election as a member of the State Parliament.

Section 55A (1) of the *Local Government Act 1999* (the Act) states:

- (1) *If a person holding office as a member of a council stands as a candidate for election as a member of the Parliament of the State, the member will be taken to have been granted a leave of absence from the office of member of the council from the date on which nominations for the election close until the result of the election is publicly declared.*

5. **DISCUSSION**

While Councillor J. Dodd will automatically be granted a leave of absence from Council from the date nominations for the state election close until the result of the state election is publicly declared, Councillor J. Dodd is requesting that a leave of absence be resolved by Council from 1 January 2022.

In relation to allowance payments, section 55A (5) (a) and (b) of the Act provides:

A person who is taken to have been granted leave of absence from the office of member of a council under this section must not during the period of leave -

- (a) *use facility, service or other form of support provided by the Council to its members to assist the members in performing or discharging official functions and duties (not being a facility service or form of support generally provided to members of the public by the council); or*
- (b) *carry out any function or duty of the office of member of the council*

Councillor J. Dodd has requested that, if the period of leave of absence is approved from 1 January 2022, any allowance payments be paused for the duration of the leave. Administration will also seek the return of Councillor J. Dodd's access pass to the Civic Centre and the Surface Pro which has been assigned to her to assist in her duties as a Councillor, to ensure compliance with section 55A(5)(a).

6. **ANALYSIS OF OPTIONS**

Option 1 –

1. The report be received.
2. Councillor J. Dodd be granted a leave of absence for the period of 1 January 2022 until 20 March 2022 inclusive.

This option will allow Councillor J. Dodd to commence her leave of absence from 1 January 2022. A candidate for the state government elections is legislatively required to automatically be granted a leave of absence from the date of the close of nominations until a result is publicly declared. This leave of absence will allow Councillor J. Dodd to have additional leave from her role as Councillor.

Option 2 –

1. The report be received.
2. Councillor J. Dodd request for a leave absence for the period of 1 January 2022 until 20 March 2022 inclusive not be granted.

This option will mean that Council resolves not to grant Councillor J. Dodd her request for a leave of absence. Given that Councillor J. Dodd is a candidate in the upcoming state election, any leave of absence will be automatically applied as per the legislative requirements. This option will result in Councillor J. Dodd continuing in her capacity as an elected member up until the date nominations close and until a result is publicly declared.

7. RECOMMENDED OPTION

This is a matter for Council to determine.

8. POLICY IMPLICATIONS

8.1 Financial/Budget

- Councillor J. Dodd will not be in receipt of the Members Allowance Payment while on a leave of absence from Council. This will result in a small saving to Council as the leave of absence will be for 11 weeks.

8.2 Legislative/Risk Management

- Section 55A of the Act, has a provision which allows for candidates in a state government election being automatically granted a leave of absence from Council. This period is from the closing date of nominations until the date a result is publicly declared. Councillor J. Dodd is seeking an additional leave of absence prior to this application of Section 55A.

8.3 Staffing/Work Plans

- Not Applicable

8.4 Climate/Environmental Impact

- Not Applicable

8.5 Social/Economic

- Not Applicable

8.6 Stakeholder Engagement

- Not Applicable

9. REPORT CONSULTATION

Not Applicable

10. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

INFORMATION REPORT

REPORT TITLE:	PERFORMANCE REPORT CEO KPIS
ITEM NUMBER:	4.3
DATE OF MEETING:	13 DECEMBER 2021
AUTHOR:	LARA KENNEDY
JOB TITLE:	EXECUTIVE ASSISTANT, OFFICE OF THE CEO
ATTACHMENTS:	1. CEO KPIS 2021/22 2. CEO KPIS 2020/21 FINAL

1. **EXECUTIVE SUMMARY**

To enable the City of Unley to effectively review the CEO's performance during reporting periods, a series of key performance indicators (KPIs) are set, against which performance is assessed. The KPIs are aligned with the strategic direction of Unley and deliver clear and measurable results for the period under review.

A progress report against the CEO KPIs 2021/22 has been completed for the period July 2021 to November 2021 and is provided to Members for their information.

As a reminder of past goals and achievements, the final CEO KPIs 2020/21 have also been included as an attachment for Members' information.

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. **BACKGROUND**

As part of the CEO performance reporting framework, an update against agreed KPIs is provided to Elected Members for information periodically, detailing the achievements for a given period.

5. DISCUSSION

The progress against the CEO KPIs for 2021/22 has been reported against for the period July 2021 to November 2021 and is included as Attachment 1 to this report.

Attachment 1

The final report for the CEO KPIs for 2020/21 was distributed to Elected Members for consideration by the external consultant in June 2021. This report provided the basis of the 360° review process undertaken by the consultant, informing the Elected Members of project and service deliverables and achievements for the review period, and is also included as Attachment 2 to this report for completeness

Attachment 2

6. REPORT AUTHORISERS

Name	Title
Kathryn Goldy	Acting Executive Manager, Office of the CEO

Key Performance Indicators

1. Customer Experience

We will optimise the customer experience using people centred design and collaboration

Comments

These initiatives continue to build on the work undertaken over the last 2-3 years which has seen an increased focus on transitioning to online transactions.

1. Customer Experience Key Initiatives for 2021/22

- Implement the redesigned process, system changes and online tracking App for tree related customer requests (follow on from 2020/21).
- Complete the implementation of the business portal to assist and promote small businesses in Unley (follow on from 2020/21).
- Implement the LG Reform Portal (subject to State Government progress).
- Develop website analytics and insights of our digital program to improve digital adoption rate and to inform future priorities of the ongoing customer experience continuous improvement program and framework.

Milestones

1. Optimisation of the Customer Experience

- Tree related customer requests will be managed, and action generated through the online tracking App. (June 2022). **On track**
- Business Portal will be implemented and functional (March 2022). **On track**
- LG Reform Portal ("Councils in Focus") implemented, subject to State Government progress (June 2022). **Completed**
- Website analytics developed and report with recommendations completed for endorsement by the Executive Management Team (EMT) (March 2022). Future priorities to be identified for 2022/23 CEO KPIs. **On track**

Progress Update

1. Customer Experience Key Initiatives for 2021/22

- The redesign project for customer requests relating to trees is progressing well. The project plan has been signed off by the project sponsors and resource allocations have been made. Training has been organised for the core project team and Depot Operations members.
- The design of the business portal is following the same process used to design the website. Members of our business community participated in a survey with over 100 responses received and additionally a focus group of six business owners provided input to the design of the front end. The Infrastructure Architecture is expected to be finalised by January 2022.
- The LG Reform Portal ("Councils in Focus") is live. **Completed**
- A prototype dashboard has been developed for the collation of website analytics. A review of service adoption rates is being investigated with business units.

Key Performance Indicators

2. Organisational Culture

We will continue to develop a performance-based culture across the organisation and build the capability and capacity of our people

Comments

These initiatives continue to progress the work in making the City of Unley an Employer of Choice. There will be a renewed focus on Organisation Culture (following the March 2021 survey), Leadership within the organisation, and Workplace Health and Safety (WHS). The following actions are proposed:

1. Organisation Culture

- Develop organisation-wide Action Plans and reporting framework against the Organisational Cultural Inventory results to improve organisational culture and performance.
- Develop a Diversity and Inclusion Plan for EMT consideration.
- Deliver Domestic Violence and Indigenous Staff Awareness training across Council.

2. Leadership

- Revise the Leadership Capability Framework and deliver relevant development activities.
- Establish leadership metrics including Performance, Development and Review completion and feedback mechanisms.

3. Safety

- Develop an overarching Organisational Safety Strategy.
- >90% completion rate on the Local Government Risk Services WHS action plan.

Milestones

1. Action Planning against the Organisational Cultural Inventory results

- Action Plans developed and reported against Framework (December 2021). **On track**
- Diversity and Inclusion Plan prepared for consideration (February 2022).
- Awareness training provided (March 2022). **On track**

2. Leadership Development

- Leadership Framework revised, and training/development delivered (February 2022). **On track**

3. Focus on Safety

- Safety Strategy completed (March 2022).
- Targets achieved in LGRS Work Plan (June 2022). **Completed**

Progress Update

1. Organisation Culture

- Debrief sessions have been undertaken with all areas of the organisation that undertook the survey. The development of Action Plans is underway.
- Domestic Violence awareness training has been delivered to the Leadership Group by an external provider.

2. Leadership

- A review of the current Leadership Framework has been completed and the draft of a revised framework has commenced. A key finding of the review is to include the development of key professional staff across the Council that lead collaborative outcomes that may not have staff directly reporting to them.

3. Safety

- Council achieved a 93% completion of the LGRS Workplan for 2021. Council will receive its full rebate from the scheme. *Completed*
- Work has commenced on the development of the new plan which will be submitted to the scheme for approval in November. The Workplan runs from November to November each year

<h2>Key Performance Indicators</h2>
<h3>3. Financial Sustainability</h3> <p>Ensure the sustainability of the organisation through sound financial management principles and ongoing reviews of its operations to realise efficiency gains</p>
<h4>Comments</h4> <p>1. 2022-23 Annual Business Plan</p> <ul style="list-style-type: none"> • Prepare 2022/23 Annual Business Plan for consultation in line with CPI (March 2022 quarter) and with agreed levels of service and a target operating surplus of 5%. • The Long-Term Financial Plan incorporating the results for 2020/21, be revised. <p>2. Non-rates Income</p> <ul style="list-style-type: none"> • Revenue received from non-rates income (especially from Parking) increased by 10% when compared to the FY 2020/21.
<h4>Milestones</h4> <p>1. 2022-23 Annual Business Plan and Budget (ABP)</p> <ul style="list-style-type: none"> • Draft Annual Business Plan prepared for consultation (May 2022). On track • The Long-Term Financial Plan is adopted by Council (February 2022). On track <p>2. Non-rates Income (Parking Related Income)</p> <ul style="list-style-type: none"> • Establish 2020/21 Parking Income as baseline data (September 2021). On track • Report on 2021/22 Parking Income (June 2022). On track • Provide report to Council on parking revenue options based on findings of Parking Strategy (April 2022). On track
<h4>Progress Update</h4> <p>1. 2022-23 Annual Business Plan</p> <ul style="list-style-type: none"> • A draft timetable has been prepared to ensure the Draft Annual Business Plan is prepared for consultation by the April Council meeting in 2022. • The draft Long-Term Financial Plan is being updated to include the end of year results for 2020-21. The 2020-21 Financial Statements were presented to Council in November 2021. <p>2. Non-rates Income</p> <ul style="list-style-type: none"> • The 2020/21 budget for parking enforcement income of \$945,000 is being used as baseline data, with budgeted revenue for 2021/22 set at \$962,000. Current progress against budget is unfavourable to target impacted by a reduction in weekend resourcing, timing of leave, loss of Unley Shopping Centre as private parking income and cancellation of the Royal Adelaide Show. • Currently the Regulatory Services Review, including parking enforcement, is underway. The review will establish baseline data including revenue potential and timing, resourcing, and opportunities to maximise efficiency and income. This will also further explore use of parking sensors as an enforcement tool, after hours service options and the viability of enforcement of private carparks. • Additionally, the Parking Strategy currently under development will influence future revenue generation opportunities.

Key Performance Indicators
<p>4. Smart City/Digital Strategy</p> <p>We will embrace new technologies, build adaptive business and operating models to drive organisational growth and decision making</p>
<p>Comments</p> <p>The initiatives outlined below progress Council's work on using technology to improve services and engagement with our community. One of the initiatives is to finalise an online deliberative engagement process that could be used to seek ideas from the community on strategic topics as well as testing strategic issues.</p> <p>1. Service Reviews</p> <ul style="list-style-type: none"> Investigate the service review outcomes for the Depot, Libraries and Development Services to identify any system and technology outcomes that may be implemented to increase efficiencies. <p>2. Smart Cities</p> <ul style="list-style-type: none"> Complete the development of the Smart City Plan and Framework. <p>3. Deliberative Engagement</p> <ul style="list-style-type: none"> Finalise the Deliberative Engagement Framework, establish a central database, and deliver a pilot project to test the new engagement model.
<p>Milestones</p> <p>1. Service Reviews</p> <ul style="list-style-type: none"> Service Reviews assessed in terms of possible system/technology improvements (March 2022). <p>2. Smart Cities</p> <ul style="list-style-type: none"> Smart City Plan and Framework developed for Council consideration (June 2022). On track <p>3. Deliberative Engagement</p> <ul style="list-style-type: none"> Framework and database established (December 2021) and pilot project identified (January 2022). Testing of the engagement model to commence (April 2022). On track
<p>Progress Update</p> <p>1. Service Reviews</p> <ul style="list-style-type: none"> There are no system/technology improvements identified in the Library Review. Preliminary discussions between Development Services and Business Systems and Solutions have commenced. The Depot review findings are being finalised. The timing of this outcome may need to be extended. More information should be available at the end of the second quarter. <p>2. Smart Cities</p> <ul style="list-style-type: none"> Due to the shift in trends relating to the development of Smart City Plans, a research brief has been developed and initiated. Trends indicate that plans are being updated to incorporate principles to solve complex problems, rather than a list of actions relating to the implementation of available technology solutions. <p>3. Deliberative Engagement</p> <ul style="list-style-type: none"> The deliberative engagement approach is guided on the successful engagement of citizens in Trikala, Greece. A draft active participation framework has been developed following workshops with Council and key staff. It is intended that this proposed framework be considered by Council before the end of the calendar year and that the development of the On-street Parking Strategy be used as a pilot project. As the approach is still in its infancy, it is recommended at this stage not to custom build a database, but rather, use existing databases for the purpose of the pilot project.

Key Performance Indicators

5. Communications Strategy

Develop a Communications Strategy, that identifies opportunities for Council to enhance its communication with stakeholders and community in a variety of forms and in a timely manner.

Comments

Council has expressed the desire to develop a Communications Strategy that identifies ways that we can improve our communication with the community and key stakeholders.

As part of the project, an audit/review of current methods of communication will be undertaken and an assessment of the effectiveness of print vs digital communications, Unley Life, Council forms, and social media channels will be undertaken. The review will identify opportunities to better align communication methodologies and approaches with Council's strategic directions and will inform the development of the required Strategy.

Council's current approach to community engagement on projects and issues will not form part of this review.

Milestones

1. Communication Audit/Review

- An audit/review of current communication channels and their effectiveness will be completed (September 2021). **Completed**

2. Communications Strategy Brief

- Develop a brief for the Communications Strategy and engage a consultant (October 2021).

3. Draft Communications Strategy

- Prepare a draft Communications Strategy for Council for consultation (February 2022).

4. Communications Strategy Prepared for Endorsement

- Prepare final Strategy for Council endorsement (May 2022).

Progress Update

1. Communication Audit/Review

- Communications 'current state assessment' completed (October 2021).

2. Communications Strategy Brief

- Yet to be commenced.

3. Draft Communications Strategy

- Yet to be commenced.

4. Communications Strategy Prepared for Endorsement

- Yet to be commenced.

Key Performance Indicators

6. Operational

Undertake Service Reviews and complete the implementation of various initiatives that support our Strategies, Plans and Priorities

Comments

Council's ongoing Service Review program provides an opportunity to explore service levels and identify efficiencies, cost saving and opportunities for improvement and optimising value to the Unley community.

1. Service Review

- Undertake a Review of Regulatory Services including Environmental Health, Parking Enforcement, Animal Management and Permits to identify opportunities for greater levels of service and efficiencies that can be achieved.

2. Edmund Avenue Cottages Redevelopment

- Following receipt of State Government Funding, and detailed designs being prepared, it is proposed to call tenders for the redevelopment of the three Council owned cottages located at 72, 74 and 76 Edmund Avenue for the purposes of creating a Business Hub. As part of the project, there will also be an upgrade to the open space amenities adjacent the properties.

3. Unley Oval Stage 2 Works

- Development Approval and detailed designs have also been completed for Unley Oval Stage 2 Project. This project is ready to commence if the funding gap is closed.

4. Cultural Hub

- As part of Stage 2 of the Edmund Avenue Cottages Redevelopment Project, it is proposed to undertake a feasibility assessment of establishing a Cultural Hub within the three remaining cottages (Potter's Guild, current Museum and adjacent cottage). This work will inform whether Council proceeds to a concept design stage in 2022/23.

5. Co-Housing

- The final stage of this project is to prepare a Code Amendment for inclusion in the Planning and Design Code Library.

Milestones

1. Service Review

- A review of Regulatory Services with documented outcomes to be completed (June 2022). **On track**

2. Edmund Avenue Cottages Redevelopment

- Redevelopment of the three Council owned cottages located at 72, 74 and 76 Edmund Avenue will be completed, together with an upgrade to the open space amenities adjacent the properties (June 2022). **On track**

3. Unley Oval Stage 2 Works

- Report provided to Council on options for progressing the project (September 2021). **Completed**
- Completion of the Unley Oval Stage 2 works associated with the Oatey Grandstand, subject to funding being met (June 2022). **Commenced and progressing**

4. Cultural Hub

- A feasibility assessment will be completed with options (including expansion of the Unley Museum, potential Gallery and Potters Guild functions) and a report provided to Council for consideration (June 2022). **On track**

5. Co-housing Code Amendment

- Code Amendment is completed and submitted to the State Planning Commission for consideration (April 2022). **On track**

Progress Update**1. Service Review**

- The Service Review for Regulatory Services includes the key functions of parking enforcement; animal management; general compliance; permits; environmental health; and regulatory administration.
- The review has commenced, with independent consultants engaged to facilitate the process. The first stage of process mapping and data gathering to define the current service levels, inputs and outputs, is progressing.
- The next stage will be to engage internally on service levels and opportunities, (including with Elected Members), and undertake benchmarking with other councils.

2. Edmund Avenue Cottages Redevelopment

- Tenders have been received, a preferred tenderer has been identified, and a contract awarded by in November 2021.
- Works have commenced and are expected to be completed in June 2022.

3. Unley Oval Stage 2 Works

- A prudential report was provided to the August 2021 Council meeting. Following consideration of the matter, Council resolved to proceed with the project with a confirmed way forward regarding the project funding gap.
- Tenders have been received and assessed with a contract awarded in November 2021.
- Works are expected to commence in December 2021 and to be completed in November 2022.

4. Cultural Hub

- Scoping of the feasibility assessment is underway, with a consultant to be engaged by the end of the calendar year to support the delivery of this initiative. The feasibility assessment will cover opportunities to expand the Unley Museum as we as explore demand and potential utilisation.

5. Co-Housing

- Stage 2 of the Co-Housing initiative is underway with Planning and Land Use Services (PLUS) taking carriage of developing the Code Amendment in consultation with the participating councils (Unley, Burnside, Prospect, Campbelltown and Walkerville) and the University of South Australia.
- The Code Amendment Initiation document was approved by the Attorney General 14 September 2021 and signed off by the SA Planning Commissioner.
- The Commission has written to all participating councils to confirm the community engagement approach and support, in line with what has been agreed to via the final project plan.
- This project has been endorsed by ERA who have provided \$23,000 of funding to support the financial contribution by the participating councils.

Key Performance Indicators
<p>7. Implement Key Actions of Endorsed Strategies/Plans Implement and deliver on Council approved Strategies, Plans and Priorities</p>
<p>Comments</p> <p>Council have endorsed several key Plans and Strategies over the last year. These Plans have several Key Actions to be implemented in year 1 and this KPI identifies some key actions.</p> <ol style="list-style-type: none"> 1. Economic Growth <ul style="list-style-type: none"> • Deliver the Year 1 Priorities as contained in Council’s newly adopted Strategy, including a review of the current Trader Association Model. 2. Waste Management and Resource Recovery Plan <ul style="list-style-type: none"> • Deliver the Year 1 priorities including awarding a new waste collection and processing contract. 3. Climate and Energy Plan <ul style="list-style-type: none"> • Deliver the Year 1 priorities, including improving and expanding our carbon management system to track Scope 3 emissions. and provide an annual report on carbon footprint and projects undertaken. 4. Tree Strategy <ul style="list-style-type: none"> • Complete the work associated with providing financial incentives to encourage tree canopy cover on private properties. 5. Strategic Sites <ul style="list-style-type: none"> • Work with key stakeholders to influence outcomes and progress redevelopment on strategic sites within the City of Unley (e.g. Unley Central, Mornington House, Le-Cornu’s site, Julia Farr site) 6. Cultural Plan <ul style="list-style-type: none"> • Complete a series of discussions with appropriate Kaurna representatives and Reconciliation SA to scope priorities for future initiatives to strengthen and progress Unley’s efforts in respectful Reconciliation. 7. Disability Access and Inclusion Plan <ul style="list-style-type: none"> • Develop a Disability Access and Inclusion Plan for Council consideration.
<p>Milestones</p> <ol style="list-style-type: none"> 1. Economic Growth Strategy Implementation <ul style="list-style-type: none"> • Review of Mainstreet Association Model completed, and report provided to Council for consideration (January 2022). 2. Waste Management and Resource Recovery Plan 2021-2025 Implementation <ul style="list-style-type: none"> • A briefing with Report provided to the Council for consideration outlining Business Use Case for potential new waste initiatives to be considered as part of new Waste contract (September 2021). Commenced and Progressing • New Waste contract entered into (April 2022). On track 3. Climate and Energy Plan Implementation <ul style="list-style-type: none"> • Provide an initial annual report on carbon footprint and emissions reduction activities undertaken in 2020/21 (November 2021). Commenced and Progressing • Recommend improvements and expand carbon tracking system based on learnings from the annual report (January 2022). • Develop a Climate Change policy that includes circular economy principles for Council’s consideration (February 2022). On track

- Implement sustainable procurement procedure and templates to support project management in line with policies (May 2022).

4. Tree Strategy

- Provide report to Council on 2021 LIDAR results (September 2021). **Completed**
- Provide information to all ratepayers about tree canopy cover on their property (December 2021). **Completed**
- Seek feedback from ratepayers about potential financial incentives i.e. rate rebates (March 2022). **On track**

5. Strategic Sites

- Provide Quarterly update reports to Council on status of Strategic Property discussions.

6. Year 1 Cultural Plan Actions

- A Report be provided to Council identifying future opportunities and priorities with respect to Reconciliation initiatives (June 2022). **On track**

7. Disability Access and Inclusion Plan

- A Disability Access and Inclusion Plan is presented to Council for endorsement (March 2022). **On track**

Progress Update

1. Economic Growth

- The position of Economic Development Manager has been filled and work will begin with the Associations to develop 3-year strategic plans for each main street that are aligned to Council's Economic Development Plan. The development of agreed plans will influence the funding and ultimately the current model.

2. Waste Management and Resource Recovery Plan

- An Elected Member briefing was held in September 2021 outlining the various cost/benefit analyses undertaken in implementing the new initiatives contained within the Plan.
- Further consideration of the cost/benefit analyses will be undertaken following conclusion of the tender assessment process for a new waste management contract.
- Phase 1 of the tender assessment for a new waste management contract has been completed, with two preferred tenderers identified.
- A confidential Elected Member briefing will be held in December 2021 to outline the tender assessment process to date and the proposed way forward for entering into a new contract.

3. Climate and Energy Plan

- The endorsement of the final Climate and Energy Plan was expected to be in June 2021. However, Council requested amendments to the Plan that delayed endorsement until September 2021.
- Work has commenced on the annual report regarding Council's corporate carbon footprint for 2021/21, however, timeframes have been adjusted following endorsement of the Plan.
- The annual report is expected to be completed in January 2022.
- Recommended improvements and an expanded carbon tracking system based on learnings from the annual report are expected to be available in February 2022.
- Development of a Draft Climate Change Policy that includes circular economy is expected to be completed for Council's consideration in March 2022.
- Implementation of a sustainable procurement procedure and templates that support project management in line with policies is expected in May 2022.
- The international reporting deadline of September 2021, per Council's Global Covenant of Mayors commitment, has been met. This focused on the 2019/20 data for community greenhouse inventory

and hazard assessment. This submission is being assessed by the Carbon Disclosure Project and the results will be shared once they have been provided.

4. **Tree Strategy**

- A report was presented to the August Council meeting outlining the results of the 2021 LiDAR results across the City.
- Ratepayers were provided with information regarding their property's tree canopy cover with the December 2021 rates notice.
- An Elected Member briefing was held at the end of November 2021, outlining options regarding financial incentives and options. Following this, a report will be presented to Council.

5. **Strategic Sites**

- Matters regarding the Unley Central Development are continuing, and plans are also planned to be submitted to the State Government by the end of the first quarter in 2022.
- Discussions are continuing regarding a possible sale and code amendment for the site in Arthur St/ Mary St and a decision is expected by March 2022.
- The State Government has requested ideas from developers regarding the former Julia Farr site in Fisher Street. Expressions of interest are likely to be sought in the first half of next year. The Council has written to the Minister expressing an interest in purchasing a portion of the land for the purposes of community open space.
- The expression of interest process for the previous Le-Cornu site on Anzac Highway is nearing completion with two parties shortlisted. A final decision is expected to be made in the first quarter of 2022.

6. **Cultural Plan**

- Discussions with appropriate Kaurna representatives and Reconciliation SA are underway, seeking guidance to scope priorities of future initiatives to strengthen and progress Unley's efforts in respectful Reconciliation. Initial discussions will be held with Administration then subsequently informally with Elected Members.
- Following this, opportunities will be identified, and potential projects and options presented to Council via a report by June 2022.

7. **Disability Access and Inclusion Plan**

- Extensive community engagement has been undertaken and included: community groups; sports clubs; our Reference Groups; volunteers; local health providers; key disability service providers and agencies; together with focus groups facilitated by Purple Orange.
- The draft Disability Access and Inclusion Plan (DAIP document) is currently being finalised. The DAIP document will be presented to Council at a December 2021 briefing, followed by a report to Council in January 2022 seeking endorsement. The DAIP document will then return to the community for final input. Following this, the final report will be presented to Council in March 2022 for endorsement.

Key Performance Indicators
<p>1. Customer Experience Continue to develop a customer service focused culture across the organisation</p>
<p>Milestones</p> <ol style="list-style-type: none"> Increase online customer transactions to 50% (20% 2019/20) with a focus on the following areas: <ul style="list-style-type: none"> Customer requests (Pathway). Achieved in part Notification of changes to name and address register. Not Achieved Renewal of residential on-street parking permits. Achieved Satisfaction rating for ease of use of online forms >80%. Not Achieved Online business portal with information and forms for businesses established (by June 2021). Achieved in part
<p>Comments</p> <p>1. Online Transaction Processes and Measures- General Comments</p> <p>It has proven challenging to report on the overall digital adoption rate. As more services have become digitised, we have had to reconsider the way we need to measure 'adoption'. This is because requests are received via a range of sources (e.g. Pathway, email and others directly through ECM). We are now considering how we might be able to make some changes to our processing to ensure that we can clearly capture our 'source'. This will take some time to work through and implement across the organisation.</p> <p>Customer requests</p> <p>When the Digital services project was first scoped in 2019, there were 46 paper / pdf forms and services identified for digital transformation. Approximately 80% of these have now been digitised.</p> <p>It should be noted that since that time we have added new services or replaced existing services that are no longer required (State planning portal is an example of this), and so the baseline to measure completion has shifted. We are now looking at how we can continue to improve the overall digital adoption of services, as well as enhancing the experience and use of our existing online services.</p> <p>As services are introduced online, the digital adoption rate (take-up rate) is measured. Currently the digital adoption rate is approximately 32%, as compared to 20% last year.</p> <p>The community's awareness of online services is still quite limited. When Council undertakes other types of business interactions with stakeholders, the opportunity should be taken to promote the choice of online transactions as the preferred methodology.</p> <p>Notification of changes to name and address register</p> <p>The notification of changes to the name and address register using the online form has only been 6%. Email to PO Box 1 continues to be the preferred (but costlier) option for a simple transaction. Upon review of the changes, many of the notifications come from conveyancers. Conveyancers will be corresponded with and notified that the option to send a change of details to PO Box 1 will be removed. Other councils have employed this method, resulting in a large uptake of online forms. With the proposed change, we are confident that there will be an increase in online transactions.</p> <p>Renewal of residential on-street parking permits</p> <p>In December-2020, we offered digital renewal of Residential Parking Permits for the first time. The result was that 54% of residents chose the digital method to renew and pay for their permits. The online renewal process is faster, due to the removal of internal touch points across 3 areas of the organisation. This is a positive result for digital adoption in the first round and we will build on this.</p>

2. Satisfaction Rating for Ease of Use of Online Tools

There were 188,000 unique visits to the website from 1 July 2020 till 25 May 2021.

Only 834 responses were received to the question “was this page helpful?” (0.44% of 188,000).

Was this page helpful?

Yes	303
Maybe	59
No	472
Total	<u>834</u>

56.6% of the responses indicated the page was not helpful. A review of the data indicates that most of these visits originated from other external websites. These external websites have provided incorrect links to our website.

3. Online Business Portal

This project has progressed but was delayed due to the impact of COVID-19 last year on IT resourcing levels and priority being given to the completion of the Digital Workplace. (Another CEO KPI).

The project has been scoped, internal stakeholders have been engaged, and the delivery plan has been finalised. Phase 1 of the project is well underway and includes: online services research; architecture design; and external surveys with new and existing businesses. The platform will be the same as the external website.

The format and design of the website for business will be customer led, and interviews with the business community has commenced.

This project is expected to be delivered by the end of the first quarter in 2021/22.

Key Performance Indicators

2. Digital Strategy

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

Milestones

1. Digital Services
 - Analyse data from new website to identify two priority areas for digital transformation (December 2020) and implement solution (by May 2021). **Achieved**
2. Digital Workplace
 - Use of electronic timesheets (by December 2020). **Achieved**
 - Implement automated online process for Performance Development and Review process (by June 2021). **Achieved**
 - Improve the projects portal for the 2021/22 Budget cycle. **Achieved**
3. Smart Cities
 - Smart City Plan presented to Council for endorsement (by February 2021). **Achieved in part**
 - Customer database built and online framework developed for implementation (May 2021). **Achieved in part**
 - Smart City portal "go-live" date April 2021. **Achieved in part**
 - Free Data Policy presented to Council for endorsement (September 2020). **Achieved in part**

Comments

1. Digital Services

Renewal of residential on-street parking permits

The renewal of residential on-street parking permits online was completed in December last year.

These permits are renewed every two years. Previously, customers did not have the option to pay online and were required to either visit Council in person or email their credit card information. The process had many touch points across Customer Experience, Records Management and the Permit Officer. Each permit was then processed and issued individually.

Now the customer has a choice and the process can occur fully online. The internal process has been streamlined, removing the need for Records Management and the Customer Experience team to process any part of the online renewal. The back-end process has also been automated, and the amount of time and effort minimised, allowing bulk creation and printing of permits. 54% of customers renewed their permits online. This is a great achievement for the first-time that this option has been available.

With improved communication about the option, it is expected that this result will increase over time.

New Residential Permits

Similar to the renewal process above, customers previously did not have the option to apply and pay online, and were required to either visit Council in person, or email their credit card information. The process had many touch points across several Council Administration areas. Each permit was then processed and issued individually.

The new online Residential permit application and payment process is nearing the completion of the testing phase. The go-live is scheduled for mid-June. The delay for implementation of this initiative was related to the payment portal, which has now been resolved.

Tree Requests

Requests for tree maintenance and tree inspections form the majority of our customer requests each year. Through a collaborative project across the Depot, Customer Experience and Records Management teams, the goal was to identify opportunities to build a better online request form and assist with triaging requests before Council Administration receives them. The opportunity was to collate information and educate our customers upfront, avoiding the need for phone calls and call backs thereby shortening resolution times. The project scoped requests for maintenance, tree inspection/removals, new tree requests and the reporting of fallen trees/branches.

The online tool has been built in coordination with our Depot team and Customer Experience team and is currently being tested before going live.

Development Applications

While waiting for the State Development portal to be built, and in response to ongoing customer frustration, we saw an opportunity for a quick win by building an online form that was easy to complete and enabled documents and files to be added by applicants. The form also included the Demolition and Regulated tree applications (3 forms in 1) – saving applicants time in completing the process.

The Development Application could be submitted online via our website with capacity for large documents and files to be added in a single application. Using technology, the application was automatically registered and tasked in Council's records management system, significantly reducing touch points in the organisation -namely Records Management and Planning Administration.

The online form was removed from the website in conjunction with the State Portal go-live. Between November 2002 and March 2021, 151 online submissions were received.

Open Space Bookings

Customers are currently required to call Customer Experience or visit Council in person to make an enquiry about access and availability of parks for booking. The resultant request is then transferred internally for review and resolution. Online enquiry and permit forms have been created and are in the testing phase. Investigation is also underway about publishing options and an online availability calendar. It is anticipated that a trial will commence in mid-June for the online forms and calendar.

2. Digital Workplace

The Digital Workplace was delivered and rolled out to all staff in May. To date, staff feedback has been very positive.

Electronic timesheets were delayed due to Cloud migration and technical implementation issues requiring an upgrade. This project will be delivered by end June 2021 with some areas already using the module.

The automated online process for our **Performance Development and Review** process was implemented in August/ September 2020 and used for the development of plans across the Council for the 2020-21 reporting period. This process will now be part of an ongoing review each year to ensure relevance and that it meets the needs of staff.

The **projects portal** was used again with minor improvements to approval process and reporting for the 2021/22 Budget cycle. This portal will now be part of ongoing review each year to ensure relevance and that it meets the needs of areas across the organisation.

3. Smart Cities

The Tree Canopy Project initiated by Council, together with the impact of COVID-19 has delayed the development of the Smart City Plan, portal and policy.

Research and engagement are now underway for the **Smart City Plan**, with the plan to inform the **Smart City Portal** and **Free Data Policy**. A pre-planning project workshop was held late last year at which time a plan with concepts was scoped and a first draft of the Free Data Policy has been prepared.

A Briefing was held with Council mid-October 2020 that provided a concept view of the online framework. The development of a **customer database platform** is complete. This includes signup forms, integration into website and importing of subscribers. The platform was most recently used for the Digital Unley Life magazine with 78% of subscribers opening the document. To increase the number of subscribers, both social media and website campaigns were run, and the online Digital Services forms have been integrated to allow customers to "opt-in" to newsletters at the completion of a transaction. Both the Business Systems & Solutions and Communications teams are continuing to explore ways to increase subscribers. There are currently nearly 3,800 subscribers.

A preliminary framework for **online deliberative engagement** has been developed. Discussions with an experienced external consultant have commenced to review the preliminary framework before the next stage of development occurs. The external consultant agrees that this will be a first and leading practice of such engagement in Australia.

While there were delays in implementing a Plan, there have been some Smart City projects that have been initiated:

10Gigcity

The City of Unley has responded to an EOI for a Gigcity connection to the City of Unley precinct. The EOI is still under consideration by The Department of Innovation and Skills and we are hopeful of being successful.

Gigcity will provide a 10gigabit high-speed bandwidth connection for the Unley cottages development, connecting the site to a broader innovation network that includes Lot Fourteen and the Tonsley Innovation Precinct. Providing access to high-speed broadband and peering across the Gigcity network will allow us to attract a wide range of innovative industry types including media & communications, creative, science and technology and hi-tech.

Tree Asset Data

There has been considerable work in this space over the past year. Aside from the canopy assessment work, the following projects are also underway:

- Developing a process to replicate the street tree data collected by 'Tree Plotter' (the current software subscribed to by City of Unley to collect tree data). This leads to a data collection app (built by City of Unley) for use with future street tree data collection/maintenance using existing tools and software.
- Developing a Reserves Tree Data Collection project based on the above app whereby volunteers will collect the data regarding tree types and attributes throughout the City of Unley's Open Space/Reserves.
- Development of an interactive online tree mapping tool for community use. This app will allow the community to find information on street trees and trees on reserves (e.g. species name etc). A demonstration app has been built and we are waiting on more data to be collected before releasing the first prototype version of the app.

Key Performance Indicators

3. Financial

Ensure the sustainability of the organisation through sound financial management principles and ongoing reviews of its operations to realise efficiency gains

Milestones

1. Draft ABP for consultation prepared (May 2021) with a target operating surplus of 4%. **Achieved**
2. Subject to Council approval, increase recurrent non-rates income by 10% on the previous year (2019/20). **Achieved in part**

Comments

1. 2021-22 Annual Business Plan and Budget (ABP)

The Draft ABP for consultation was prepared with an operating surplus of 4.3%. Following further refinement of the budget, the ABP will be presented to Council for adoption with an operating surplus of 4.6%.

The Draft 2021-22 Annual Business Plan and Budget was adopted by Council in April for the purposes of community consultation. The COVID19 pandemic has continued to impact the swimming centre and community centres. The take up of hardship support has been relatively minimal, and the recovery for small business should continue. The proposed budget includes:

- All services will be maintained.
- A general rate increase of CPI + 1% has been applied (+ growth, 0.5%).
- Maintaining asset renewal expenditure at a level to ensure long-term maintenance of assets, \$7.7M.
- Following a review of operational maintenance costs, a saving of \$250k was identified.
- Operating Projects, \$1M.
- New capital, \$3M.
- No new borrowings.

2. Increase recurrent non -rates income by 10% on the previous year (2019/20)

The organisation continues to work hard in identifying and attracting external grant funding to deliver innovative projects and programs. In the past 12 months, Council has received the following grants for specific projects:

Duthy Street	(476,000)	Special Local Road ILRG and SA Local Government Grant Special Local Road Program.
Wilberforce Walk Greenway Link Project	(580,420)	Covered culvert and shared path construction over BHKC.
Organics Weekly Collections Trial (6 Months)	(25,885)	6- month trial for the collection of kerbside organics bins on a weekly basis from 500 households and commercial premises in the Goodwood Precinct.
Kerbside Performance (Food Waste) Grant	(202,836)	Kerbside performance grant towards the implementation of an area wide food waste system for 17,000 households.
Start Up at any Age	(20,800)	Office of Ageing Well grant
Mike Turtur Bike	(262,000)	LRCI Program.
Living Streets- Richards Terrace	(56,980)	Greener Neighbourhood grants.
Edmund Avenue Cottages	(1,100,672)	LRCI Program (\$200,672) and Local Government Infrastructure Partnership Program \$900K.
Unley Oval Grandstand	(1,300,000)	LRCI Program.

The Total amount received from Grants for 2020/21 is \$4,025,600.

By comparison, Council received \$3,403,000 in 2019/20.

In terms of recurrent non- rates income (e.g. user charges), COVID has had a negative impact on Council services and programs in the Community Centres, Libraries, Swim centre and events so income is less than previous years.

Of note however is that following significant delays from the supplier (again due to COVID), parking ticket machines have been installed in Rose Terrace, Wayville.

Key Performance Indicators

4. Operational

Review of depot-based activities in terms of service levels to identify operational and financial efficiencies

Review of Development Services to ensure alignment to the PDIA requirements and to identify operational and financial efficiencies

Review our Library Service offering and the delivery methodology, based on the learnings from the experience of the COVID-19 pandemic

Business Continuity Plan – consider the learnings and opportunities from the COVID-19 pandemic and integrate into the BCP

Milestones

1. Review of Depot-based activities in terms of service levels to identify operational and financial efficiencies: **Achieved**
 - Review young tree care and area pruning programs completed (by October 2020) to target a survival rate of 90% for young trees planted in the first 12 months.
 - Review kerbing, footpath and pram ramp maintenance, and side entry pit replacements (by October 2020).
 - Review street sweeping, line marking and signage maintenance (by December 2020).
 - Review sports field preparations, lawn mowing and playground maintenance (by February 2021).
 - Draft report for consultation (March 2021).
 - Final report (May 2021).
2. Review of Development Services to ensure alignment to the PDIA requirements and to identify operational and financial efficiencies: **Achieved**
 - Legislative alignment and service review completed, with efficiencies identified and improvement plan developed (by September 2020).
 - Outcomes of the review presented to Council (by September 2020).
3. Review our Library Service offering and the delivery methodology, based on the learnings from the experience of the COVID-19 pandemic: **Achieved**
 - Review conducted with recommendations presented to Council for endorsement (by March 2021).
4. Business Continuity Plan – consider the learnings and opportunities from the COVID-19 pandemic and integrate into the BCP: **Achieved in part**
 - BCP documentation finalised (December 2020).
 - Training completed (by March 2021).
 - Formal implementation and activation of BCP is achieved (by June 2021).
 - BCP tested by June 2021 and a review of effectiveness conducted.

Comments

1. *Review of Depot-based activities*

An external consultant was engaged in mid-2020 to undertake the Depot services review. The review included a benchmarking exercise with the Cities of Burnside, Campbelltown and Norwood Payneham & St Peters, to compare several key operational services.

The operational services considered as part of the review and the key findings are summarised as follows:

- ***Tree planting and pruning***

Unley has a similar delivery approach to the other Councils, with work predominantly conducted by internal staff and supported by external contractors for either specialist equipment or consolidated pruning works. Maintenance practices are consistent with the other Councils as are tree planting and watering activities.

As a percentage of the overall tree population, Unley was found to be receiving a relatively lower number of customer requests relating to trees. With respect to the survival rate of newly planted trees, audits have been undertaken over the past two years at between 8 and 12 months following planting, and identified a survival rate of 92%.

- **Footpath, kerb and side entry pit maintenance**

Unley was found to be similar to other Councils in that maintenance is undertaken by internal staff, completing between 70% and 100% of work orders. Regarding side entry pit maintenance, Unley has an annual preventative inspection schedule which is undertaken by internal staff. Cleaning is undertaken by external contractors, following an inspection schedule. Only one of the other Councils was found to undertake a preventative inspections schedule to develop its work orders whilst others have reactive maintenance schedules to address issues as they arise.

- **Street sweeping**

Unley was found to have a similar approach to the other Councils in that street sweeping is split between delivery by internal staff and external consultants, and like other Councils Unley has a cyclical schedule for sweeping. Regarding sweeping frequency, on average Unley cleans all streets 12 times annually, as compared to two Councils sweeping 11 times and one Council 12 times annually. However, during heavy leaf fall Unley undertakes additional sweeps of most of its streets with some swept up to 14 times annually. Unley's sweeping is adjusted to suit the location and achieve the required service levels, namely: arterial roads (fortnightly), collector roads (monthly), local roads (6 weeks), Civic Precinct (weekly), shared paths (monthly) and arterial footpaths(monthly).

- **Line marking and signage maintenance**

Unley, along with all other Councils, delivers line marking maintenance through an external contractor on a 3-year cycle, whilst signage maintenance is undertaken by internal staff. Unley was found to be the only Council to undertake an annual inspection of signs to program works. All other Councils either do not undertake inspections or the inspections are undertaken anywhere between 3 and 10 years.

- **Open space and playground maintenance**

Unley, along with all other Council, deliver maintenance through internal staff. Unley was found to have a similar approach to other Councils in that it runs cyclical schedules for mowing and garden maintenance. Each site when attended by internal staff has a checklist completed for assets within that site, including playgrounds.

A draft consultant report was submitted in April 2021 that was reviewed by management and adjustments were made as required. Communication to all depot operations staff regarding the key findings of the draft report will commence in June 2021. The final consultant report is expected to be submitted at the end of June 2021 with implementation of key findings to be undertaken in 2021/22.

The Administration has undertaken a review of the depot's operating budget concurrent to the service review. This has identified a saving of \$250,000 in the annual operating budget. This has predominantly been because of two key areas. The first involved a review of budget forecasts and estimates while the second involved the model of service delivery to achieve efficiencies. The savings are sustainable and have been incorporated into Council's 2021/22 budget and beyond. It is important to note that there will not be any reduction of service levels arising from this review. This is a significant saving to Council and demonstrates the importance and effectiveness of undertaking operational reviews such as the one which has been delivered for Depot Operations.

2. Review of Development Services

The review considered task identification, allocation and capacity to deliver (current and anticipated against the predicted change over to the Planning and Design Code), resourcing and structural requirements, data and benchmarking analysis, extensive staff and stakeholder engagement, system and process alignment, and reporting measures and targets.

Key recommendations included:

- A reduction in staffing by 2 FTE (aligned to the introduction of the Planning and Design Code and e-planning portal);
- Reallocation of Assessment Manager function;
- Creation of a Senior Building Officer role (including one stop shop style liaison with developers and contractors);
- Process and system realignment; and
- Introduction of new measures and targets to monitor and manage operational efficiency and effectiveness.

The result of these changes will realise an anticipated longer term saving of \$174K per annum.

Implementation of the recommendations is currently underway, with review actions to be completed with full transition by 4 October 2021.

3. Review of Library Service Offering

The review of Library Services is nearing completion (will be complete June 2021) with key findings and preliminary recommendations presented to the Executive Management Team, with in-principle endorsement to consult with impacted staff. The consultation commenced on 28 May 2021, allowing for a two-week period of engagement, following which the recommendations will be reconsidered and presented to EMT for final endorsement (and to Council should service level changes be proposed).

The review considered data and benchmarking analysis, resourcing and structural requirements, extensive staff input, and system and process alignment.

Proposed recommendations include:

- An overhaul of the roster system and processes;
- Redefinition and expansion the Home Library Service (within existing resources);
- Alignment of opening hours based on usage;
- Improvements to the procurement of collection;
- Reconsideration of part time rules aiming for no less than .6 FTE for all future roles; and
- Minor changes to staffing models enabling staff to work across teams and consideration of volunteer roles and allocations.

While there are no savings resulting from the review recommendations (when approved), there are efficiency gains through the proposed roster and staffing changes, and service delivery improvements in expanding the Home Library Service.

Implementation of the recommendations will be undertaken throughout 2021/22.

4. Business Continuity Plan

A review was conducted in November 2020 involving existing controls, status of any treatment plans and the residual risk rating. There were three operational risks with a residual risk rating of high. These were:

- Assets & Operations (A&O #6) – Ability to manage and deliver on resident expectations of service provision
- Business Systems & Solutions (BS&S #7) – Working from home arrangements leading to potential increased exposure to cyberattacks
- Finance & Procurement (F&P #6) – Pandemic (Covid-19) – leading to impact on revenue streams

These were presented to the Audit Committee in May 2021.

Progress has been delayed on other elements because of long term staff absence, however training and formal implementation is expected to occur by the end of October 2021. The organisation has been active in developing strategies for continuation of business in the event of a pandemic in the future. In particular, robust work from home arrangements have been established and a register of alternative duties compiled which can be used if required.

The Library Service Review has been the catalyst to look at expanding alternative service delivery models beyond the traditional approaches used and these will be documented for use if required.

Key Performance Indicators
<p>5. Organisational Culture</p> <p>Continue to develop a performance-based culture across the organisation and build the capability and capacity of the people</p>
<p>Milestones</p> <ol style="list-style-type: none"> 1. Organisation Culture survey to be undertaken in March 2021, with target employee participation rate of 90%. Not Achieved 2. Organisation Culture results will show an overall improvement in constructive styles and causal factors compared to the 2018 results. Not Achieved 3. Results of the survey shared, and actions plans developed (by June 2021). Achieved in part 4. EB Agreements negotiated for ratification (August 2021). Achieved in part
<p>Comments</p> <p>1. Organisational Culture</p> <p>This financial year, staff participated in two surveys.</p> <p>The first was a <i>climate survey conducted by the University of South Australia</i> in November 2020. Given the uncertainty in 2020, this survey measured psychological factors such as Trust, Resilience, Optimism and Satisfaction, with all our results being favourable and above average with scores between 75-90%. The survey also measured our culture against 4 identified culture types: Clan, Adhocracy, Market and Hierarchical (Quinn & Cameron 2011). Our results showed strong alignment to Clan Culture (valuing teamwork) and Hierarchy Culture (valuing process and stability). The data has identified an opportunity to explore the Adhocracy focus more which aligns to innovation, creativity and entrepreneurship.</p> <p>In April 2021, <i>the Organisation Culture Inventory</i> survey (Human Synergistics) was undertaken. This survey was delivered as a blend of online and paper surveys for different staff groups. The participation rate was 72%, which was lower than previous participation rates but still considered to be high and statistically reliable. The lower participation rate could be attributed to timing. At the time of this survey two service reviews were in progress, two of three EB negotiations had commenced, and the results of the UniSA survey had been released. A few staff provided feedback that the survey itself is too long.</p> <p>2. Organisational Culture results</p> <p>The overall OCI results showed a slight decrease in the overall constructive styles from the 2018 survey but from a long-term comparison between 2012 to 2021 the culture has remained relatively stable with improvement in the constructive styles and reduction in passive and aggressive styles.</p> <p>Analysis of the Causal Factor and Outcome results within this survey showed a positive shift in attributes such as Autonomy, Participative goal setting, Goal Clarity, Communication of expectations and Manager support of their direct reports. Individual and organisation outcomes of the survey showed strong results in Inter-team work Cooperation, Employee Motivation and Role Clarity.</p> <p>A number of areas have however, reduced and will be addressed over the next 24 months.</p> <p>3. Results of the survey shared, and action plans developed</p> <p>The Executive Management Team have reviewed the results for the organisation with organisation wide actions being developed. Each General Manager has reviewed their areas results and the sharing of team level results are currently underway, and it is expected that all teams will have developed their action plans by the end of July 2021. Regular progress reporting against the action plans will follow.</p> <p>4. EB Agreements negotiated for ratification</p> <p>We are nearing the end of negotiations, with clauses in the three Agreements agreed to. Discussions on quantum have commenced, and these are expected to be completed in July/August 2021.</p>

Key Performance Indicators

6. Strategic Planning

- Complete 4 Year Delivery Plan and Metrics
- Complete Representation Review
- Develop a Communications Strategy
- Review existing Infrastructure and Asset Management Plans and adopt new Plans
- Develop a Climate and Energy Plan

Milestones

1. Complete 4 Year Delivery Plan and Metrics: **Achieved in part**
 - Draft plan for consultation purposes presented to Council for endorsement (August 2020).
 - Consultation process completed (October 2020).
 - Final plan presented to Council for endorsement (November 2020).
2. Complete Representation Review: **Achieved**
 - Initiation of Representation Review and appointment of qualified person (June 2020).
 - Representation Options Paper endorsed for consultation (October 2020).
 - Consultation on Options Paper (November/December 2020 – 6-week period).
 - Representation Report endorsed for consultation (January 2021).
 - Consultation on Representation Report (February/March 2021 – 3-week period)
 - Submit Representation Report to Electoral Commission for certification (April/May 2021).
3. Develop a Communications Strategy: **Not Achieved**
 - Workshop conducted with Elected Members to explore ideas and to finalise scope.
 - Draft Strategy presented to Council for endorsement (March 2021).
 - Final Strategy presented to Council for endorsement (June 2021).
4. Review existing Infrastructure and Asset Management Plans and adopt new Plans: **Achieved**
 - Council to endorse draft Plans for community consultation (July 2020).
 - Council to endorse final Plans (November 2020).
5. Develop a Climate and Energy Plan: **Achieved**
 - Report presented to Council on existing usage to establish a base line.
 - Draft Plan presented to Council for endorsement (February 2021).
 - Final Plan presented to Council for endorsement (May 2021).

Comments

1. Complete 4 Year Delivery Plan and Metrics

Four Year Delivery Plan has been completed. Metrics are yet to be developed because of other priorities, but this work will be undertaken in 2021/22.

2. Complete Representation Review

Representation Review will be completed within the timeframes required for the review. An unavoidable delay occurred with the final stage of the process. The results of the second round of consultation will be presented to Council at the June Council meeting, and Council will be asked to endorse its preferred representation option for submission to the Electoral Commission SA.

3. Develop a Communications Strategy

A workshop was conducted with Elected Members to elicit guidance on the direction that the development of a Communications Strategy was to take.

The feedback received was somewhat inconclusive, so to provide an objective basis for the Communications Strategy a consultant has been engaged to undertake an assessment of the 'current state'. This work will be completed by end July 2021, with development of the strategy to follow. Suggest that this is a KPI for 2021/22.

4. Review existing Infrastructure and Asset Management Plans and adopt new Plans

Council staff, with the assistance of an external consultant, undertook a detailed and thorough review of Council's previous Asset Management Plans which identified the need to separate certain assets classes, restructure much of the asset data contained within the documents and identified various data which needed to be collected and collated to enable improvements on the previous documents. Various asset classes also had to be condition audited to provide up-to-date data to enable the development of the new Plans.

In total, 4 new plans were developed, namely:

- *Transport Asset Management Plan* which incorporates roads, footpaths, kerb & water tables, car parks, bridges, bus stops, street lighting and traffic control.
- *Stormwater Asset Management Plan* which incorporates underground drainage networks, creeks, stormwater management devices such as Water Sensitive Urban Design (WSUD) and detention systems and recycled water via Managed Aquifer Recharge (MAR) schemes.
- *Building Asset Management Plan* which incorporates all Council owned and operated buildings as well as Council owned and leased buildings or those used by our community
- *Open Space Asset Management Plan* which incorporates artworks, drinking fountains, fences, irrigation, outdoor furniture, lighting (other than street lighting), Smart City technology, playgrounds, waste bins and sporting assets.

The draft Plans were finalised in mid-2020 and were considered by Council's Audit Committee in October 2020. Several recommendations were made by the Audit Committee, predominantly regarding community engagement, which were incorporated by the Administration.

Council endorsed the draft Plans for community consultation in October 2020 and consultation was undertaken in November 2020. A summary of the feedback received from community consultation and the final Plans were considered by Council in December 2020, at which time Council adopted the final Plans that have since been made available publicly via Council's website.

The new Plans adopted by Council were developed in close consultation and collaboration with Council's Finance Team. All provisions contained within the Plans have been incorporated in Council's Long-Term Financial Plan.

5. Develop a Climate and Energy Plan

Council staff, along with an external consultant have developed a draft Climate and Energy Plan which focuses on Council's operations.

An external consultant was engaged in November 2020 to assist with the development of the plan. An initial Elected Members briefing was held in December 2020, at which time the key elements of the draft plan were presented.

The draft plan was endorsed by Council for community consultation at its meeting held in March 2021. Community consultation was undertaken during April and May 2021. The feedback received from community consultation is currently being collated by the Administration. A report outlining a summary of the feedback received during community consultation and the final plan is expected to be considered by Council at its meeting to be held in June 2021, at which time the final plan is expected to be adopted.

Funding of \$75,000 has been included in the draft 2021/22 budget for the implementation of the year 1 priorities of the plan.

Key Performance Indicators

7. Strategic Infrastructure Projects

Ensure the Edmund Avenue Cottages Redevelopment Project is “shovel ready”

Ensure the Unley Oval Stage 2 Grandstand Upgrade is “shovel ready”

Develop a master plan for the Unley Precinct Quadrant which is bound by Unley Road, Frederick Street, Trimmer Terrace and Edmund Avenue

Milestones

1. Ensure the Edmund Avenue Cottages Redevelopment Project is “shovel ready”: **Achieved**
 - 100% detailed design and documentation (December 2020).
 - Receive development approval (December 2020).
2. Ensure the Unley Oval Stage 2 Grandstand Upgrade is “shovel ready”: **Achieved**
 - 100% detailed design and documentation (October 2020).
 - Receive planning consent (October 2020).
3. Develop a master plan for the Unley Precinct Quadrant which is bound by Unley Road, Frederick Street, Trimmer Terrace and Edmund Avenue. **Achieved in part**
 - Develop draft master plan in readiness for consultation (December 2020).
 - Seek Council endorsement of final master plan in readiness for 2021/22 Council budget process (March 2021).

Comments

1. *Edmund Avenue Cottages Redevelopment*

An external consultant was engaged in October 2020 to develop the detailed design and documentation for the redevelopment of the Edmund Cottages.

The detailed design and documentation builds on the concept design that was adopted by Council in 2020/21 to redevelop the Cottages located at 72, 74 and 76 Edmund Avenue and associated public realm upgrades.

A development application was lodged in November 2020 and approval was granted in March 2021.

A State Government grant application was lodged in January 2021, and Council was successful in receiving \$900,000 towards the project, which is a great outcome for Council.

The project is now “Shovel Ready” and the proposed upgrades are expected to be delivered in the 2021/22 financial year, subject to Council’s adoption of its final budget.

2. *Unley Oval Stage 2 Grandstand is “Shovel Ready”*

An external consultant was engaged in mid-2020 to develop the detailed design and documentation for the Unley Oval Stage 2 development.

A development application was lodged in September 2020 and approval was granted in December 2020. Round 2 Local Roads and Community Infrastructure (LRCI) Federal Government grant funding in the amount of \$1.3M received has been directed to the project. A State Government grant application lodged in January 2021, to fund the shortfall of funding, was unsuccessful. However, investigations are continuing for alternative funding sources and it is possible that the funding gap will be closed.

A report is expected to be considered by Council at its meeting to be held in July 2021 to inform Council of the project status and propose a way forward. However, at this time, the project is “Shovel Ready” and will progress contingent on Council’s consideration of the report in July 2021.

3. *Develop a master plan for the Unley Precinct Quadrant which is bound by Unley Road, Frederick Street, Trimmer Terrace and Edmund Avenue*

The Administration, with the assistance of an external consultant, developed a draft master plan in April 2021. An initial Elected Member briefing was held in May 2021. Feedback received during this briefing is currently being collated and amendments to the proposals contained within the draft master plan will subsequently be made by the Administration.

A further briefing will be held with Elected Members to discuss the amendments that are to be made to the draft master plan, prior to a report being considered by Council to endorse the draft master plan for community consultation.

As part of the 2021/22 Council budget process, it was determined not to seek funding to implement any stages of the master plan and to consider this in 12-months.

DECISION REPORT

REPORT TITLE:	LGA CALL FOR NOMINATIONS - DOG AND CAT MANAGEMENT BOARD
ITEM NUMBER:	4.4
DATE OF MEETING:	13 DECEMBER 2021
AUTHOR:	KATHRYN GOLDY
JOB TITLE:	ACTING EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	<ol style="list-style-type: none">1. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - CALL FOR NOMINATIONS2. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - NOMINATION FORM

1. **EXECUTIVE SUMMARY**

The Local Government Association (LGA) is seeking nominations for suitably qualified council members or employees of a council or other local government entity, to fill a position with a term of three (3) years on the Dog and Cat Management Board (DCMB). One of the LGA nominated positions on the Board expires in June 2022, and in the interest of efficiency, nominations are sought to fill that vacancy. Only nominations submitted by a council, following a resolution of council, will be considered, and must be forwarded to the LGA by no later than 5pm on Tuesday 21 December 2021.

This report asks Council to consider a nomination for the vacancy on the DCMB for a period of three (3) years.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. _____ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the Dog and Cat Management Board.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

The DCMB is established by the *Dog and Cat Management Act 1995*, with the primary functions being the public face for the management of companion dogs and cats in South Australia and providing leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue, shelter organisations and assistance dog organisations, to ensure that South Australia's dog and cat laws meet the objectives of the DCMB.

5. DISCUSSION

The LGA is seeking nominations for a local government representative on the DCMB.

The LGA is seeking interest from suitably qualified council members, employees of a council, or other local government entities who can make an informed and meaningful contribution to the DCMB for the benefit of all councils.

The appointment will be for a period of three (3) years. The DCMB meets twelve (12) times a year, with a sitting fee paid of \$206/session. The sitting fee will be paid to all board members including employees of a Council. Noting that any payment to employees would be in consultation with the CEO and the successful nominated employee.

A copy of the LGA Appointments and Nominations to Outside Bodies – Call for Nominations is provided as Attachment 1.

Attachment 1

A copy of the LGA Appointments and Nominations to Outside Bodies – Nomination form is provided as Attachment 2.

Attachment 2

The following selection criteria are expected to be addressed by the nominated applicant:

- Local government knowledge and experience.
- Practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government.
- Experience in the administration of legislation.
- Experience in financial management.
- Experience in education and training.

A nomination may only be made by resolution of the Council and using the attached Nomination Form. The form must be signed by the candidate nominated to indicate their willingness to stand for nomination.

An up-to-date curriculum vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the nomination form or forwarded separately by Tuesday 21 December 2021.

In December 2019 the LGA Board of Directors endorsed a new LGA “Appointments and Nominations to Outside Bodies” Policy which provides for varied rigour in the examination of nominees that is equal with the responsibilities and strategic importance of the Outside Body.

The policy also enables the LGA to maintain a Nominees Database, which will record the details of the nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee’s preferences. The nomination form which is required to be submitted as part of the nomination process asks if a nominee would want to be listed on the database.

At the time of finalising this report, no expressions of interest for nomination had been received from Elected Members or staff.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. _____ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the Dog and Cat Management Board.

This option allows Council to make a nomination for appointment to the DCMB.

Option 2 –

1. The report be received.

Council is not obligated to make a nomination to fill the vacancy. This option receives the report and takes no further action.

7. RECOMMENDED OPTION

The matter is for Council to determine.

8. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

PART A

LGA Appointments and Nominations to Outside Bodies — Call for Nominations

Dog and Cat Management Board	
Governing Statute (if applicable)	Section 12(1)(a) Dog and Cat Management Act
Purpose/Objective	Public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the Dog and Cat Management Act.
Administrative Details	12 meetings per year with a fee of \$206/session
Selection Criteria (to be addressed by applicant)	<ul style="list-style-type: none"> Local government knowledge and experience practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government experience in the administration of legislation experience in financial management experience in education and training.
<p><i>In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees.</i></p>	
<p>Liability and indemnity cover</p> <p><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></p>	
<p>For more information contact: LGA Nominations Coordinator at nominationscoordinator@lga.sa.gov.au or 8224 2000</p>	

PART B

LGA Appointments and Nominations to Outside Bodies — Nomination Form

Instructions

This form:

- *Must be submitted by a council*
- *Must be emailed in PDF format to nominationscoordinator@lga.sa.gov.au*
- *Receipt of nomination will be acknowledged by return email*
- *CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially*

This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).

SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.

Please refer to the *Call for Nominations* information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

SECTION 1: COUNCIL to complete

Dog and Cat Management Board	
Council Details	
Name of Council submitting the nomination	
Contact details of council officer submitting this form	Name: Position: Email: Phone:
Council meeting minute reference and date	
Nominee Full Name	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	

PART B**SECTION 2: NOMINEE to complete**

Dog and Cat Management Board			
Nominee Details			
Full Name		Gender	
Home / Postal Address			
Phone		Mobile	
Email			
Why are you interested in this role?			
CV	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
Response to selection criteria (if applicable) <i>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</i>	<i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i> attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies? Yes <input type="checkbox"/> OR No <input type="checkbox"/> If Yes, please list any fields of interest or Outside Bodies of interest: • _____			
Undertaking: <i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature of Nominee: _____			

DECISION REPORT

REPORT TITLE:	LGA CALL FOR NOMINATIONS - STORMWATER MANAGEMENT AUTHORITY
ITEM NUMBER:	4.5
DATE OF MEETING:	13 DECEMBER 2021
AUTHOR:	KATHRYN GOLDY
JOB TITLE:	ACTING EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	<ol style="list-style-type: none">1. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - CALL FOR NOMINATIONS2. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - NOMINATION FORM

1. **EXECUTIVE SUMMARY**

The Local Government Association (LGA) is seeking nominations for suitably qualified council members or employees of a council or other local government entity, to fill four (4) positions (including the joint nomination for Presiding Member) for a term of up to three (3) years on the Stormwater Management Authority (SMA). The Minister for Environment and Water has written to the LGA requesting nominations for the SMA as the term of membership for the current members comes to an end in June 2022. The existing LGA nominated members are eligible for reappointment. Only nominations submitted by a council, following a resolution of council, will be considered, and must be forwarded to the LGA by no later than 5pm on Thursday 4 February 2022.

This report asks Council to consider a nomination on the SMA for a period of up to three (3) years.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. _____ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the Stormwater Management Authority.
-

3. **RELEVANT CORE STRATEGIES/POLICIES**

4. Civic Leadership

4.1 We have strong leadership and governance.

4. **BACKGROUND**

The SMA is established under Clause 7, Schedule 1A of the *Local Government Act 1999*. The SMA implements the Agreement on Stormwater Management between the State of South Australia and the LGA. The SMA leads the development and supports the implementation of multi-objective stormwater management plans that address flood risk, environmental amenity, and water security, and that maximise the public benefit of stormwater.

The SMA operates as a body for the planning, prioritisation, and funding of stormwater initiatives, and administers the Stormwater Management Fund which provides funding for stormwater planning and infrastructure projects.

5. **DISCUSSION**

The LGA is seeking interest from suitably qualified nominees who must have appropriate qualifications or experience in:

- public administration,
- water resources,
- stormwater management,
- mitigation of flood hazards,
- environmental management or infrastructure development (7(3)),
- at least one (1) of the members appointed on nomination of the LGA, must have appropriate qualifications or experience to represent the interests of regional local government (7(4)).

The appointment will be for up to a period of three (3) years. The SMA meets six (6) times a year, generally held in the Adelaide CBD. Meetings are usually of three (3) hours duration. Mutually convenient dates and times are determined with members.

The Presiding Member remuneration is \$18,574pa. The ordinary members remuneration is \$12,383pa. Noting that council employees are eligible to nominate, however are not eligible for payment.

A copy of the LGA Appointments and Nominations to Outside Bodies – Call for Nominations is provided as Attachment 1.

Attachment 1

A copy of the LGA Appointments and Nominations to Outside Bodies – Nomination form is provided as Attachment 2.

Attachment 2

A nomination may only be made by resolution of the Council and using the attached Nomination Form. The form must be signed by the candidate nominated, to indicate their willingness to stand for nomination.

An up-to-date curriculum vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the nomination form or forwarded separately by Thursday 4 February 2022.

In December 2019 the LGA Board of Directors endorsed a new LGA “Appointments and Nominations to Outside Bodies” Policy which provides for varied rigour in the examination of nominees that is equal with the responsibilities and strategic importance of the Outside Body.

The policy also enables the LGA to maintain a Nominees Database, which will record the details of the nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee’s preferences. The nomination form which is required to be submitted as part of the nomination process asks if a nominee would want to be listed on the database.

Following the call out for nomination, staff member Mr Russell King, Senior Assets & Engineering Lead has expressed interest in being nominated for consideration for appointment to the SMA.

Mr Russell King has close to 20 years’ experience in stormwater management. With experience in the preparation of high-level stormwater management plans through to the practical on ground delivery of the drainage works. This includes incorporating smart water principles and would provide valuable all-round perspective and input to the SMA. Both the Manager Assets and Operations and General Manager City Development are supportive of this nomination.

No expression of interests has been received from Elected Members.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. _____ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the Stormwater Management Authority.

This option allows Council to make a nomination for appointment to the SMA.

Option 2 –

1. The report be received.

Council is not obligated to make a nomination to fill the vacancy. This option receives the report and takes no further action.

7. **RECOMMENDED OPTION**

The matter is for Council to determine.

8. **REPORT AUTHORISERS**

Name	Title
Peter Tsokas	Chief Executive Officer

Nominations to Outside Bodies - Part A

Stormwater Management Authority (SMA)	
Legal Status of Body	The SMA is established under Clause 7, Sch 1A Local Government Act 1999
Summary Statement	Implements the Agreement on Stormwater Management between the State of South Australia and the LGA. Leads the development and supports the implementation of multi-objective stormwater management plans that address flood risk, environmental amenity and water security and that maximise the public benefit of stormwater. The Authority operates as a body for the planning, prioritisation and funding of stormwater initiatives, and administers the Stormwater Management Fund which provides funding for stormwater planning and infrastructure projects.
Meetings	There are 6 meetings per year, generally held in the Adelaide CBD. Meetings are usually of 3 hours duration. Mutually convenient dates and time are determined with members.
Selection criteria	
<i>The following selection criteria based on the Panel Information Pack must be addressed when completing Part B</i>	
Qualifications / industry experience	<ul style="list-style-type: none"> • Qualifications and/or experience in public administration, water resources, stormwater management, mitigation of flood hazards, environmental management or infrastructure development. • appropriate qualifications or experience to represent the interests of regional local government
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

PART B

LGA Appointments and Nominations to Outside Bodies — Nomination Form

Instructions

This form:

- *Must be submitted by a council*
- *Must be emailed in PDF format to nominationscoordinator@lga.sa.gov.au*
- *Receipt of nomination will be acknowledged by return email*
- *CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially*

This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).

SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.

Please refer to the *Call for Nominations* information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

SECTION 1: COUNCIL to complete

Stormwater Management Authority	
Council Details	
Name of Council submitting the nomination	
Contact details of council officer submitting this form	Name: Position: Email: Phone:
Council meeting minute reference and date	
Nominee Full Name	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	

PART B**SECTION 2: NOMINEE to complete**

Stormwater Management Authority			
Nominee Details			
Full Name		Gender	
Nominating for	Presiding Member <input type="checkbox"/> (please tick one or both) Ordinary Member <input type="checkbox"/>		
Home / Postal Address			
Phone		Mobile	
Email			
CV	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
Response to selection criteria (if applicable) <i>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</i>	<i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i> attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies? Yes <input type="checkbox"/> OR No <input type="checkbox"/> If Yes, please list any fields of interest or Outside Bodies of interest: • _____			
Undertaking: <i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature of Nominee: _____			

DECISION REPORT

REPORT TITLE:	LGA CALL FOR NOMINATIONS - SA POWER NETWORKS COMMUNITY ADVISORY BOARD
ITEM NUMBER:	4.6
DATE OF MEETING:	13 DECEMBER 2021
AUTHOR:	KATHRYN GOLDY
JOB TITLE:	ACTING EXECUTIVE MANAGER, OFFICE OF THE CEO
ATTACHMENTS:	<ol style="list-style-type: none">1. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - CALL FOR NOMINATIONS2. LGA APPOINTMENTS AND NOMINATIONS TO OUTSIDE BODIES - NOMINATION FORM

1. **EXECUTIVE SUMMARY**

The Local Government Association (LGA) are seeking nominations for a suitably qualified council member or employee of a council, to fill a position with a term of up to two (2) years on the South Australia Power Networks Community Advisory Board (CAB).

South Australia Power Networks has contacted the LGA requesting nomination for two (2) positions (one (1) metro and one (1) regional) on the CAB. Nominations are sought to fill that vacancy. Only nominations submitted by a council, following a resolution of council, will be considered, and must be forwarded to the LGA by no later than 5pm on Tuesday 5 January 2022.

This report asks Council to consider a nomination for the vacancy on the CAB for a period of up to two (2) years.

2. **RECOMMENDATION**

That:

1. The report be received.
 2. _____ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the South Australia Power Networks Community Advisory Board.
-

3. RELEVANT CORE STRATEGIES/POLICIES

4. Civic Leadership

4.1 We have strong leadership and governance.

4. BACKGROUND

The CAB is established by South Australia Power Networks and is not a statutory authority.

The purpose of the CAB is to provide a forum where South Australia Power Networks can engage with various customer groups, customer representatives and external stakeholders, to ensure customer views shape their service delivery and decision making.

The CAB provides an opportunity to build and evolve effective collaborative and two-way relationships between South Australia Power Networks and its customers.

The key objectives of the CAB are to:

- Provide a forum that enables representative groups of the South Australian community and consumers to engage with South Australia Power Networks on priority issues and topics
- Ensure the interests of customers are considered in decision-making
- Provide a forum of listening, discussion and collaborative engagement with customers and stakeholders
- Advocate for the needs and priorities of customers
- Drive co-design with customers of services, products, and processes
- Ensure alignment with customer priorities in a rapidly changing environment
- Build understanding and trust between stakeholders and South Australia Power Networks

5. DISCUSSION

The LGA is seeking nominations for a local government representative (one (1) metro and one (1) regional) on the CAB.

The LGA is seeking interest from suitably qualified council member or employee of a council, who has a basic understanding of and interest in the electricity industry.

The appointment will be for a period of up to two (2) years, with members being able to sit for more than one (1) term should this meet the CAB's requirements.

There is a remuneration up to \$3,500 per member per annum. This is based on attendance at quarterly face 2 face meetings at \$500.00 per meeting, attendance at two (2) online meetings at \$250.00 per meeting, and participation in four (4) optional meetings at \$250.00 per meeting. This fee also covers work outside of meetings, such as pre-meeting preparation/reading. The remuneration will be paid to all board members including employees of a Council. Noting that any payment to employees would be in consultation with the CEO and the successful nominated employee.

A copy of the LGA Appointments and Nominations to Outside Bodies – Call for Nominations is provided as Attachment 1.

Attachment 1

A copy of the LGA Appointments and Nominations to Outside Bodies – Nomination form is provided as Attachment 2.

Attachment 2

The following expertise and knowledge in one or more of the following areas is considered highly desirable:

- Innovation and the future of energy.
- Social inclusion.
- Basic understanding or interest of the energy distribution and regulatory environment in which South Australia Power Networks operates.
- Understanding of network capacity, network reliability, impacts on natural environment.

A nomination may only be made by resolution of the Council and using the attached Nomination Form. The form must be signed by the candidate nominated to indicate their willingness to stand for nomination.

An up-to-date curriculum vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the nomination form or forwarded separately by Tuesday 5 January 2022.

In December 2019 the LGA Board of Directors endorsed a new LGA “Appointments and Nominations to Outside Bodies” Policy which provides for varied rigour in the examination of nominees that is equal with the responsibilities and strategic importance of the Outside Body.

The policy also enables the LGA to maintain a Nominees Database, which will record the details of the nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee’s preferences. The nomination form which is required to be submitted as part of the nomination process asks if a nominee would want to be listed on the database.

At the time of finalising this report, no expressions of interest for nomination had been received from Elected Members or staff.

6. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.
2. _____ be put forward in response to the call for nominations by the LGA for the vacancy: for a local government representative on the SA Power Networks Community Advisory Board.

This option allows Council to make a nomination for appointment to the CAB.

Option 2 –

1. The report be received.

Council is not obligated to make a nomination to fill the vacancy. This option receives the report and takes no further action.

7. RECOMMENDED OPTION

The matter is for Council to determine.

8. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

Nominations to Outside Bodies - Part A

South Australia Power Networks Community Advisory Board (CAB)	
Legal Status of Body	The CAB is established by SAPN and is not a statutory authority
Summary Statement	<p>The purpose of the Community Advisory Board (CAB) is to provide a forum where SA Power Networks can engage with various customer groups, customer representatives and external stakeholders, to ensure customer views shape their service delivery and decision-making.</p> <p>The CAB provides an opportunity to build and evolve effective, collaborative and two-way relationships between SA Power Networks and its customers.</p>
Selection criteria	
<i>The following selection criteria based on the Panel Information Pack must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	<ul style="list-style-type: none"> Local government experience as a council member or staff member Other relevant qualifications
Industry Experience	<ul style="list-style-type: none"> Basic understanding of and interest in the electricity industry
Key Expertise	<p>Expertise and knowledge in:</p> <ul style="list-style-type: none"> Innovation and the future of energy Social inclusion Basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Nominations to Outside Bodies - Part B

This form:

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

SA Power Networks Community Advisory Board

Council details	
Name of council submitting the nomination	
Name of council officer submitting this form – refer LGA Policy	Name: Position: Email: Telephone:
Council meeting minute reference and date (if relevant)	
Nominee details	
Name of Nominee	Gender
<input type="checkbox"/> Current Elected Member or <input type="checkbox"/> Current council officer	
Home / Postal Address	
Phone	Mobile:
Email	
Is a CV attached or will it be forwarded separately?	
Information relevant to the appointment sought	
<i>(address the selection criteria from Part A)</i>	
Qualifications:	
Industry Experience:	
Key Expertise:	

Any other comments:

Undertaking:

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: _____

COUNCIL ACTION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 4.7
DATE OF MEETING: 13 DECEMBER 2021
AUTHOR: LARA KENNEDY
JOB TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE
CEO
ATTACHMENTS: 1. COUNCIL ACTION REPORT

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

That:

1. The report be noted.
-

COUNCIL ACTION REPORTS - ACTIONS TO DECEMBER 2021					
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date
27/01/21	4.2	<p>E-SCOOTER TRIAL IN THE CITY OF UNLEY</p> <p>2. The Mayor write to the Lord Mayor of the City of Adelaide requesting the inclusion of the South Park Lands in the City of Adelaide e-scooter trial.</p> <p>3. Subject to the City of Adelaide approval of the inclusion of the South Park Lands in their e-scooter trial, an e-scooter trial to be undertaken in the City of Unley area and the Administration proceed to finalise a Use Case for submission to the Minister for Infrastructure and Transport.</p> <p>4. The Administration be authorised to make technical amendments to the e-scooter trial Use Case to meet the requirements of the Minister, without significant departure from the substance/intent of the conditions as part of the finalisation process.</p> <p>5. Subject to Ministerial approval, the use of the Shared Mobility Devices Model Permit developed by the Local Government Association for the establishment of an e-scooter trial in the City of Unley area based on the permit conditions as set out in Attachment 2 to this report (Item 4.2, Council Meeting 27/01/2020) be endorsed.</p>	GM City Development	The City of Adelaide has received approval from the Minister for the inclusion of the South Park Lands in the current City of Adelaide e-scooter trial area. The Administration has finalised the Unley use case submission which has received approval from the Department of Infrastructure and Transport (DIT). The trial is expected to commence in January 2022.	Completed
23/08/21	4.1	<p>CULROSS AVENUE TRAFFIC AND PARKING ASSESSMENT</p> <p>2. The Council undertake consultation with the residents abutting Culross Avenue, Bridge Street, and all regular hirers of Scammell Reserve, including the Scout Hall, regarding a possible full road-closure of Culross Avenue to be provided adjacent no. 19 and 20 Culross Avenue.</p> <p>3. As part of the consultation process regarding a possible full road-closure of Culross Avenue, feedback is sought in respect to the likely impacts that the road-closure would have for matters such as on-street parking, circulation and access and waste collection.</p> <p>4. A further report be presented to Council for its consideration outlining the results of the feedback received in response to the consultation process for a possible full road-closure of Culross Avenue.</p>	GM City Development	The Administration has engaged an external consultant to undertake consultation as resolved by Council. Consultation has concluded and all feedback received is currently being collated. A report outlining the results of the feedback received will be presented to Council for consideration at its January 2022 meeting.	January 2022
refer 5.1.2 27/09/21					
23/08/21	4.6	<p>SUSTAINABLE BUSINESS SUPPORT PROGRAM - SINGLE-USE PLASTIC BAGS UPDATE</p> <p>2. An Elected Member briefing be held to provide details on the impact of plastic bags going to landfill within the City of Unley, to allow an informed submission to be made to the Stage 3 consultation for implementation of the Single-Use and Other Plastic Products (Waste Avoidance) Act 2020.</p>	GM City Development	The Administration has been liaising with Plastic Free SA which is a non-for-profit-organisation that works with local businesses to transition to no plastics. A briefing will be held with Elected Members in February 2022 on how Council can play a more active role in businesses reducing their reliance on single use plastic bags through engagement with Plastic Free SA.	February 2022
23/08/21	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR D. PALMER RE: FRONT BOUNDARY HEDGES - IMPACT ON PEDESTRIAN ACCESS</p> <p>1. An audit of previously inspected hedges on the front boundaries of private properties within the City of Unley be completed to:</p> <p>1.1 Identify hedges that impede pedestrian access on the public footway;</p> <p>1.2 Outline actions Council may take to resolve the impact of these related hedges, in line with Council's Compliance Policy.</p> <p>2. A report on the audit findings be presented to Council for consideration of any further action.</p>	GM City Services	The audit of hedges has been completed, with outcomes of the audit and next steps presented at the Council briefing on 15 November 2021. A report will be presented to Council early in the new year, presenting the future approach, as well as costing a City Wide hedge audit for Council's consideration as a future budget submission for 2022/23.	March 2022
27/09/21	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR J. BONHAM RE: CALL FOR ACTION FOR CONSERVATION COUNCIL AND PROPOSED ITEM OF BUSINESS FOR GAROC</p> <p>2. The CEO be authorised to write to the Conservation Council of South Australia indicating that Unley Council has endorsed in principle 'A Call to Action: Protecting Adelaide's Tree Canopy'.</p> <p>3. The 'A Call to Action: Protecting Adelaide's Tree Canopy' report be referred to ERA to evaluate the recommendations contained in the report, and to investigate what role councils may play in their implementation, and a report be provided to member councils on completion of investigations.</p> <p>4. A motion be submitted for consideration at the next General Meeting of the LGA requesting the LGA lobby the State Government regarding the provisions applying to arborist qualifications/standards and methodologies used for tree assessments, potentially through the introduction of a Practice Direction under the Planning, Development and Infrastructure Act 2016.</p> <p>5. Council staff be authorised to liaise with the LGA Secretariat in relation to the wording of the motion set out in Part 3, and if required, modify the wording to facilitate acceptance of the motion for consideration at the Local Government Association Ordinary General Meeting and to ensure legislative compliance.</p>	CEO	Completed	Completed
			CEO	Completed	Completed
			Executive Manager Office of the CEO	The next LGA General Meeting at which this motion can be considered will be held in April 2022.	April 2022
27/09/21	5.1.2	<p>NOTICE OF MOTION FROM COUNCILLOR J. DODD RE: VARIATION TO COUNCIL RESOLUTION C0578/21: CULROSS AVENUE TRAFFIC AND PARKING ASSESSMENT</p> <p>2. The Council undertake consultation with the residents abutting Culross Avenue, Bridge Street, and all regular hirers of Scammell Reserve, including the Scout Hall, regarding a possible full road closure of Culross Avenue to be provided adjacent no. 19 and 20 Culross Avenue and/or for a possible full road closure at the intersection of Culross Avenue and Fullarton Road.</p>	General Manager City Development	The Administration has engaged an external consultant to undertake consultation as resolved by Council. Consultation has concluded and all feedback received is currently being collated. A report outlining the results of the feedback received will be presented to Council for consideration at its January 2022 meeting.	January 2022

COUNCIL ACTION REPORTS - ACTIONS TO DECEMBER 2021						
Meeting Date	Item #	Subject and Council Resolution	Responsible Exec.	Status/Progress	Expected Completion Date	
		<p>3. As part of the consultation process regarding a possible full road closure of Culross Avenue, feedback is sought in respect to the likely impacts that the road closure would have for matters such as onstreet parking, circulation and access and waste collection.</p> <p>4. A further report be presented to Council for its consideration outlining the results of the feedback received in response to the consultation process for a possible full road closure of Culross Avenue.</p>				
22/11/21	5.1.1	<p>NOTICE OF MOTION FROM COUNCILLOR K. ANASTASSIADIS RE: REQUEST TO UNDERTAKE A MOVEMENT STUDY OF GLEN OSMOND ROAD</p> <p>1. The City of Unley write to the City of Burnside and request that a joint meeting be held with the Minister for Infrastructure and Transport, Corey Wingard, with a view to the Department for Infrastructure and Transport (DIT) undertaking a holistic movement study of Glen Osmond Road from Fullarton Road in the south-east to Greenhill Road in the north-west that includes:</p> <ul style="list-style-type: none"> • safe and timely movement of pedestrians (including those using mobility aids) and cyclists along and across the road. • safe and timely movement of pedestrians (including those using mobility aids) and cyclists at the intersection of Glen Osmond Road, Kenilworth Road and Young Street. • motor vehicle traffic volumes and speeds on Glen Osmond Road. • motor vehicle movements at the intersection of Glen Osmond Road, Kenilworth Road and Young Street including: <ul style="list-style-type: none"> -- illegal turns from Kenilworth Road into Glen Osmond Road. -- queuing across pedestrian crossings and the slip lane. -- entry from the commercial premises located within the intersection. 	General Manager City Development	Completed	Completed	

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR J. DODD RE: MOTION TO RESCIND RESOLUTION NO: C0640/21 - LIBRARY OPENING HOURS
ITEM NUMBER:	5.1.1
DATE OF MEETING:	13 DECEMBER 2021
ATTACHMENTS:	NIL

Councillor J. Dodd has given notice of intention to move the following motion at the Council meeting to be held on 13 December 2021 .

MOTION

That:

1. The report be received.
2. The Council Resolution No. C0640/21 of the Council meeting of 8 November 2021 which states:

The proposed changes to opening hours for the Goodwood and Unley Libraries as set out on pages 18-19 of Item 4.1 (Council Meeting 8 November 2021) be endorsed.

be rescinded.

Background

This motion has been brought on the basis of public consultation being a standard procedure for changes to council services, particularly to well utilised services.

Not only has there been an outpouring from the community with respect to the changing of the library hours, but the initial investigation was flawed. The investigation only took into consideration the time at which people entered the library, not the time that they remained on site or left the premises. A more useful piece of data would have perhaps been how many people remained in the relevant library at closure time.

It is appropriate given the above, to either rescind the original motion entirely, or at a minimum, to include public consultation in the process.

MAYOR'S REPORT

REPORT TITLE: MAYOR'S REPORT FOR MONTH OF DECEMBER 2021
ITEM NUMBER: 6.1.1
DATE OF MEETING: 13 DECEMBER 2021
ATTACHMENTS: NIL

1. RECOMMENDATION

That:

1. The report be received.
-

Functions attended (17/11/21 to 07/12/21)

Legend for attendance type at Function/Event:	
Attendee – only, no duties	Guest – specifically invited as an event guest
Interview – on-air radio guest	Host – hosted a meeting as Mayor
Mayor – attended as the Mayor of City of Unley	Presenter – involved in presenting awards
Representative – attended as Council representative	Speaker – attended and gave a speech as Mayor

Date	Function/Event Description	Type
18/11/21	Vice Regal Visit to City of Unley – meeting and tour of places of interest showcasing our city including Wilberforce Walk, Maison de France, Unley Oval, Overbury Drive and Ridge Park	Host
18/11/21	Meet the Mayor	Host
19/11/21	Forestville Hockey Club – meeting	Mayor
23/11/21	Unley Road Association AGM	Attendee
25/11/21	ICLEI Webinar	Speaker
26/11/21	Mayor & Elected Members – social meeting	Host
26/11/21	Adelaide Accueil 5 Year Anniversary Event – Fullarton Park Community Centre	Mayor
29/11/21	EM Briefing	Attendee
01/12/21	LGA COVID Briefing	Attendee
02/12/21	Meet the Mayor	Host
03/12/21	ERA Mayors Breakfast	Mayor

Date	Function/Event Description	Type
05/12/21	Sesquicentenary Community Picnic	Speaker
06/12/21	EM Briefing	Attendee

Deputy Mayor

I thank Cr Jordan Dodd for her year of service and support as Deputy Mayor. Jordan has met many Unley Council residents and provided very helpful insights into the thinking of our community on a number of issues and capably covered a number of important functions representing the Mayor.

Incentives that worked

25/11/21 Mayor Greg Christensen of the Scenic Rim Regional Council Qld presented at the ICLEI Oceania Secretariat Webinar. The Scenic Rim Regional Council had a history of land clearances and the resulting environmental problems that needed addressing.

Their Council is zoned 3% residential only, whilst Unley is 3% open space. By offering rate rebates they provided the incentives that worked because they have, with these incentives, increased the re-vegetation on private property.

Vice Regal Visit to Unley

Her Excellency the Honourable Frances Adamson has recently returned to SA as our Governor. I thought it would be a good idea to showcase many of our Council operations and responsibilities across the City of Unley. We visited a number of places across Unley from Wilberforce Walk to Ridge Park; our national award winning King William Road; developments around the Village Green such as, The Innovation new startup expansion hub, the Maison de France and nearby Unley Oval. In Correspondence is a letter from the Governor with some comments about the visit.

The Governor and her Husband Mr Rod Bunten are both cyclists and were very interested in our walking and cycling plan and what has been completed to date. Their bikes from Canberra are still in the shed so our cycling plan may be very helpful.

REPORTS OF MEMBERS

REPORT TITLE: REPORTS OF MEMBERS
ITEM NUMBER: 6.3.1
DATE OF MEETING: 13 DECEMBER 2021
ATTACHMENTS: 1. COUNCILLOR M. BRONIECKI

Council to note attached reports from Members:

1. Councillor M. Broniecki
-

MEMBER REPORT

REPORT TITLE: REPORT FROM COUNCILLOR M. BRONIECKI

Functions attended (17/11/21 to 07/12/21)

Date	Function/Event Description
18/11/2021	Introduction to Her Excellency the Honourable Frances Adamson AC, Governor of South Australia
22/11/2021	Council Meeting
23/11/2021	Unley Community Centre Ride
23/11/2021	Meeting with David Chapman, Terri McNamara & Councillor M. Rabbitt re 100 year Unley Park Sports Club installation
23/11/2021	Unley Traders AGM
26/11/2021	Mayoral social catchup
29/11/2021	Council Briefing: Torrens to Darlington Update / LiDAR and Tree Canopy Update
30/11/2021	Unley Community Centre Ride
2/12/2021	Meeting re Walking & Cycling Plan
2/12/2021	Ward Briefing
5/12/2021	Museum Sesquicentenary Event
6/12/2021	Council Briefing
7/12/2021	Unley Community Centre Ride
7/12/2021	Meeting with Claude Malak, Councillor M. Rabbitt & Terri McNamara
7/12/2021	Audit Committee

CORRESPONDENCE

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	6.4.1
DATE OF MEETING:	13 DECEMBER 2021
ATTACHMENTS:	<ol style="list-style-type: none">1. MINISTER FOR ENVIRONMENT & WATER2. HER EXCELLENCY THE HON FRANCES ADAMSON AC3. MAYOR ANNE MONCEAUX, CITY OF BURNSIDE

The correspondence from:

- David Speirs MP Minister for Environment & Water– Water Sustainability Grants Round
- Her Excellency the Honourable Frances Adamson AC, Governor of South Australia – Appreciation for Visit and Tour of City of Unley
- Mayor Anne Monceaux City of Burnside – Request for Joint Meeting with City of Burnside and Minister for Infrastructure and Transport Corey Wingard

be noted.

21EW0015378



Government of South Australia

Office of the Minister for Environment and Water
81-95 Waymouth Street
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

Mayor Michael Hewitson
City of Unley
Email: mhewitson@unley.sa.gov.au

Dear Mayor Hewitson *Michael,*

I am writing to inform you that the latest round of Water Sustainability Grants, funded by Green Adelaide, is now open. This program provides \$550,000 for individuals, community groups, businesses, schools and councils within the Green Adelaide region to deliver projects that help look after our water resources across metropolitan Adelaide.

In 2020-21, the Water Sustainability Grants program was extremely popular, and more than \$1.2 million of funding went towards nine exciting projects in six council areas (detailed overleaf). Water sensitive urban design is one of the seven environmental priorities of Green Adelaide, and these grants are an example of delivering on that priority for metropolitan Adelaide's environmental health and the well-being of the community.

This is another impressive result of the Marshall Liberal Government's reform of natural resources management in South Australia, with this program providing much-needed financial support for groups and individuals within the community to adopt water sensitive urban design to manage water for the benefit of the environment and community.

Many groups within your council may find this funding program of interest. I encourage you to promote this opportunity to groups and individuals that you believe should consider applying for a portion of the money available.

For more information about Green Adelaide's Water Sustainability Grants, including application guidelines, please visit <https://www.greenadelaide.sa.gov.au/grants>.

Yours sincerely

[Handwritten signature]
DAVID SPEIRS MP
Minister for Environment and Water

Date: 17/11/2021

GREAT TO CATCH UP THIS WEEK, IT WOULD BE GOOD TO KEEP IN TOUCH REGARDING YOUR IDEAS FOR INCREASING CANOPY IN THE CITY OF UNLEY
[Handwritten signature]

Projects funded in 2020/21:

Grant recipient	Amount	Project
City of Adelaide	\$82,500	Water Sensitive City Events
City of Burnside (on behalf of Resilient East*)	\$82,500	Regional coordinator – Resilient East
City of Marion (on behalf of Resilient South**)	\$110,000	Regional coordinator – Resilient South
City of Mitcham	\$104,500	Green engineering collaborative research project
	\$374,000	Pasadena Biodiversity Corridor
City of Norwood, Payneham and St Peters	\$77,000	Burchell Reserve water sustainability upgrade design
	\$55,000	St Peters Street upgrade design
	\$132,000	Trinity Valley drainage upgrade design
City of Tea Tree Gully	\$275,000	Montague Road Reserve water management and revegetation project

* Resilient East is a partnership involving Adelaide, Burnside, Campbelltown, Prospect, Norwood Payneham & St Peters, Tea Tree Gully, Unley, Walkerville and the SA Government.

** Resilient South is a partnership involving Holdfast Bay, Marion, Mitcham, Onkaparinga and the SA Government.



GOVERNMENT HOUSE
ADELAIDE

Friday, 26 November 2021

Dear Michael,

I write to thank you for hosting Rod and me during our visit to the City of Unley on Thursday, 18 November. Lunch at Nido Bar last week was a culinary delight and greatly appreciated.

We thoroughly enjoyed the limited time we had with you and Jordan and left with a deeper understanding of the Unley area, its community, and an insight into council's achievements and challenges.

The visit to the landmark tree on Overbury Drive was fascinating; its grandeur is quite spectacular, as is its history!

We look forward to visiting Unley again and to spending more time with you and the wider community.

Thank you once again for your hospitality.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Frances Adamson'.

*I'll wear the street,
scarf with pride!*

Her Excellency the Honourable Frances Adamson AC
GOVERNOR OF SOUTH AUSTRALIA

Mr Michael Hewitson AM
Mayor
City of Unley
181 Unley Road
UNLEY SA 5061



30 November 2021

Mayor Anne Monceaux
City of Burnside
PO Box 9
Glenside SA 5065

Via email: amonceaux@burnside.sa.gov.au

Dear Anne

GLEN OSMOND ROAD – MOVEMENT STUDY

I write to advise that at its meeting held on 22 November 2021, Council considered a Motion on Notice, regarding safety along Glen Osmond Road.

Following consideration of the matter, Council resolved the following:

1. *The City of Unley write to the City of Burnside and request that a joint meeting be held with the Minister for Infrastructure and Transport, Corey Wingard, with a view to the Department for Infrastructure and Transport (DIT) undertaking a holistic movement study of Glen Osmond Road from Fullarton Road in the south-east to Greenhill Road in the north-west that includes:*
 - *safe and timely movement of pedestrians (including those using mobility aids) and cyclists along and across the road.*
 - *safe and timely movement of pedestrians (including those using mobility aids) and cyclists at the intersection of Glen Osmond Road, Kenilworth Road and Young Street.*
 - *motor vehicle traffic volumes and speeds on Glen Osmond Road.*
 - *motor vehicle movements at the intersection of Glen Osmond Road, Kenilworth Road and Young Street including:*
 - *illegal turns from Kenilworth Road into Glen Osmond Road*
 - *queuing across pedestrian crossings and the slip lane*
 - *entry from the commercial premises located within the intersection*

Glen Osmond Road is a key State Government transport corridor which is partly located within the City of Unley and City of Burnside. In this respect, Council is seeking the support of your council in attending a joint meeting with Minister Corey Wingard, to discuss Council's request and confirm the way forward.

....2/

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
pobox1@unley.sa.gov.au
unley.sa.gov.au

-2-

A study in the context of what Council has requested for the Road is considered timely. With the pending upgrade of the Glen Osmond Road and Fullarton Road junction, a strategic and holistic approach from an integrated transport perspective for the remainder of the corridor is considered essential.

I am delighted at the prospect of both our councils working in collaboration and consultation regarding this important initiative that aims to improve local safety for the City of Unley and City of Burnside alike.

Thank you in anticipation of your support of this matter.

Should you have any questions or wish to discuss this matter, please do not hesitate to contact our Chief Executive Officer, Peter Tsokas, by telephoning 8372 5104 or via email ptsokas@unley.sa.gov.au

Yours sincerely

A handwritten signature in blue ink, appearing to read "Michael Hewitson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Hewitson AM
Mayor

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.2 -
GOODWOOD COMMUNITY CENTRE
MANAGEMENT MODEL

ITEM NUMBER: 7.1

DATE OF MEETING: 13 DECEMBER 2021

AUTHOR: KATHRYN GOLDY

JOB TITLE: ACTING EXECUTIVE MANAGER, OFFICE OF
THE CEO

NIL

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)(b)(i) and (ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to information the disclosure of which:
 - could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct business, or to prejudice the commercial position of the council; and
 - would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure:
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will enable Council to consider the lease arrangement of an existing property without compromising the commercial position of Council.

On that basis, the public's interest is best served by not disclosing 7.2 Goodwood Community Centre Management Model, 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.

ITEM 7.2

Confidential – removed from the public agenda – page 112-186

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR ITEM 7.2 - GOODWOOD COMMUNITY CENTRE MANAGEMENT MODEL

ITEM NUMBER: 7.3

DATE OF MEETING: 13 DECEMBER 2021

AUTHOR: KATHRYN GOLDY

JOB TITLE: ACTING EXECUTIVE MANAGER, OFFICE OF THE CEO
NIL

1. RECOMMENDATION

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.2 Goodwood Community Centre Management Model, considered at the Confidential Council Meeting on 13 December 2021:

- Minutes
- Report
- Attachment

remain confidential until 30 June 2023 or until arrangements for the operating model for the Goodwood Community Centre have been fully implemented, whichever is the earlier, and not available for public inspection until the cessation of that period.

2. The Chief Executive Officer be authorised to provide details of the decision to relevant parties in order to enable implementation of the decision.
3. 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.

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION FOR ITEM 7.5 -
WASTE MANAGEMENT SERVICES
PRUDENTIAL AND PROBITY REVIEW TO
FINALISE TENDER ASSESSMENT

ITEM NUMBER: 7.4

DATE OF MEETING: 13 DECEMBER 2021

AUTHOR: AARON WOOD

JOB TITLE: MANAGER ASSETS AND OPERATIONS

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)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to:
 - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council
 - information the disclosure of which would, on balance, be contrary to the public interest
2. In weighing up the factors related to disclosure:
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations; and
 - non-disclosure of this item at this time will enable Council to consider the Prudential and Probity Review including preferred tenders, without comprising the commercial position of Council or whom Council is proposing on conducting business with.

On that basis, the public's interest is best served by not disclosing 7.5 Waste Management Services Prudential and Probity Review to Finalise Tender Assessment 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.

ITEM 7.5

Confidential – removed from the confidential agenda – pages 190-256

DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE FOR ITEM 7.5 - WASTE MANAGEMENT SERVICES PRUDENTIAL AND PROBITY REVIEW TO FINALISE TENDER ASSESSMENT

ITEM NUMBER: 7.6

DATE OF MEETING: 13 DECEMBER 2021

AUTHOR: AARON WOOD

JOB TITLE: MANAGER ASSETS AND OPERATIONS

1. RECOMMENDATION

That:

1. Pursuant to Section 91(7) of the *Local Government Act 1999* the following elements of Item 7.5 Waste Management Services Prudential and Probity Review to Finalise Tender Assessment, considered at the Confidential Council Meeting on 13 December 2021:

- Minutes
- Report
- Attachment

remain confidential as follows:

- Minutes: until such time as the new Waste Management Collection and Processing Contract has been executed;
- Report and Attachments: for the duration of the new Waste Management Collection and Processing Contract.

and not available for public inspection until the cessation of those periods.

2. The Chief Executive Officer be authorised to provide details of the decision to relevant parties if required, in order to enable implementation of the decision.
3. 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.