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 28 September 2026 7:00 PM

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

Chief Executive Officer

OUR VISION 'TOWARDS 2050'

A connected, progressive, and resilient City.

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 tampinthi, ngadlu Kaurna yartangka inparrinthi. Ngadlurlu parnuku tuwila yartangka tampinthi.

*Ngadlurlu Kaurna Miyurna yaitya yarta-mathanya Wama Tarntanyaku tampinthi. Parnuku yailtya, parnuku tapa purruna yalarra puru purruna.**

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

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

*Kaurna Translation provided by Kaurna 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

ITEM **PAGE NO**

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

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

1.4 MINUTES

1.4.1 Minutes of the Ordinary Council Meeting held Monday, 24 August 2026

1.5 DEFERRED / ADJOURNED ITEMS

Nil

2. PETITIONS/DEPUTATIONS

Nil

3. REPORTS OF COMMITTEES

To receive and adopt or otherwise the reports and recommendations of the under mentioned Committees

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Nil

5.4 QUESTIONS WITHOUT NOTICE

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

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City Infrastructure Projects Status Update 2025/26 FY (September Quarter)
Proposed George Street and Duthy Street Pedestrian Improvements
King William Road Streetscape Improvements (Simpson Parade to Mike Turtur Bikeway)
Planning for Growth

UPCOMING ELECTED MEMBER BRIEFING TOPICS

Everard Park – Council Park
Leases and Licences
Elected Member Support Function
King William Road (Simpson Parade to Mike Turtur Bikeway) Streetscape Improvements
Tree Offset Scheme

NEXT MEETING

Monday 26 October 2026 - 7:00 PM

Council Chambers, 181 Unley Road Unley

REPORT OF COMMITTEE

REPORT TITLE:	MINUTES OF BUSINESS AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
ITEM NUMBER:	3.1
DATE OF MEETING:	28 SEPTEMBER 2026
ATTACHMENTS:	1. MINUTES OF BUSINESS AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE - 15 SEPTEMBER 2026

1. PURPOSE

The minutes and recommendations of the Business and Economic Development Advisory Committee meeting held on Tuesday 15 September 2026 are presented for Council's consideration.

2. RECOMMENDATION

That:

1. The minutes of the Business and Economic Development Advisory Committee meeting held on Tuesday 15 September 2026, be received and the following recommendations contained therein be adopted by Council

   (a) Item 2.1 - Visitor Economy - External Speaker

   MOVED Independent Member H Herbst
   SECONDED Independent Member T Maras

   BEDAC recommends to Council that:

   1. The report 'Visitor Economy – External Speaker' be received.

   2. The Administration develop a Visitor Economy Action Plan that is informed by the key themes and directions arising from the workshop discussions, and sets out the priorities, initiatives and partnerships for further investigation over a four-year period.

CARRIED UNANIMOUSLY

Resolution No. BEDC0015/26

(b) Item 2.2 - Annual Economic Data

MOVED Independent Member J Thorne
SECONDED Independent Member H Herbst

BEDAC recommends to Council that:

1. The report titled ‘Annual Economic Data’ be received.

CARRIED UNANIMOUSLY

Resolution No. BEDC0016/26

(c) Item 2.3 - Established Business Precincts - 2025/26 FY Annual Reports

MOVED Independent Member T Maras
SECONDED Councillor S Finos

BEDAC recommends to Council that:

1. The report ‘Established Business Precincts 2025/26 FY Annual Reports’ be received, including amended Attachment 1.

CARRIED UNANIMOUSLY

Resolution No. BEDC0017/26

(d) Item 2.4 - Established Business Precincts - Annual Sponsorship Report 2025/26 FY

MOVED Independent Member T Maras
SECONDED Independent Member J Thorne

BEDAC recommends to Council that:

1. The report ‘Established Business Precincts – Annual Sponsorship Report 2025/26 FY’ be received.

CARRIED UNANIMOUSLY

Resolution No. BEDC0018/26

(e) Item 2.5 - Business Precinct Management - Update and Budget 2026/27 FY

MOVED Independent Member J Thorne
SECONDED Independent Member T Maras

BEDAC recommends to Council that:

The report 'Business Precinct Management – Update and Budget 2026/27 FY' be received.
KPIs are established and measured for the Business Precinct Management Program and reported six-monthly.

CARRIED UNANIMOUSLY

Resolution No. BEDC0019/26

(f) Item 2.6 - Status of the $40,000 Project for 2026/27 FY

MOVED Independent Member D Scanlon
SECONDED Councillor S Finos

BEDAC recommends to Council that:

1. The report 'Status of the $40,000 Project for 2026/27 FY' be received.

2. The Committee notes:
   - administrative requirements for providers need to be well understood
   - use the opportunity to highlight local points of difference, history, existing historical walks and create collateral that has longevity
   - consideration be given to liability of unused vouchers and gift cards
   - advertising options for businesses to advertise without participating in the program should be investigated, and
   - home-based businesses are included.
   - Awareness of the administrative requirements for providers

CARRIED UNANIMOUSLY

Resolution No. BEDC0020/26

Minutes of the City of Unley
Business and Economic Development Advisory Committee Meeting
Tuesday, 15 September 2026, 5:30 PM
Adelaide Showgrounds Boardroom
Goodwood Rd, Wayville

PRESENT

Councillor D Palmer (Acting Presiding Member)
Councillor S Finos
Independent Member J Thorne
Independent Member D Scanlon
Independent Member T Maras
Independent Member H Herbst

OFFICERS PRESENT

General Manager City Shaping B Willsmore
Manager Economic Development & Strategic Projects D Griffiths
Principal Governance and Policy Officer D Edwards
Governance Support Officer, H Sarre

GUEST

Mr Adam Stanford, Director Strategy and Insights at the South Australian Tourism Commission (SATC)

ACKNOWLEDGEMENT

The Presiding Member welcomed Members to the meeting.

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Presiding Member D DeLuca
Independent Member S Weiser

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 MINUTES

ITEM 1.4.1
MINUTES OF THE ORDINARY BUSINESS AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD TUESDAY, 9 JUNE 2026

MOVED Independent Member J Thorne
SECONDED Councillor S Finos

That:

1. The minutes of the Ordinary Business and Economic Development Advisory Committee held on Tuesday, 9 June 2026 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. BEDC0014/26

1.5 DEFERRED / ADJOURNED ITEMS

Nil

2. REPORTS

ITEM 2.1
WORKSHOP - VISITOR ECONOMY - EXTERNAL SPEAKER

The purpose of this report was to provide the Business and Economic Development Advisory Committee (BEDAC) with an opportunity to hear data insights from the South Australian Tourism Commission (SATC) and explore opportunities to further support and strengthen the visitor economy within the City of Unley.

The Presiding Member sought leave from the meeting to suspend meeting procedures at 5:31pm.

Meeting procedures resumed at 6:29pm.

MOVED Independent Member H Herbst
SECONDED Independent Member T Maras

BEDAC recommends to Council that:

1. The report 'Visitor Economy – External Speaker' be received.

2. The Administration develop a Visitor Economy Action Plan that is informed by the key themes and directions arising from the workshop discussions, and sets out the priorities, initiatives and partnerships for further investigation over a four-year period.

CARRIED UNANIMOUSLY

Resolution No. BEDC0015/26

ITEM 2.2
ANNUAL ECONOMIC DATA

The purpose of this report was to provide the Business and Economic Development Advisory Committee (BEDAC) with the annual City of Unley Economic Data Snapshot.

MOVED Independent Member J Thorne
SECONDED Independent Member H Herbst

BEDAC recommends to Council that:

1. The report titled 'Annual Economic Data' be received.

CARRIED UNANIMOUSLY

Resolution No. BEDC0016/26

ITEM 2.3
ESTABLISHED BUSINESS PRECINCTS - 2025/26 FY ANNUAL REPORTS

The purpose of this report was to provide the Business and Economic Development Advisory Committee (BEDAC) with an overview of the administration and expenditure of the Business Precinct Separate Rate during 2025/26, including outcomes reported by the four Business Precinct groups, governance matters arising during the year and the transition to the new Business Precinct Management Plan model.

MOVED Independent Member T Maras
SECONDED Councillor S Finos

BEDAC recommends to Council that:

1. The report 'Established Business Precincts 2025/26 FY Annual Reports' be received, including amended Attachment 1.

CARRIED UNANIMOUSLY

Resolution No. BEDC0017/26

ITEM 2.4
ESTABLISHED BUSINESS PRECINCTS - ANNUAL SPONSORSHIP REPORT 2025/26 FY

The purpose of this report was to provide the Business and Economic Development Advisory Committee (BEDAC) with an overview of the activities and outcomes delivered through Council's Business Precinct Sponsorship Program during the 2025/26 financial year.

MOVED Independent Member T Maras
SECONDED Independent Member J Thorne

BEDAC recommends to Council that:

1. The report 'Established Business Precincts – Annual Sponsorship Report 2025/26 FY' be received.

CARRIED UNANIMOUSLY

Resolution No. BEDC0018/26

ITEM 2.5
BUSINESS PRECINCT MANAGEMENT - UPDATE AND BUDGET 2026/27 FY

The purpose of this report was to provide the Business and Economic Development Advisory Committee (BEDAC) with an update on implementation of the new Business Precinct Management arrangements, including the 2026/27 forward budget and planned program of business precinct events, activations and initiatives.

MOVED Independent Member J Thorne
SECONDED Independent Member T Maras

BEDAC recommends to Council that:

1. The report 'Business Precinct Management – Update and Budget 2026/27 FY' be received.

2. KPIs are established and measured for the Business Precinct Management Program and reported six-monthly.

CARRIED UNANIMOUSLY

Resolution No. BEDC0019/26

ITEM 2.6
STATUS OF THE $40,000 PROJECT FOR 2026/27 FY

The purpose of this report was to provide the Business and Economic Development Advisory Committee (BEDAC) with an update on the development of the $40,000 commitment towards a *Shop to Win / Shop Local* Campaign for delivery during the 2026/27 financial year.

MOVED Independent Member D Scanlon
SECONDED Councillor S Finos

BEDAC recommends to Council that:

1. The report 'Status of the $40,000 Project for 2026/27 FY' be received and the Committee notes:
   - administrative requirements for providers need to be well understood
   - use the opportunity to highlight local points of difference, history, existing historical walks and create collateral that has longevity
   - consideration be given to liability of unused vouchers and gift cards
   - advertising options for businesses to advertise without participating in the program should be investigated, and
   - home-based businesses are included.

CARRIED UNANIMOUSLY

Resolution No. BEDC0020/26

3. OTHER BUSINESS

Nil

NEXT MEETING

Wednesday 11 November 2026 - 5.30pm

CLOSURE

The Presiding Member closed the meeting at 7:01pm.

.....
PRESIDING MEMBER

DECISION REPORT

REPORT TITLE:	UNLEY COUNCIL ASSESSMENT PANEL ANNUAL REPORT AND ASSOCIATED MATTERS
ITEM NUMBER:	4.1
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DON DONALDSON, MANAGER PLANNING AND DEVELOPMENT
DIVISION:	CITY SHAPING
ATTACHMENTS:	1. UNLEY CAP ANNUAL REPORT 2025/2026

1. PURPOSE

This report presents the Annual Report of the Unley Council Assessment Panel (CAP) for the 2025/26 financial year and outlines matters relating to the appointment and operation of the Panel for its next term.

2. RECOMMENDATION

That:

1. The report be received.

2. The Unley Council Assessment Panel Annual Report 2025/26 be noted.

3. Applications for five (5) Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member, be sought from appropriately qualified Level 2 Planning Accredited Professionals, for a 2-year term commencing 1 March 2027.

4. The Council authorise the CEO to undertake an Expressions of Interest, shortlist and interview of candidates, and present a confidential report to the 7 December 2026 Council Meeting with recommendations for the appointment of members to the Council Assessment Panel for a 2-year term commencing 1 March 2027.

3. RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

This report supports the Community Plan's guiding principles of Integrity, Engagement, Financially Sustainable and Thought Leadership.

4. BACKGROUND

The *Planning, Development and Infrastructure Act 2016* (PDI Act) requires councils to establish Council Assessment Panels (CAPs) to determine publicly notified development applications where representations have been received and a representor has indicated a wish to be heard by the Panel.

The membership of the CAP must be appointed by Council (up to a 2-year term) in accordance with Section 83 of the Act, and comprise of:

- a maximum of five (5) members, with the option of one (1) member being an Elected Member of Council.
- all Independent Members of the CAP to hold Level 2 Planning Accreditation under an Accredited Professionals Scheme (to demonstrate that the person has relevant skills, knowledge, and experience to the level of decision-making that they are appointed to perform).
- An Independent Member appointed as Presiding Member to chair the meetings in accordance with the Panel's Terms of Reference and Meeting Procedures.
- Possible Deputy Members who can attend meetings where there is an apology for a meeting to ensure that a quorum can be achieved.

The current and previous CAP membership has consisted of five (5) Independent Members and a Deputy Independent Member, with no Elected Member representative.

Under the CAP's Terms of Reference, the Panel is charged with reporting annually to the Council on its operations. The attached Annual Report is the current CAP's second report to Council, as its term is due to finish on 28 February 2027.

With the Council caretaker period scheduled to commence from 1 February 2027, it is necessary to consider the procedures and associated matters for the selection and appointment of members for the next term of the Assessment Panel.

5. DISCUSSION

Unley Council Assessment Panel Annual Report 2025/2026

Attached is the Panel's Annual Report for 2025/26, that it endorsed at its meeting on 18 August 2026 (refer Attachment 1).

Attachment 1

The Annual Report highlights that:

- The CAP considered a higher number of applications (26 compared to 17 in 2024/25), reflecting an increase in proposals requiring public notification.
- Appeals challenging a decision of the CAP remained at the 5-yearly average of 3/year.
- The CAP accepted the officer's recommendation for 21 of the 26 proposals considered by the Panel.
- Of the 14 meetings held by the CAP (1/month and 2 special meetings):
    - 8 meetings had all 5 members in attendance;
    - 5 meetings had 4 members in attendance; and
    - 1 meeting had 3 members in attendance.

It is considered that the Panel has satisfactorily fulfilled its responsibilities under the PDI Act and acted in accordance with the Terms of Reference set by the Council.

Selection and Appointment of CAP Members

The new term of the CAP will commence on 1 March 2027. Accordingly, it is opportune for the Council to consider the appropriate next steps to commence the selection and appointment of members for the next term of the Panel prior to the caretaker period coming into effect.

The recruitment process for past CAP members has previously commenced approximately six months prior to the end of the current term. To date the Council has chosen the following recruitment process:

- Determination of the composition of the membership of the CAP (inclusive or exclusive of Elected Member appointment);
- Appointment of an Elected Member CAP Selection Panel (with the CEO as an ex officio member);
- Authorising staff to call for Expressions of Interest;
- Authorising the General Manager City Shaping and Manager Planning and Development to shortlist suitably qualified Accredited Professionals; and
- The Elected Member CAP Selection Panel interviewing the short-listed applicants and making a recommendation to Council.

The previous Elected Member Selection Panel comprised the Mayor, and Councillors Bonham, Doyle, Palmer, and Russo.

This process reflects how the City of Unley has previously managed the CAP selection, but this practice is not a statutory requirement of the PDI Act.

As a means of streamlining the selection process prior to the caretaker period, it is suggested that Administration take the additional step to support the Council by interviewing short-listed candidates and presenting a recommended list to the Council for appointment. The development of the necessary skills anticipated in the panel can be aligned to recognise contemporary development trends, desired technical insights, and reflect on community concerns raised by Planning for Growth consultation. This approach is more efficient in terms of time management/ co-ordination of interviews etc.

The Administration would ensure diversity in the interview panel and be cognisant of achieving diversity in the composition of the CAP.

A confidential report would be presented to the Council meeting in December recommending nominated candidates for presiding member, ordinary members, and deputy member. The report would also identify other shortlisted candidates should Council wish to amend the CEO's recommendation. The final decision would remain that of Council.

Such a process would be consistent with other 'expert' committees appointed by the Council (e.g. the Business and Economic Development Advisory Committee and the Audit and Risk Committee) whereby the operational aspects are undertaken by the Administration for Council's approval.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- Sitting fees per meeting for CAP members can vary considerably, with sitting fees across all panels in South Australia averaging $582 for presiding members and $457 for ordinary members.
- Metropolitan councils of similar scale and nature of development to Unley (e.g. NPSP, Holdfast Bay, Prospect, Burnside) have sitting fees of $600 - $625 for presiding members and $450 - $475 for ordinary members.
- Sitting fees for Unley CAP members were reviewed prior to the current term at $600 for the Presiding Member and $475 for ordinary members. Members also receive $150 for attending any training sessions held during the term (e.g. planning law updates).
- It is considered that the current sitting fees are appropriate and remain competitive to attract reputable candidates.

6.2 Risk Management (identification and mitigation)

- Council is obliged to appoint membership of the CAP in accordance with Section 83 of the PDI Act. Both options provide a recommendation that will meet the requirements of the Act.
- Assessment of development applications must be completed within statutory timeframes or there is a risk that applicants can seek a "deemed consent" that grants automatic approval. Ensuring the operations of the CAP is critical to ensuring that this does not occur.

6.3 Staffing/Work Plans/Additional Resource Impact

- Nil

6.4 Climate/Environmental Impact

- Nil

6.5 Social/Economic

- As CAP is the decision maker relating to publicly notified development applications that attract representors wishing to be heard by the CAP, it is critical that the Panel operations are maintained to ensure timely decision making of these applications.
- Failure to ensure that the membership of the CAP is in place to meet the legislative requirements may have detrimental impacts on the local economy and the development industry through delayed decision making and to the reputation of Council.
- Ensuring a suitably qualified CAP membership with a diversity of experience and expertise is important for informed decision-making in planning decisions affecting the built environment across the City.

7. ANALYSIS OF OPTIONS

Option 1

1. The report be received.

2. The Unley Council Assessment Panel Annual Report 2025/26 be noted.

3. Applications for five (5) Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member, be sought from appropriately qualified Level 2 Planning Accredited Professionals, for a 2-year term commencing 1 March 2027.

4. The Council authorise the CEO to undertake an Expressions of Interest, shortlist and interview of candidates, and present a confidential report to the 7 December 2026 Council Meeting with recommendations for the appointment of members to the Council Assessment Panel for a 2-year term commencing 1 March 2027.

This option delegates to the CEO the responsibility to objectively assess and compile a short list of suitable candidates for panel membership. The delegation may provide greater efficiency in decision making and ensuring the required skills for future development assessment are anticipated across the Panel. The recommendations of the CEO would be presented to Council for its consideration and appointment of members. All suitable candidates will be referenced in the Council report, maintaining transparency to the process and flexibility in determining the final panel by the Council.

This option continues the current composition of the Panel by calling for the recruitment of five (5) Independent Members to the CAP, plus one (1) Deputy Independent Member (total of 6 members to be recruited). The Deputy Independent Member would attend only when there is an apology received from a member for a CAP meeting.

Option 2-

1. The report be received.

2. The Unley Council Assessment Panel Annual Report 2025/26 be noted.

3. Applications for five (5) Independent Member positions on the Council Assessment Panel, including Presiding Member, and additionally one (1) Deputy Independent Member, be sought from appropriately qualified Level 2 Planning Accredited Professionals.

4. A Council Assessment Panel Selection Committee comprising:

   - Chief Executive Officer
   - *[For Council decision]*

   be appointed to conduct interviews of a shortlist of suitably accredited applicants, prepared by the General Manager City Shaping and Manager Planning and Development.

5. The CEO present to the 7 December 2026 Council Meeting a confidential report with recommendations for the appointment of members to the Council Assessment Panel for a 2-year term commencing 1 March 2027.

This option continues the practice requiring the establishment of an elected member selection committee to interview suitable candidates shortlisted by senior Council staff. The determination of the Selection Committee is then presented to Council for its consideration.

As with Option 1, this option maintains the current all independent membership of the panel.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Ben Willsmore	General Manager City Shaping
Peter Tsokas	Chief Executive Officer

UNLEY COUNCIL ASSESSMENT PANEL

ANNUAL REPORT 2025 - 2026

August 2026

BACKGROUND

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

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

TERMS OF REFERENCE

The Terms of Reference for the CAP require that it reports annually to Council in respect of the following matters:

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

This report is submitted in accordance with these requirements.

UNLEY COUNCIL ASSESSMENT PANEL ANNUAL REPORT 2025-2026

DISCUSSION

Membership

The following members were appointed by Council for a two-year term from March 2025, with no resignations during the reporting period:

- Brenton Burman (Presiding Member)
- Colleen Dunn (Independent Member)
- Terry Sutcliffe (Independent Member)
- David Brown (Independent Member)
- Yvonne Svensson (Independent Member)
- David Storey (Deputy Independent Member)

The Independent Members are persons accredited at Planning Level 2 under the Accredited Professional Scheme as required under the Planning and Development Act.

Meeting Procedures and Delegated Authorities

At its first meeting of the new term of the CAP in March 2025, the Panel adopted the existing Instrument of Delegation and amended Meeting Procedures.

Appeals

Table 3 provides a summary of appeals against CAP decisions for the financial year. Figure 1 provides a historical comparison of appeals data. The number of appeals lodged in 2025/2026 showed a decrease from previous years. Three appeals were lodged during the reporting period:

- 2 were settled by way of a compromise
- 1 was withdrawn

Application Numbers

Table 2 provides a summary of the number of applications considered by the CAP, concurrence with officer's recommendations, meeting attendance, site meetings and special meetings.

Application numbers in 2025/26 were higher than 2024/25. Overall, 26 applications were considered by the Panel for the financial year compared to 17 the year before. Of the 26 applications, 21 decisions (80.77%) by the Panel concurred with the staff recommendation (notably lower than the year before at 94.12%).

Meetings

Meeting attendance by members was in line with previous years. The Deputy member attended 6 meetings. Across the 2025/26 period there was one occurrence in which only 3 regular independent members were present.

Policy Matters

The Panel submitted its annual report for 2024/25 to Council at the July 2025 meeting. No matters of policy were submitted to Council during the reporting period.

UNLEY COUNCIL ASSESSMENT PANEL ANNUAL REPORT 2025-2026

Other Business

Other matters raised by the Panel during Council Assessment Panel meetings and recorded within the meeting minutes are noted below.

19 August 2025
Colleen Dunn requested details on what resources are available to representors to assist them in navigating the Council Assessment Panel process. The Assessment Manager provided a response including the mention of pre meeting letters which are distributed to all representors outlining the meeting processes and procedures, which are also available online.

14 October 2025
The Assessment Manager confirmed that a special CAP meeting will be held on October 28th to consider the deferred application at 102 & 123 Fisher Street Fullarton, 24031252.

16 December 2025
All Council Assessment Panel members requested that adjoining properties should be shown on site plans and streetscape elevations to determine the impact the proposed development may have on neighbouring properties. Council administration will encourage applicants to provide this information to assist with the assessment.

17 February 2026
The Assessment Manager asked Council Assessment Panel members for their availability for upcoming meetings in March 2026.

19 May 2026
Council Assessment Panel members requested that Council engage with St Louis Care management regarding the operational matters raised by the representor.
The Panel would like to thank Shawn Shepley for his work and contribution over the past 6 months managing the CAP meetings in his role of Development Administration Officer.

16 June 2026
Members discussed the Co-Located Housing Overlay and requested that a briefing on the overlay introduced by the State Planning Commission's Future Living Code Amendment be organised.

The Panel wishes to thank City of Unley staff for their support of the Panel's deliberations, through provision of quality professional advice and administrative support over the reporting period.

UNLEY COUNCIL ASSESSMENT PANEL ANNUAL REPORT 2025-2026

Table 1: Matters to be reported to Council – 2025/26

2025-2026	Use of Reg 13(2) of the PDI (General) Regulations (confidential item)	Disclosure by Panel Members of interests pursuant to Sec 83(1)(g) of the PDI Act (Conflict of Interest)	Resignation of a Panel Member	Incidence of items deferred by the Panel	Adjournment of consideration of development applications	Other matters upon which the CAP is required to report to the Council or thinks fit to report
July	0	0	0	0	0	1
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
October Special	0	0	0	0	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0
January	0	0	0	1	0	0
February	0	0	0	0	0	0
March	0	0	0	0	0	0
March Special	0	1	0	0	0	0
April	0	0	0	0	0	0
May			0	0	0	0
June	0	0	0	0	0	0
TOTAL	0	**1**	**0**	**1**	**0**	**1**

Table 2: Applications and Meeting Data

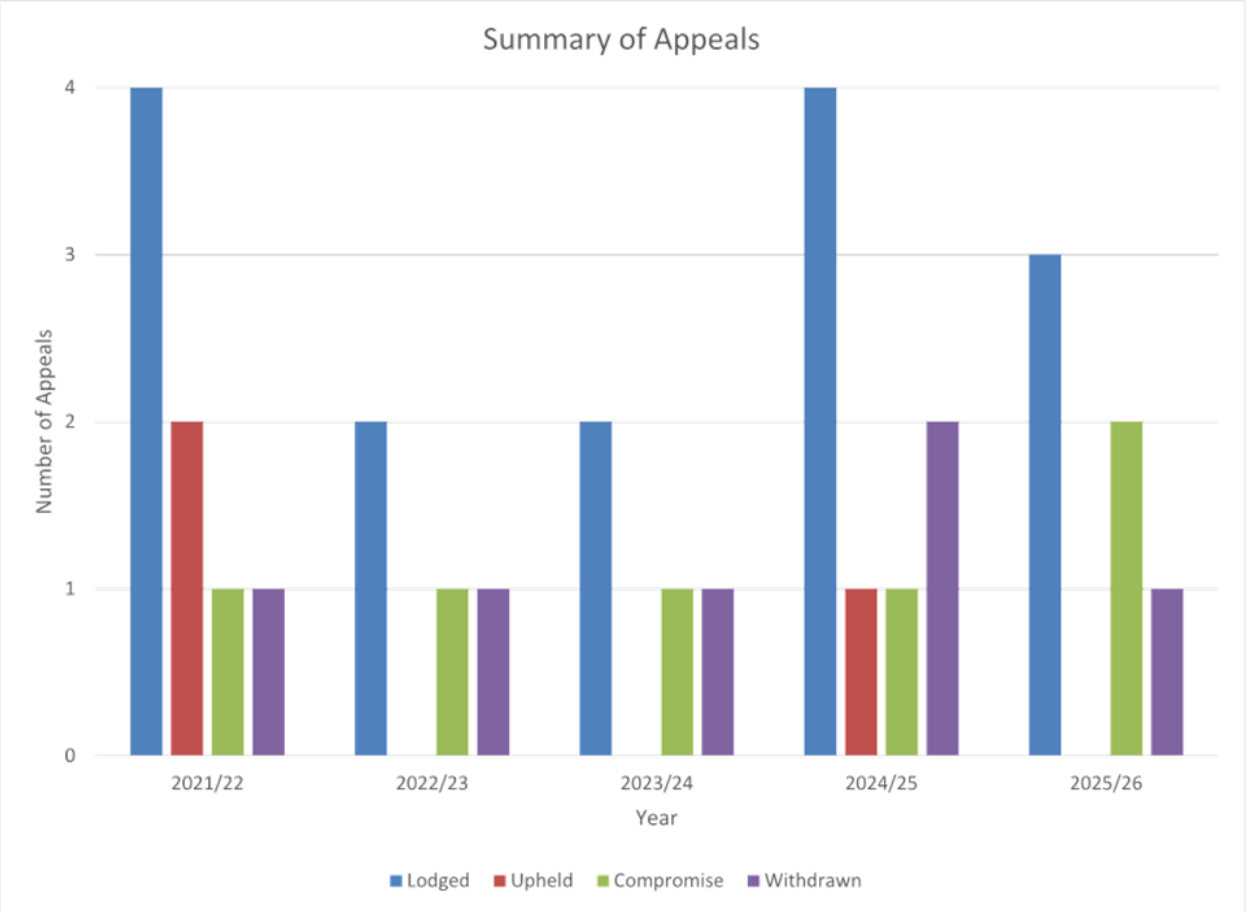
2025-2026	No. of Items	No. where CAP concurred with Officer's Recommendation	Meeting Attendance (no. of CAP members)	Meeting Attendance (no. of Deputy members)	Site Meetings	Special Meetings
July	1	1	5	0	0	0
August	1	1	5			
September	2	2	4	1	0	0
October	2	2	4	1	0	0
October Special	1	1	5	0	0	1
November	3	3	5	1	0	0
December	3	2	5	0	0	
January	3	1	4	1	0	0
February	1	1	4	1	0	
March	3	3	3	1	0	0
March Special	1	1	4	0	0	1
April	2	0	5	0	0	0
May	2	2	5	0	0	0
June	1	1	5	0	0	0
Total	**26**	**21**	**63**	**6**	**0**	**2**
Average	**1.8**	**-**	**4.5**	**-**	**-**	**-**

UNLEY COUNCIL ASSESSMENT PANEL ANNUAL REPORT 2025-2026

Table 3: Summary of Appeals - 2025/26

APPEALS							
YEAR	LODGED	Upheld	Dismissed	Withdrawn	Compromise	Ongoing	TOTAL
2025/26	3	0	0	1	2	0	3

Figure 1: Historical Comparison of Appeals Data



DECISION REPORT

REPORT TITLE:	CONSERVATION GRANTS 2026/27
ITEM NUMBER:	4.2
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DON DONALDSON, MANAGER PLANNING AND DEVELOPMENT
DIVISION:	CITY SHAPING
ATTACHMENTS:	1. ASSESSMENT SHEET CONSERVATION GRANTS 2026-27 2. CONSERVATION GRANTS POLICY

1 PURPOSE

This report seeks the Council's consideration for the allocation of funds to applications received for the City of Unley Conservation Grants 2026/27 round.

2 RECOMMENDATION

That:

1. The report be received.

2. The following Conservation Grants be funded from the 2026/27 allocated budget, for a total of $34,831 as follows:

Amount	Works to be undertaken	Address
$5,000	Various conservation works including render, limewash, repointing	84 Fisher Street, Fullarton
$1,204	Maintenance Pruning	2A Tallala Terrace, Myrtle Bank
$5,000	Repointing	33 Fairford Street, Unley
$5,000	Replace fretting stonework	10 Meredyth Avenue, Millswood
$5,000	Verandah replacement	22 Le Hunte Street, Wayville
$5,000	Underpinning works	40 Anzac Highway, Everard Park
$4,517	New tessellated tiles to verandah	25 High Street, Unley Park
$1,127	Maintenance Pruning	16 Meredyth Avenue, Millswood
$1,795	Maintenance Pruning	57 Woodfield Avenue, Fullarton
$1,188	Maintenance Pruning	2 George Street, Parkside

3. The CEO be delegated the authority to approve and allocate the remaining amount of $15,169 to eligible applications within the current financial year 2026/27.

3 RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

This report supports the Community Plan's guiding principles of Integrity, Engagement, Financially Sustainable and Thought Leadership

4 BACKGROUND

The City of Unley's Conservation Grants encourage and assist residents to maintain regulated or significant trees, state or local heritage places, and representative places within the Historic Area Overlay in the Planning and Design Code.

An annual budget of $50,000 has been set to fund individual grants that meet the established criteria.

The Conservation Grants provide funding of up to 50% of the total cost of works, with a maximum amount of $3,000 for significant or regulated trees (advice, retention, and maintenance pruning) and $5,000 towards restoration and maintenance for State/Local Heritage Places and representative buildings. Applications are open to all residents, noting that there is currently no income means testing or property value assessment undertaken as part of the grant application process.

Applications for the Conservation Grants were called for in July 2026, following the endorsement of the 2026/27 Annual Business Plan and Budget. This allowed three weeks for applications to be lodged following a public campaign to update the community on the requirements for lodging an application. The campaign included:

- Advance promotion in July 2026 on the Council website and social media regarding the timing and requirements for lodging a grant application.
- Directly contacting residents who had previously registered an interest in lodging a grant application once the program was released.

Applications received have subsequently been assessed by staff and are now being presented for Council's consideration.

Resident Response

The Conservation Grants are met with wide ranging support by the community as they assist to retain and maintain heritage buildings and assist with the maintenance of regulated and significant trees.

Historically, despite two rounds of grant funding per year, all funds are rarely allocated with remaining grant funds being retained as savings.

Feedback has also highlighted challenges associated with the limited timeframes of the grant program. Residents have reported difficulties obtaining quotes within the application period, while the short application window often does not align with when works, particularly tree maintenance activities, need to be undertaken. Council staff receive numerous enquiries throughout the year from residents who are disappointed that applications cannot be considered until the program reopens in July.

In response to this feedback, and to support the full allocation of available grant funding, it is recommended that the CEO be delegated authority to approve the distribution of any unallocated grant funds on an ad hoc basis throughout the 2026/27 financial year.

This will also allow the program to remain operational throughout the Election/Caretaker periods leading up to the 2027 Council Election.

5 DISCUSSION

Resident Response

15 applications were received, totalling $38,677. Of those applications, 13 eligible applications (at 10 properties) are recommended for funding.

Two (2) properties submitted quotes for the pruning of multiple trees on an individual property. These multiple grants have been combined per property in the recommendation. The Policy allows for multiple applications for tree pruning on the one property in the same year but would prevent further applications being lodged on the same property for the next five (5) years.

Assessment of the grant applications was undertaken by the Council's Heritage Advisor and an independent arborist. The recommended applications include:

Purpose of Conservation Grant	**No. of Grants Recommended**
Significant / Regulated Tree Pruning	7
State Heritage Places	0
Local Heritage Places	4
Representative Dwellings	2
Total Value of Grants	**$34,831**

The full assessment of the applications received is provided as Attachment 1.

Attachment 1

Applications for funding are required to be supported by a minimum of two (2) quotes for the proposed works. Where an applicant has sought funding equivalent to 50% of the higher quoted amount, Council may instead consider the lower-priced quote where it demonstrates that the proposed works are appropriate and achieve the intended outcome.

In addition, two (2) applications that are considered eligible and recommended for funding are subject to the lodgement and approval of a Development Application prior to any grant funding being released.

Administration has supported these grants due to the time and complexity of the planning application process. Should the grants be approved by Council, it is intended that the grant funding be dependent on a development application being approved prior to the end of the calendar year to allow for re-allocation of funds in a second round of grants should this not occur.

Two (2) applications were assessed to be ineligible under the Policy (Attachment 2) and not supported for funding because insufficient information or quotes for assessment were provided.

Attachment 2

6 POLICY IMPLICATIONS

6.1 Financial/budget implications

- The Council allocated $50,000 in the 2026/27 annual budget for Conservation Grants. The recommended grants fall within the budget, with the remaining unallocated funds of $15,169 (and supplemented by any grants not taken up) could be used for a second round of grant applications later in the financial year.
- Alternatively, Council may choose to retain this amount as savings.

6.2 Risk Management (identification and mitigation)

- By providing financial support, the Council encourages owners to adequately maintain heritage buildings and representative character homes, and significant and regulated trees.

6.3 Staffing/Work Plans/Additional Resource Impact

- Processing and assessment of the grants is resourced within existing operations of the administration.

6.4 Climate/Environmental Impact

- *Natural Environment* – Council's Conservation Grants encourage the retention of significant and regulated trees through their ongoing maintenance.

6.5 Social/Economic

- Council's Conservation Grants support the retention of our built state/ local heritage and the historic character of representative buildings.

7 ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The following Conservation Grants be funded from the 2026/27 allocated budget, for a total amount of $34,831 as follows:

Amount	Works to be undertaken	Address
$5,000	Various conservation works including render, limewash, repointing	84 Fisher Street, Fullarton
$1,204	Maintenance Pruning	2A Tallala Terrace, Myrtle Bank
$5,000	Repointing	33 Fairford Street, Unley
$5,000	Replace fretting stonework	10 Meredyth Avenue, Millswood
$5,000	Verandah replacement	22 Le Hunte Street, Wayville
$5,000	Underpinning works	40 Anzac Highway, Everard Park
$4,517	New tessellated tiles to verandah	25 High Street, Unley Park
$1,127	Maintenance Pruning	16 Meredyth Avenue, Millswood
$1,795	Maintenance Pruning	57 Woodfield Avenue, Fullarton
$1,188	Maintenance Pruning	2 George Street, Parkside

3. The CEO be delegated the authority to approve and allocate the remaining amount of $15,169 to eligible applications within the current financial year 2026/27.

In this round, Council received 13 eligible grant applications for 10 properties, totalling $34,831. The nominated applications all met the relevant criteria under the Policy, and by supporting this option, the intent of assisting in the preservation of significant trees and retention of built form character will be achieved.

Should Council endorse this option, any remaining budget allocation will be retained to fund ad-hoc allocations during the 2026/27 financial year.

Following Council endorsement, all applicants will be notified of the outcome of the Grants process.

Option 2 –

1. The report be received.

2. The following Conservation Grants be funded from the 2026/27 allocated budget, for a total amount of $XXXX as follows:

   - *[to be determined by Council]*

3. The CEO be delegated the authority to approve and allocate the remaining funding to eligible applications within the current financial year 2026/27.

Council may wish to change the funding allocations to reflect alternate funding priorities. In making any changes, Council should consider the budget, the Policy and probity of decision making. If Council determines that alternate funding allocations are priorities, this will need to be reflected in the wording of the resolution. Again, any remaining budget allocation will be retained to fund ad-hoc allocations during the 2026/27 financial year is recommended.

Option 3 –

1. The report be received.

2. The following Conservation Grants be funded from the 2026/27 allocated budget, for a total amount of $34,831 as follows:

Amount	**Works to be undertaken**	**Address**
$5,000	Various conservation works including render, limewash, repointing	84 Fisher Street, Fullarton
$1,204	Maintenance Pruning	2A Tallala Terrace, Myrtle Bank
$5,000	Repointing	33 Fairford Street, Unley
$5,000	Replace fretting stonework	10 Meredyth Avenue, Millswood
$5,000	Verandah replacement	22 Le Hunte Street, Wayville
$5,000	Underpinning works	40 Anzac Highway, Everard Park
$4,517	New tessellated tiles to verandah	25 High Street, Unley Park
$1,127	Maintenance Pruning	16 Meredyth Avenue, Millswood
$1,795	Maintenance Pruning	57 Woodfield Avenue, Fullarton
$1,188	Maintenance Pruning	2 George Street, Parkside

3. Council resolve the allocation of remaining funds as a second round of grant funding in 2026/27.

This option allows Council to approve the allocation of Conservation Grants as received, although it would not allow for the CEO to be granted delegated authority to approve and allocate the remaining funding to eligible applications within the current financial year 2026/27.

This option would ensure that Council proceed with a second round of funding allocation in early 2027, through the current resolution process. Considerations for this option have been outlined within the 'Resident Response' section of this report.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Ben Willsmore	General Manager City Shaping

Number	Address	Suburb	Description	Reason	Amount Sought	Eligible Amount	Notes	Heritage Advisers & Arborist Comments
1	84 Fisher Street	Fullarton	Various conservation works including render, limewash, repointing	LHP	$5,000	$5,000		**SUPPORTED** - None required, quote provides sufficient information & confirms use of lime putty
2	2A Tallala Terrace	Myrtle Bank	conservation works	Sig Tree	$1,204	$1,204		**SUPPORTED** - I am supportive of the recommendations and have spoken with the applicant as well as inspected the tree, and I find no issue with the pruning specifications as presented
3	33 Fairford Street	Unley	Replace repointing with more sympathetic materials	Representative	$5,000	$5,000		**SUPPORTED** - None required, quote provides sufficient information & confirms use of lime mortar
5	10 Meredyth Avenue	Millswood	Replace fretting stonework	Representative	$5,000	$5,000		**SUPPORTED** - None required, photo & quote provides sufficient information & confirms use of lime putty
6	22 Le Hunte Street	Wayville	Verandah replacement	LHP	$5,000	$5,000	DA required	**SUPPORTED WITH CONDITIONS -** Condition: Beaded fascia (one quote specifies this, one doesn't) and scotia mould below gutter.
7	40 Anzac Highway	Everard Park	Underpinning works	LHP	$5,000	$5,000	Will require DA as previously advised	**SUPPORTED -** None required, photos & quote provides sufficient information
8	25 High Street	Unley Park	New tessalated tiles to verandah	LHP	$4,312	$4,517		**SUPPORTED** - None required, photos & quote provides sufficient information
9	16 Meredyth Avenue	Millswood	Maintenance Pruning	Reg Tree 1				**SUPPORTED** - I have assessed the proposed pruning for this one and I am satisfied it will benefit the trees as well as being undertaken in accordance with AS4373-2007.
10	16 Meredyth Avenue	Millswood	Maintenance Pruning	Reg Tree 2	$1,127	$1,127		
11	57 Woodfield Avenue	Fullarton	Maintenance Pruning	Sig Tree	$2,200	$1,795	as per Arbortech quote	**SUPPORTED WITH CONDITIONS** - I am satisfied with the Arbortech quote and specification, but the quote provided by Embark did not provide sufficient detail to determine size, location and intention of cuts.
12	2 George Street	Parkside	Maintenance Pruning	Reg Tree 1				**SUPPORTED WITH CONDITIONS** - Initial docuements - I am particularly concerned with the Tree Wise Arborist quote as it continually refers to the 30% threshold without any specifics. I am not confident the proposed pruning will not result in whole branch removals or excessive pruning. After additonal info provided - Much better, I feel more confident the quotes were not referring to the removal of whole branches now. And I am satisfied that cuts will occur within the outer periphery of the trees. Note also that preferred contractor has other works in their quote so amount adjusted Happy to support this one now.
13	2 George Street	Parkside	Maintenance Pruning	Reg Tree 2				
14	2 George Street	Parkside	Maintenance Pruning	Sig Tree 3	$1,188	$1,188	pruning per marked up photos (Adelaide Arborists)	

CONSERVATION GRANTS POLICY

Policy Type	Council
Responsible Department	City Services
Responsible Officer	Manager Development & Regulatory Services
Related Policies and Procedures	Nil
Community Plan Link	2. Environmental Stewardship 2.1 Unley's urban forest is maintained and improved
Date Originally Adopted	23 August 2004: C397
Last Review Date	*24 June 2024*
Next Review Date	*24 June 2027*
ECM Document No.	2830313

1. PREAMBLE

1.1. Unley's vision is to become the 'City of Villages'; proud of its history, built character, landscaped environment and community well-being while ensuring sustainability into the future by responding to the need and expectations for change. The important valued features need to be retained and conserved to provide the context and foundation to build upon.

1.2. Unley's history, and built and natural character, are reflected in the extensive presence of early buildings and mature landscaping. The most notable examples have been specifically recognised by designation as heritage places, representative buildings within historic overlays and regulated and significant trees to ensure their protection.

1.3. Retention, care and pride are generally evident in these features by owners, but they are also often appreciated by the wider community for their contribution to Unley's unique character. Appropriate maintenance can sometimes involve greater or ongoing costs. Council acknowledges their special recognition and value to the community by offering additional support, including the Conservation Funds to subsidise conservation advice and work, together with other initiatives.

1.4. The Council operates an annual budget and review of allocations for the State and Local Heritage Places, representative buildings as well as Regulated and Significant Trees Conservation Funds. The provision of subsidies in accordance with the procedures detailed in this policy are dependent upon the Council's budget at any given time, and the availability of funds.

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1.5. A clear and comprehensive framework and set of procedures is required to manage the Conservation Funds, guide eligibility for assistance and manage associated resources fairly, responsibly and effectively.

2. SCOPE

2.1. The purpose of this policy is to provide a framework for the application and operation of a Conservation Grant program established to encourage and assist with the appropriate maintenance of the City's private heritage places, representative buildings and regulated or significant trees.

2.2. The Conservation Grants complement other initiatives operated by Unley Council for many years including the free Heritage Advisory service.

3. PURPOSE/OBJECTIVES

3.1. The policy aims to:

3.1.1. Support Council's vision, strategic plans and policies for preservation of the City's heritage places, representative buildings and regulated and significant trees;

3.1.2. Encourage and assist private owners to manage recognised valued buildings and trees by subsidising the conservation of the long term heritage value of the place and its contribution to historic streetscape character;

3.1.3. Encourage and assist private owners to manage regulated and significant trees by subsidising their management or maintenance in a safe, sound and aesthetically pleasing condition;

3.1.4. Complement other support initiatives;

3.1.5. Provide a clear framework for the operation of the Conservation Funds in an equitable, transparent and accountable manner.

4. DEFINITIONS

Term	Definition
Local Heritage Place	means Local Heritage Places as identified in Part 11 of the Planning and Design Code.
Privately owned	means not in government ownership i.e. residents, businesses, incorporated bodies etc. are all considered to be "private owners" for the purposes of this policy.
Regulated Tree	has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended. This means having a trunk circumference of one (1) metre or more – or, in the case of trees with multiple trunks, a total circumference of one (1) metre or more and an average circumference of 310mm or more – measured one metre above natural ground level.
Representative Building	means representative buildings as identified in the Historic Area Statements and Character Area Statements of the Planning and Design Code.

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Significant Tree	has the same meaning and criteria as are currently applicable under the *Planning, Development and Infrastructure Act 2016* and associated Regulations, as amended. This means having a trunk circumference of two (2) metres or more – or, in the case of trees with multiple trunks, a total circumference of two (2) metres or more and an average circumference of 625mm or more – measured one metre above natural ground level.
State Heritage Place	means State Heritage Places as identified in the State Heritage Overlay of the Planning and Design Code.

5. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Elected Members	• Responsible for the approval and adoption of this Policy • Must comply with the requirements of this Policy
Manager Development and Regulatory Services	• Responsible for the review and application of this Policy
All Employees	• Must comply with the requirements of this Policy

6. STATEMENT

6.1. Eligibility

6.1.1. Conservation grants may be considered in relation to regulated trees, significant trees or state and local heritage places, or representative buildings.

6.1.2. A regulated tree, significant tree heritage place or representative building that is the subject of an application for conservation funding must be situated within the City of Unley.

6.1.3. Applications will be accepted only from the owner(s) of a regulated or significant tree/place/item.

6.1.4. Where a tree is exempt from being classified as a significant or regulated tree under 3F (4)(a) of the *Planning, Development and Infrastructure (General) Regulations 2016* by virtue of the location of the tree being less than 10 metres from a dwelling or in-ground swimming pool, this Policy shall still apply.

6.1.5. Where development approval is required for works associated with a grant application, development approval must be obtained prior to the grant being approved by Council.

6.1.6. Properties that have previously received funding will not be eligible to apply for funds for a period of five (5) years from the date that funds have been received.

6.1.7. Work that has already commenced will not be eligible for funding assistance unless the work has been undertaken for urgent structural reasons and advice has been sought from a Council officer prior to undertaking the work.

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6.2. **What types of projects will be considered**

Where other grant funding has been obtained for the proposed works, the Conservation Grant Policy will not apply.

6.2.1. The following types of projects will be considered, provided that as much of the original building fabric as possible is retained:

6.2.1.1. External structural repairs;

6.2.1.2. Conservation works to the exterior of the building, including those that restore, conserve, enhance or reinstate heritage features to the front facade, walls, verandah, windows and/or roof of the building including:

(i) re-pointing or repair of stonework;

(ii) removal of non-original paint and/or plaster;

(iii) painting external timber elements;

(iv) salt damp treatment; and

6.2.1.3. Repairs to or reinstatement of original front fencing based on historic or archival records or side and/or rear fencing if such fencing is specifically listed as part of a Local Heritage Place.

6.2.1.4. Pruning to a significant or regulated tree.

6.3. **What the Grant Scheme does not cover**

6.3.1. Applications for the following works will not be considered:

6.3.1.1. Buildings owned or leased by a Council or Government Agency;

6.3.1.2. Conservation work with a value of less than $1,000

6.3.1.3. Work already commenced or previously completed, except in instances where emergency repair work is required, at the discretion of Council;

6.3.1.4. Routine maintenance such as termite treatment, pest control;

6.3.1.5. Electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);

6.3.1.6. Internal works (unless required for structural stability of the building);

6.3.1.7. Side or rear boundary fencing (unless such fencing is specifically listed as part of a State or Local Heritage Place);

6.3.1.8. The purchase of a building or site;

6.3.1.9. Construction of additions or outbuildings;

6.3.1.10. Relocation of a heritage building.

6.4. **Information to be provided**

6.4.1. **Heritage Place or Representative Building**

6.4.1.1. Detailed description of the work

6.4.1.2. Site plan identifying the location of the work

6.4.1.3. Detailed drawings or photos as necessary to clearly define the scope of work

6.4.1.4. Relevant plans and specifications prepared by suitable person or company

6.4.1.5. Photos of relevant part of building

6.4.1.6. Methodology or specification notes to detail the materials and techniques to undertake the works

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6.4.1.7. Two written quotes from suitable persons or companies based on the agreed scope of works

6.4.2. **Regulated or Significant Tree**

6.4.2.1. Two quotes from tree pruners

6.4.2.2. Recent photos that clearly detail the proposed maintenance pruning required

6.4.3. **Eligibility of Application**

Applications that are submitted and not accompanied by the appropriate level of documentation (as detailed above in clauses 6.4.1 and 6.4.2) may be considered ineligible where there is insufficient information provided to assess an application. Where such an application is not accepted, the documentation shall be returned to the applicant along with information on why it was not accepted.

6.5. **Grant Conditions**

6.5.1. Grants are available only for the costs of:

- expert advice,
- conservation and restoration of heritage places or representative buildings to conserve original elements or reinstate the original appearance and the maintenance
- management of eligible trees.

All conservation work funded by a Council grant must be undertaken by suitably qualified and licensed contractors. Funding is not available for the removal of trees or for inappropriate lopping, pruning or "tree damaging activity" as defined by the *Planning, Development and Infrastructure Act 2016*. All tree pruning work funded by a Council grant must be supervised by a suitably qualified arborist at the applicant's expense.

6.5.2. Any liabilities arising from conservation work that is financially supported by the Council shall attach to the grant recipient and not to the Council.

6.5.3. All trees/places/items which are the subject of applications for conservation funds must be assessed by suitably qualified specialists in the relevant field, that is;

(i) an arboriculturalist for a tree; or
(ii) an architect/contractor specialising in building conservation for a building.

The reports of such assessments must be made available to the Council and its delegates to assist in allocating grants.

6.5.4. Conservation grants are available for up to 50% of the total cost of a single grant application:

(i) of a regulated or significant tree up to a maximum amount of $3,000 per application; and
(ii) of a heritage place and/or representative building up to a maximum of $5,000.

Where the scope of the conservation work or the circumstances of the applicant warrant further consideration outside this framework, the request may be presented to the Council for determination of any special merit for additional funding.

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6.5.5. A successful applicant must sign an agreement setting out the terms of a conservation grant which must include a time limit for the completion of any works funded with Council's assistance within the financial year that the grant was provided.

6.5.6. When a conservation grant is made, the applicant must accept the Council's right to photograph the subject trees, property and/or items, before and after conservation work. The applicant must also provide Council with photographic documentation of building work prior to and after completion.

6.5.7. Grants will be provided only while conservation funds remain in the budget allocated by Council for the relevant financial year.

6.5.8. Payment of grants is to be made only following inspection of the satisfactorily completed conservation work, by a Council officer. Grant recipients are to provide receipts and detailed invoices before payment is made. Where residents have particular cash flow difficulties, some provision may be made with the approval of the relevant senior manager. The Council preserves the right to withhold payment of allocated grants if conservation work does not meet appropriate standards and/or differs from the work that was proposed in the application.

6.6. **Assessment of Applications**

6.6.1. Council will allocate funding to applications as per the Policy based on the merits of the application to assist in preserving the City's heritage places, representative buildings and regulated and significant trees.

6.6.2. Weighting shall be applied to all applications based on the following evaluation table:

Priority Weighting	Conservation Grant Application Type
1 – 40%	Significant Tree Pruning
2 – 25%	Regulated Tree Pruning
3 – 20%	Local Heritage Place building works
4 – 10%	State Heritage Place building works
5 – 5%	Representative Buildings building works

6.6.3. Funding under this Policy shall be assessed based on the priority listing in 6.6.2 and the merits of the application against the eligible works proposed in 6.2.

6.6.4. Funds can be allocated to lower priority weightings where merit is displayed against the eligibility as defined in 6.2 for the proposed works. Any such funds would be allocated in priority order.

6.7. **Administration**

6.7.1. The Council Administration will receive and assess applications in accordance with this Policy, and make recommendations for the Council's consideration on the allocation of grants. The Administration will oversee the inspection of conservation work which is assisted by the Council through this funding scheme.

6.7.2. The availability of conservation funds (when allocated in the Council's budget) is to be advertised to the community as soon as practicable following the declaration of the budget and again, later in the financial year, if funds remain unallocated.

7. DELEGATIONS

7.1. The Manager Development and Regulatory is delegated to approve partial payments of allocated funding prior to completion of works where the applicant has provided information relating to cash flow issues in order to complete the approved scope of works.

7.2. The Manager Development and Regulatory is delegated to approve the eligibility of applications under Clause 6.4.3 where information has not been provided in accordance with Clauses 6.4.1 and 6.4.2.

7.3. The General Manager City Services has the ability to accept an application made outside of the advertised process where the amount included in the annual budget has not been allocated to grant applications. Such an application must demonstrate the unique circumstances of the situation in order for this to be accepted prior to Council determining if funding will be provided.

8. LEGISLATION

- *Planning, Development and Infrastructure Act 2016 and associated Regulations*

9. AVAILABILITY OF POLICY/PROCEDURE

9.1. The Policy/Procedure is available for public inspection during normal office hours at:

The Civic Centre,

181 Unley Road, Unley SA 5061.

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

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

10. DOCUMENT HISTORY

Date	Version No.	Comment
23 August 2004	C397/04: V1	
22 November 2004	C476/04: V2	
24 May 2010	C665/10: V3	
28 May 2012	C420/12: V4	
24 October 2016	C633/16: V5	
26 August 2019	C0117/19: V6	
23 August 2021	C0579/21: V7	Changes required due to transition to Planning, Development and Infrastructure Act
25 September 2023	C1137/23:V8	
24 June 2024	C/24: V9	Changes due to definition of regulated and significant tree being amended

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DECISION REPORT

REPORT TITLE:	CITY OF UNLEY CIVIC CENTRE, FRONT COUNTER OPERATING HOURS
ITEM NUMBER:	4.3
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	ALAINA BRODYK, TEAM LEADER CUSTOMER RESOLUTION
DIVISION:	COMMUNITY & ORGANISATIONAL DEVELOPMENT
ATTACHMENTS:	NIL

1. PURPOSE

The purpose of this report is to outline the proposed changes to the Civic Centre front counter operating hours from the current 8:30am–5:00pm to 9:00am–5:00pm Monday to Friday.

2. RECOMMENDATION

That:

1. The report be received.
2. Council endorse a change to the public operating hours of the Unley Civic Centre from 8:30am-5:00pm to 9:00am-5:00pm, Monday to Friday, effective from 2 November 2026.

3. RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

This report supports the Community Plan's guiding principles of Integrity, Engagement, Financially Sustainable and Thought Leadership.

4. BACKGROUND

The City of Unley's Civic Centre is currently open to the public from 8:30am to 5:00pm, Monday to Friday. Analysis of customer attendance data identified consistently low customer demand between 8:30am and 9:00am, highlighting an opportunity to better align front counter operating hours with community usage patterns.

It is proposed that the Civic Centre Front Counter operating hours change to 9:00am to 5:00pm, Monday to Friday, effective 2 November 2026. The revised hours better align staffing resources with periods of higher customer demand, while maintaining access to Council services from 8:30am through telephone, online, and email service channels.

5. DISCUSSION

Customer attendance data demonstrates consistently low demand for face-to-face service between 8:30am and 9:00am. Over the six-month period from July to December 2025, an average of 0.7 customers per day attended the front counter during this period, with monthly averages ranging from 0.5 to 1.0 customers per day.

Further data collected between May and July 2026 supports this trend, with interactions between 8:30am and 9:00am accounting for only 1.6% of total front counter interactions.

Customer Experience

The Customer Experience contact centre service will continue to operate from 8:30am to 5:00pm, ensuring customers retain access to telephone assistance from 8:30am.

The revised operating hours will remove the need for a dedicated early-start roster, reduce lunchtime relief requirements and remove the weekly need for extended front counter coverage associated with managing a 38-hour work week.

Civic Centre staff will continue to be able to access the building and commence work from 8:30am via the staff entrance. The Justice of the Peace (JP) service, which commences at 9:00am, will not be impacted by the change to front counter operating hours.

The proposed change is intended to improve service delivery and operational efficiency, rather than reduce service levels or staffing. By changing the public-facing front counter operating hours, staff resources can be better aligned with periods of higher customer demand rather than maintaining dedicated front counter coverage during a period of consistently low customer use.

Communications

A communication plan will be implemented prior to the change to provide clear and timely advice to staff, customers and key stakeholders. This will include updates to Council's website and digital channels, social media, Civic Centre signage, relevant customer correspondence and other customer-facing information.

Communications will clearly advise of the revised operating hours and reinforce that telephone; online and email services remain available from 8:30am.

A staged communication approach will be undertaken:

- 4 weeks prior: Staff notification, Civic Centre signage, website and social media updates.
- 2 weeks prior: Further website and social media communications.
- 1 week prior: Social media reminders and direct communication with relevant regular stakeholders.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The proposed change is not expected to have any material financial impact on Council.
- No changes to staffing levels or employee hours are proposed, and therefore there are no additional staffing costs associated with the change.
- Minor implementation costs may be incurred through updating printed brochures and other customer-facing materials that reference the Civic Centre's current opening hours. There will also be a small administrative resource requirement to update digital information, including Council's website and other online listings, to reflect the revised operating hours.
- These costs are expected to be accommodated within existing operational budgets and resources.

6.2 Risk Management (identification and mitigation)

- The risks associated with the change are considered low. Potential customer dissatisfaction regarding the reduced front counter hours will be mitigated through appropriate communication and promotion of alternative service options. Any potential reduction in accessibility will be mitigated by telephone and online services remaining available from 8:30am. Staff impacts are expected to be minimal and will be managed through consultation and change management.If Council do not resolve in accordance with the recommendation then the status quo remains and the opening hours remain unchanged.

6.3 Staffing/Work Plans/Additional Resource Impact

- Nil

6.4 Climate/Environmental Impact

- Nil

6.5 Social/Economic

- The proposed change is expected to have minimal social and economic impact on the community. While the Civic Centre front counter will open from 9:00am rather than 8:30am, customers will continue to have access to Council services from 8:30am through telephone, online and email channels.

7. REPORT AUTHORISERS

Name	Title
Daniel Stevens	Manager, Customer Experience & Communications
Vanessa Godden	General Manager Community & Organisational Development

INFORMATION REPORT

REPORT TITLE:	VARIATION TO OPERATING HOURS FOR FESTIVE SEASON 2026-27
ITEM NUMBER:	4.4
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	PETER TSOKAS, CHIEF EXECUTIVE OFFICER
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	NIL

1. PURPOSE

This report provides information to Council regarding proposed changes to normal operating hours at the Civic Centre, Libraries, Swimming Centre, Community Centres, Museum, and Depot, during the Festive Season in December 2026 and January 2027.

2. RECOMMENDATION

That:

1. The report be received.

3. RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

This report supports the Community Plan's guiding principles of Integrity, Engagement, Financially Sustainable and Thought Leadership.

4. DISCUSSION

As in previous years, it is proposed to vary the operating hours across various Council services during the festive season in December 2026 and January 2027.

This includes the Civic Centre, Depot Operations, Libraries and Community Centres. In some instances, facilities will be closed or have early closure times. These changes are consistent with arrangements in previous years with the inclusion of libraries this year.

The operating hours at council facilities/services will be varied as follows:

Centre	2026 Close	2027 Open
Civic Centre	3.00pm Thursday 24 December	8.30am* Monday 4 January
Depot	3.00pm Thursday 24 December	8.30am Monday 4 January
Goodwood Library	3.00pm Thursday 24 December	8.30am Monday 4 January
Goodwood Toy Library	3.00pm Thursday 24 December	8.30am Monday 4 January
Unley Library	3.00pm Thursday 24 December	8.30am Monday 4 January
Unley Toy Library	3.00pm Thursday 24 December	8.30am Monday 4 January
Unley Museum	3.00pm Thursday 24 December	8.30am Monday 11 January
Unley Swimming Centre	Early close at 6pm Thursday 24 December	• CLOSED Friday 25th December • 10am – 6pm Saturday 26th December (Public Holiday) • 9am – 6pm Sunday 27th December • 10am – 6pm Monday 28th December (Public Holiday) • Early close at 6pm Thursday 31 December • 10am – 6pm Friday 1st January 2027 (Public Holiday)
Unley Community Centre	4.30pm Friday 18 December	Monday 11 January
Unley Community Centre Meal Service	Friday 18 December	Monday 11 January
Clarence Park Community Centre	12.00pm Friday 18 December	Monday 11 January
Fullarton Park Community Centre	5.00pm Friday 18 December	Monday 11 January
Goodwood Community Centre	2.00pm Friday 18 December	Monday 11 January

** The Civic Centre opening time is subject to change. Should Council endorse the proposed change to Civic Centre Front Counter Operating Hours at Agenda Item XX, the opening time will be 9.00am.*

The community will be advised of the various closures through notification at all affected locations, Council's website, and other engagement mechanisms. Phone calls will be answered by Council's after-hours service.

5. REPORT AUTHORISERS

Name	Title
Peter Tsokas	Chief Executive Officer

DECISION REPORT

REPORT TITLE:	DETERMINATION OF TIME AND PLACE OF ORDINARY MEETINGS OF COUNCIL FOR 2026/27
ITEM NUMBER:	4.5
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DANIELLE EDWARDS, PRINCIPAL GOVERNANCE AND POLICY OFFICER
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	NIL

1. PURPOSE

The purpose of this report is to seek Council's endorsement of the proposed Ordinary Council Meeting schedule for the remainder of the current Council term, following the deferral of the Periodic Local Government Elections from November 2026 to April 2027.

2. RECOMMENDATION

That:

1. The report be received.

2. In accordance with regulation 21 of the Local Government *(Procedures at Meetings Regulations)* 2013 the Chief Executive Officer amends previous resolution (C1693/25) of meeting date from 30 November 2026 to 23 November 2026.

3. The Council meet on the fourth Monday of every month (except December 2026) with appropriate adjustments to accommodate public holidays, for the remainder of the current Council term, in accordance with the meeting schedule outlined below:

    - Monday 23 November 2026
    - Monday 7 December 2026
    - Wednesday 27 January 2027
    - Monday 22 February 2027
    - Monday 22 March 2027
    - Monday 5 April 2027

4. Ordinary Council Meetings commence at 7:00pm in the Council Chambers, 181 Unley Road, Unley.

5. The Chief Executive Officer be delegated authority to amend the date and time of Council Meetings should the need arise, with advice provided to Elected Members as soon as practicable when a need for change is identified, and formal notification provided in accordance with the requirements of Section 83(1) of the *Local Government Act 1999.*

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3. RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

This report supports the Community Plan's guiding principles of Integrity, Engagement, Financially Sustainable and Thought Leadership.

4. BACKGROUND

Section 81 of the *Local Government Act 1999* (Act), provides:

"(1) Subject to this section, ordinary meetings of a council will be held at times and places appointed by resolution of the council.

(2) There must be at least one ordinary meeting in each month.

…

(5) Ordinary meetings of a council may not be held on Sundays, or on public holidays.

(6) In the case of a municipal council, ordinary meetings of the council may not be held before 5pm unless the council resolved otherwise by a resolution supported unanimously by all members of the council."

The Periodic Local Government Elections were originally scheduled to be held in November 2026. Following the passage of legislation to defer the elections, the elections will now be held in April 2027.

The revised election timetable provides for voting to close on Wednesday 7 April 2027, with scrutiny and counting commencing on Saturday 10 April 2027.

As the current Council Meeting schedule was established on the basis of the elections occurring in November 2026, a revised schedule is required to provide for Ordinary Council Meetings through to the commencement of the new Council term.

5. DISCUSSION

Council is required to hold at least one ordinary meeting in each month. Current practice is for Ordinary Council Meetings to be convened on the fourth Monday of each month, and it is proposed that this practice continue where practicable.

Where the Chief Executive Officer determines that an additional meeting is required, an additional meeting may be scheduled for the second Monday of the month.

The deferral of the Periodic Local Government Elections from November 2026 to April 2027 requires Council to establish meeting dates for the extended period of the current Council term and the transition to the new Council.

Variations to the standard fourth-Monday meeting schedule are proposed as follows:

- **November 2026**

  The previously adopted meeting date of Monday 30 November 2026 was scheduled to provide additional time following the originally anticipated November 2026 elections. As the elections will no longer occur in November, it is proposed that the meeting revert to the fourth Monday of the month, being Monday 23 November 2026.

  Regulation 21 of the Local Government *(Procedures at Meetings Regulations)* 2013 provides the power to the Chief Executive Officer to submit a report recommending that a previous resolution of Council be amended. Resolution (C1693/25) resolving that a Council meeting take place on 30 November 2026 requires amendment for it to take place on 23 November 2026.

- **December 2026**

  The meeting that would ordinarily be scheduled for Monday 28 December 2026 is proposed to be brought forward to Monday 7 December 2026, recognising the Christmas/New Year period and Council's end-of-year operations.

- **January 2027**

  The fourth Monday of January 2027 falls on Monday 25 January, being the day between the weekend and the Australia Day public holiday. It is recommended that the January Ordinary Council Meeting instead be held on Wednesday 27 January 2027 to better accommodate Elected Member and Administration availability during this period, while still ensuring Council meets its legislative requirement to hold at least one ordinary meeting during January.

- **April 2027**

  The meeting that would ordinarily be scheduled for Monday 26 April 2027 is proposed to be brought forward to Monday 5 April 2027 due to the timing of the Periodic Local Government Elections. Voting closes on Wednesday 7 April 2027, with scrutiny and counting commencing on Saturday 10 April 2027. Administration has received informal advice from the Electoral Commission of South Australia that formal determination of election results may take up to two weeks following the commencement of scrutiny and counting. Accordingly, bringing the meeting forward to Monday 5 April 2027 ensures Council meets its legislative requirement to hold at least one ordinary meeting during April, prior to the conclusion of the election process.

The first Ordinary Council Meeting following the Periodic Local Government Elections will be called by the Chief Executive Officer following the Elections, in accordance with the Act.

A further report will be presented to the new Council at its first meeting in May 2027 to determine the frequency, time and place of its Ordinary Council Meetings for the remainder of the Council term, including whether to continue the existing meeting arrangements or determine an alternative meeting schedule.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- Not applicable.

6.2 Risk Management (identification and mitigation)

- Adoption of the proposed meeting schedule supports compliance with the requirements of the Act and provides certainty regarding meeting arrangements during the election transition period.

6.3 Staffing/Work Plans/Additional Resource Impact

- Not applicable.

6.4 Climate/Environmental Impact

- Not applicable.

6.5 Social/Economic

- Section 84 of the Act requires that public notice of Council Meetings be given by causing a copy of the notice and the agenda for the meeting to be placed on public display at each office of the council and by publishing the notice and the agenda on a website.
- In addition, the meeting schedule will be communicated to stakeholders and the community through other council publications and communication channels.

7. ANALYSIS OF OPTIONS

Option 1 –

1. The report be received.

2. The Council meet on the fourth Monday of every month (except December 2026) with appropriate adjustments to accommodate public holidays, for the remainder of the current Council term, in accordance with the meeting schedule outlined below:

    - Monday 23 November 2026
    - Monday 7 December 2026
    - Wednesday 27 January 2027

- Monday 22 February 2027
- Monday 22 March 2027
- Monday 5 April 2027

3. Ordinary Council Meetings commence at 7:00pm in the Council Chambers, 181 Unley Road, Unley.

4. The Chief Executive Officer be delegated authority to amend the date and time of Council Meetings should the need arise, with advice provided to Elected Members as soon as practicable when a need for change is identified, and formal notification provided in accordance with the requirements of Section 83(1) of the *Local Government Act 1999.*

This option provides for Council to endorse the proposed Ordinary Council Meeting schedule as outlined in the Recommendation.

The proposed schedule maintains Council's current practice of meeting on the fourth Monday of each month where practicable, with variations to accommodate the Christmas/New Year period, public holidays and the revised timing of the Periodic Local Government Elections.

This option provides certainty for Elected Members, Administration and the community regarding meeting dates for the remainder of the current Council term and provides for the first Ordinary Council Meeting following the elections in April 2027.

Option 2 –

1. The report be received.

2. The Council meet for the remainder of the current Council term, in accordance with the meeting schedule outlined below:
   - *To be determined by Council*

3. Ordinary Council Meetings commence at 7:00pm in the Council Chambers, 181 Unley Road, Unley.

4. The Chief Executive Officer be delegated authority to amend the date and time of Council Meetings should the need arise, with advice provided to Elected Members as soon as practicable when a need for change is identified, and formal notification provided in accordance with the requirements of Section 83(1) of the Local Government Act 1999.

This option provides Council with the opportunity to determine an alternative schedule of Ordinary Council Meetings.

Any alternative schedule must comply with the requirements of the *Local Government Act 1999*, including the requirement to hold at least one

ordinary meeting in each month and restrictions relating to meetings held on Sundays and public holidays.

Should Council determine an alternative schedule, consideration should also be given to the timing of the Periodic Local Government Elections and the need to provide appropriate notice of revised meeting arrangements to Elected Members and the community.

8. RECOMMENDED OPTION

Option 1 is the recommended option.

9. REPORT AUTHORISERS

Name	Title
Natasha Jones	Executive Manager Strategy, Risk and Governance

DECISION REPORT

REPORT TITLE:	LGA PRESIDENT NOMINATION AND VOTING
ITEM NUMBER:	4.6
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DANIELLE EDWARDS, PRINCIPAL GOVERNANCE AND POLICY OFFICER
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	1. LGA CORRESPONDENCE AND PRESIDENT CANDIDATE INFORMATION SHEET 2026

1. PURPOSE

To seek Council's nomination for the position of Local Government Association (LGA) President for the term commencing at the conclusion of the 2026 Annual General Meeting and concluding at the 2028 Annual General Meeting.

2. RECOMMENDATION

That:

1. The report be received.

2. The City of Unley indicate the following nomination preference of candidates for the position of President of the Local Government Association of South Australia to commence from the conclusion of the 2026 LGA Annual General Meeting and to remain in office until the conclusion of the 2028 LGA Annual General Meeting:

City of Unley Preference	Candidate
XX	Mayor Simone Bailey (Mid Murray Council)
XX	Mayor Moira Jenkins (City of Victor Harbor)
XX	Mayor Dean Johnson (District Council of Kimba)
XX	Mayor Leon Stephens (Port Pirie Regional Council)

3. The Chief Executive Officer be authorised to complete and submit all required documentation to the LGA on behalf of the City of Unley.

3. RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

1. Community
1.5 We foster meaningful opportunities for all people to participate in community and civic life.

4. BACKGROUND

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC). For this election, nominations are for council members within SAROC.

To be eligible for nomination, a person must be a council member and be a current member of the SAROC Committee and have been in that role for at least one (1) year. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council.

5. DISCUSSION

The LGA is seeking nominations for the position of LGA President. This position will commence at the conclusion of the 2026 AGM and remain in office until the conclusion of the 2028 AGM.

The following persons are eligible for nomination as LGA President:

- Mayor Simone Bailey (Mid Murray Council)
- Mayor Moira Jenkins (City of Victor Harbor)
- Mayor Dean Johnson (District Council of Kimba)
- Mayor Leon Stephens (Port Pirie Regional Council)

The Member Council must pass a resolution ranking all four candidates by placing the number 1 next to its preferred candidate and consecutive ascending numbers beside the remaining candidates, with all candidates assigned a number for the ballot to be valid.

The Chief Executive Officer must sign the minutes (or an extract of the minutes) of the meeting at which the resolution is made, in accordance with section 91(11) of the Local Government Act 1999. A signed copy of the minutes, which serves as the Council's ballot, must then be provided to the Returning Officer no later than 5:00pm on Tuesday 3 November 2026.

The LGA President Candidate Information Sheet 2026 is provided as Attachment 1.

Attachment 1

The vote is determined by excluding the candidate with the fewest first-preference votes and reallocating those ballots to the next preferred candidate. If no candidate then holds an absolute majority, the process of excluding the lowest-scoring candidate and redistributing their votes continues until one candidate achieves an absolute majority, at which point that candidate is declared elected.

The Returning Officer shall declare the candidate elected at the AGM scheduled for Friday 4 December 2026.

6. POLICY IMPLICATIONS

Nil

7. REPORT AUTHORISERS

Name	Title
Natasha Jones	Executive Manager Strategy, Risk and Governance
Peter Tsokas	Chief Executive Officer

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Our reference: ECM 879194 MD/MB

7 September 2026

Mr Peter Tsokas
Chief Executive Officer
City of Unley
Emailed: ptsokas@unley.sa.gov.au

Dear Peter

Notice of Election for LGA President

On 9 July 2026, LGA wrote to Member Councils calling for nominations for the position of LGA President.

I wish to advise that at the close of nominations (5:00pm on Tuesday 1 September 2026), LGA received nominations for four eligible candidates.

I hereby advise that in accordance with clause 29.4 of the LGA Constitution, an election for the position of LGA President will take place.

The four candidates for election are listed below (in alphabetical order by last name):

- Mayor Simone Bailey (Mid Murray Council)
- Mayor Moira Jenkins (City of Victor Harbor)
- Mayor Dean Johnson (District Council of Kimba)
- Mayor Leon Stephens (Port Pirie Regional Council)

Enclosed is a copy of each candidate's information together with voting instructions for your council's completion.

Please note the following summary of relevant changes to the LGA Constitution and ancillary documents since the 2024 LGA Elections:

- Preferential Voting has been introduced from 2026 as the vote-count method for the election of LGA President.
- Physical sealed ballot papers have been removed from 2026 for the election process for LGA President, SAROC Committee members, and GAROC Committee members.
- Provision of council minutes (or an excerpt of the minutes) signed by the council's CEO is now deemed to be a council's ballot.

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148 Frome Street, Adelaide SA 5000
GPO Box 2693, Adelaide SA 5001
(08) 8224 2000 | lgasa@lga.sa.gov.au | lga.sa.gov.au

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Ballots must be received by the returning officer no later than 5:00pm Tuesday 3 November 2026.

Voting Instructions

Pursuant to clause 29 of the LGA Constitution, the casting of the vote by your council must be conducted as follows:

- Each Member Council must determine which candidate it wishes to elect by passing a resolution that:
    - places the number 1 next to the name their preferred candidate;
    - places consecutive ascending numbers next to all remaining candidates in order of the Member Council's preference;

All four candidates must be assigned a number *in the resolution for the ballot to be valid.*

- The Member Council's chief executive officer, or in the chief executive officer's absence, the person acting in that position, must sign a copy of the minutes or an extract of the minutes of the meeting at which the resolution is passed (in a manner consistent with section 91(11) of the *Local Government Act 1999*)
- A copy of the signed minutes, which shall be deemed to be the ballot of the Member Council, must be sent to the Returning Officer. This may be returned via email to lgasa@lga.sa.gov.au or via post to GPO Box 2693 Adelaide SA 5001;

Refer to the attached Ballot Paper form. As mentioned, the ballots must be received by ***no later than 5:00pm Tuesday 3 November 2026****.*

- On receipt of the ballots, the Returning Officer will compile and securely store the ballots for counting;
- The Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;

The counting of votes will take place on Monday 9 November 2026 commencing at 2:15pm.

- At the counting of the votes, the Returning Officer shall produce the compiled ballots, reject all informal or invalid ballots and count the valid first preference votes;
- The candidate with the most first preference votes, if that number constitutes an absolute majority of valid votes cast in the election, shall be deemed elected;
- If no candidate receives an absolute majority of first preference votes, the Returning Officer shall proceed to count the valid votes as follows:

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- the candidate who has received the fewest first preference votes will be excluded, and each ballot counted to that candidate is to be counted to the candidate next in the order of the voter's preference;
- if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the fewest votes, and counting each of that candidate's ballot papers to the unexcluded candidate next in the order of the voter's preference, is to be repeated until one (1) candidate has received an absolute majority of votes;
- the candidate who has received an absolute majority of votes shall be deemed elected;

LGA will communicate the results of the vote count to Members Councils.

- The Returning Officer shall declare the candidate elected at the Annual General Meeting; and

LGA's Annual General Meeting is scheduled for Friday 4 December 2026.

- In the case of candidates receiving the same number of votes at any stage in the count or distribution of preferences, the Returning Officer shall draw lots and the lot drawn will be the candidate elected or not excluded (as the case may be).

The successful candidate will take office from the conclusion of the LGA's 2026 Annual General Meeting for a term ending at the conclusion of the 2028 LGA Annual General Meeting.

If you have any questions in relation to LGA Elections, please contact me or LGA Manager Corporate Governance and Administration, Melanie Dickinson via email to melanie.dickinson@lga.sa.gov.au or by phoning 8224 2097.

Yours sincerely

Victoria MacKirdy
Chief Executive Officer
Telephone: (08) 8224 2000
Email: Victoria.MacKirdy@lga.sa.gov.au

Enclosed: ECM 880234 – 2026 LGA Elections – Combined Candidate Information, LGA President
ECM 880392 – 2026 LGA Elections – Ballot Paper – LGA President
Link – LGA Constitution

Copy to: pobox1@unley.sa.gov.au

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2026 LGA Elections

LGA President – Candidate Information

1. Mayor Simone Bailey – Mid Murray Council
2. Mayor Moira Jenkins – City of Victor Harbor
3. Mayor Dean Johnson – District Council of Kimba
4. Mayor Leon Stephens – Port Pirie Regional Council

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LGA President Candidate Information Sheet 2026

(word limit is strictly 1,000 words)

Name	Mayor Simone Bailey
Council	Mid Murray Council
Local Government Experience & Knowledge	My local government experience spans both administration and elected leadership, giving me an understanding of local government from both sides of the Council table. I commenced with Mid Murray Council as Council Accountant in 2016 before being elected as an Elected Member in 2018, serving as Deputy Mayor from 2020 and Mayor since 2022. I am also currently Vice President of the Murraylands and Riverland Local Government Association. My time as Mayor has included leading through significant challenges, including the 2022–23 River Murray flood, ongoing drought in my region, financial sustainability pressures and the increasing demands placed on regional councils with large infrastructure networks and relatively small populations. These experiences have reinforced for me the importance of strong governance, sound financial management, collaboration and effective advocacy. I have developed a strong working knowledge of local government legislation, governance and financial management, while building constructive relationships across local, State and Federal government. I understand that SA's 68 councils are incredibly diverse and that effective LGA leadership must represent the whole sector; metropolitan, regional, large and small.
Local Government Policy Views & Interests	I am passionate about the future sustainability of local government and ensuring councils have the capacity to deliver the services and infrastructure their communities need. I believe the LGA must continue to challenge cost shifting and advocate when responsibilities, regulatory requirements or community expectations placed on councils are not accompanied by adequate resources. Strong advocacy requires strong relationships. I want the LGA to be a respected, constructive and influential partner of State and Federal governments; prepared to work collaboratively wherever possible, but equally prepared to advocate firmly when the interests of councils and their communities require it. I believe the LGA itself must demonstrate the same financial discipline and accountability expected of its member councils. Membership must provide genuine value, with resources focused on the areas where collective action can achieve outcomes individual councils cannot achieve alone. Most importantly, I believe the LGA's strength comes from its diversity. Equity does not mean treating every council identically. It means understanding different circumstances, listening to different perspectives and ensuring the collective voice of local government represents councils and communities across the whole of South Australia.

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Other Information	I hold a Bachelor of Commerce and bring a strong financial, governance and leadership background to the role. My broader experience includes more than 20 years working across local and State government and the community sector, including serving as Executive Officer of Mid Murray Homes for the Aged and as a member of the Country Arts SA Board, where I also chair the Governance and Finance Committee. My leadership experience has taught me that leadership is about listening, building relationships, understanding different perspectives and finding common ground. It is also about being prepared to ask difficult questions and challenge established systems when change is needed. I have seen what can be achieved when councils work together and speak with a strong collective voice. I have also seen the pressures confronting our sector; financial sustainability, ageing infrastructure, natural disasters, increasing legislative and regulatory responsibilities and growing community expectations. I am nominating for LGA President because I believe I can use my experience, relationships and understanding of the sector to help strengthen that collective voice. If elected, I would bring energy, openness and a strong work ethic to the role. I would seek to listen to and engage with councils across SA, build constructive relationships across all levels of government and focus the LGA's advocacy on practical outcomes that make a genuine difference to councils and the communities we serve. I am prepared to ask questions, listen to the answers and advocate respectfully but persistently for change where change is needed.

This form must accompany the Nomination Form.

lgasa@lga.sa.gov.au

Close of nominations is 5:00pm Tuesday 1 September 2026

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LGA President Candidate Information Sheet 2026

(word limit is strictly 1,000 words)

Name	Dr Moira Jenkins
Council	City of Victor Harbor
Local Government Experience & Knowledge	I have been actively involved in local government for the past 12 years, including the last eight years as Mayor of the City of Victor Harbor. Throughout that time, I have developed a strong understanding of the challenges, opportunities and responsibilities facing councils across South Australia, as well as the critical role the Local Government Association (LGA) plays in supporting and representing the sector. I currently serve as President of the Southern & Hills Local Government Association, am a member of the South Australian Regional Organisation of Councils (SAROC), a Director on the LGA Board. I am a Director on the LGA Procurement Board, and a member of the LGA Nominations Committee and Research and Development Committee. These roles have provided valuable insight into governance, advocacy, strategic planning, procurement, intergovernmental relations and the diverse needs of councils across metropolitan, regional, rural and remote South Australia. Having recently provided evidence to a Parliamentary Inquiry into local government funding and financial sustainability, I have firsthand knowledge of the challenges councils face when relying heavily on rates, tied grants and borrowings to meet growing community needs. Continued advocacy for fairer and more sustainable funding models is an important responsibility of the LGA President. Drawing on my professional background in psychology, behavioural management and conflict resolution, I was invited to join the LGA's Early Intervention Behavioural Management Committee. This committee has been developing practical early intervention processes to help councils manage behavioural complaints constructively, through independent early intervention and reduce the likelihood of escalation.
Local Government Policy Views & Interests	Local government is facing a period of significant change. Councils are being asked to do more than ever before while managing increasing community expectations, financial pressures, workforce challenges, infrastructure demands and complex relationships with other levels of government. During times such as these, our sector requires strong, practical and collaborative leadership.

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	As a member-based association, I see opportunities to strengthen the engagement and communication of the LGA with members. One of my key priorities would be ensuring elected members have a clearer understanding of what the LGA is doing on their behalf, what it is advocating for, and how decisions are being made. As a member-funded organisation, the LGA exists to serve councils, and it is important that elected members feel informed, connected and genuinely listened to and represented. I am also committed to strengthening the flow of information between the LGA, SAROC and the GAROC, ensuring that discussions occurring at both regional and metropolitan levels are effectively communicated back to their constituent councils and elected members. The knowledge, expertise and experience that exist across our sector are among our greatest strengths, and I believe we can do much more to share and harness those strengths for the benefit of all councils. Transparency, accountability and communication are not simply governance principles. They are fundamental to building confidence, trust and engagement throughout the local government sector. Financial sustainability is one of the greatest challenges facing local government, particularly for regional and growth councils. Councils are often required to deliver infrastructure ahead of population growth, without a sufficient rate base to fund it. The LGA must continue advocating for Federal Financial Assistance Grants to be restored to at least 1% of Commonwealth taxation revenue to reduce overreliance on rates and borrowings and ensure councils can meet future infrastructure and service demands. The President must be able to understand these issues and bring people together, listen to differing perspectives, find common ground and advocate effectively on behalf of all councils. A unique aspect of my experience is my understanding of both regional and metropolitan issues. While Victor Harbor is a major regional center, we are also a regional council with our economy shaped by tourism, agriculture and population growth. We also experience many of the challenges facing regional South Australia, including workforce attraction, financial sustainability,

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	infrastructure needs, transport challenges, housing and climate adaptation. Climate resilience is one area of significant importance. Supporting councils to prepare for, adapt to and respond to these challenges will remain an important priority for local government in the years ahead. I am a psychologist, trained negotiator and conflict resolution specialist with extensive experience in mediation, behavioural management, negotiation, and stakeholder engagement. These skills have been invaluable in my roles in local government, where effective leadership often requires navigating complex issues, balancing competing interests and bringing people together to achieve positive outcomes. I believe these capabilities would serve the LGA and its members well as we continue to address the opportunities and challenges facing our sector. Above all, I believe the LGA must continue evolving as a responsive, member-focused organisation that delivers value, supports councils and speaks with a strong and united voice on behalf of the sector. In conclusion, a strong and effective Local Government Association must be more than a representative body. It must be a responsive service organisation that understands the needs of its members and advocates forcefully on their behalf. Effective advocacy requires strong communication, constructive relationships and a willingness to engage in genuine negotiation. Throughout my career as Mayor, President of the Southern & Hills Local Government Association and through my broader governance roles, I have worked extensively with state ministers, members of parliament, government agencies and key stakeholders to secure positive outcomes for my community and region. These experiences have reinforced my belief that successful advocacy is built on trust, respect, preparation and persistence. The LGA must continue to be a strong and respected voice at the state level, ensuring that local government is recognised as a genuine partner in addressing the challenges facing our communities. By strengthening communication, improving member engagement and advocating with a united and informed voice,

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	the LGA can deliver greater value to councils and better outcomes for the communities they serve. I would be honored to earn your support and look forward to engaging with elected members across South Australia in the months ahead.
Other Information	

This form must accompany the Nomination Form.

lgasa@lga.sa.gov.au

Close of nominations is 5:00pm Tuesday 1 September 2026

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LGA President Candidate Information Sheet 2026

(word limit is strictly 1,000 words)

Name	DEAN JOHNSON
Council	DISTRICT COUNCIL OF KIMBA
Local Government Experience & Knowledge	• 23 years Local Government experience as an elected member • 12 years as Mayor of District Council of Kimba • President Eyre Peninsula Local Government Association • Local Government Association Board Director • Past President LGA SA • SAROC Board member • Director of Australian Local Government Association • Various conference presentations and speaking engagements • Completed Australian Institute of Company Directors course • IAP2 training
Local Government Policy Views & Interests	• Governance and Process • Experienced and effective media and communications leader • Audit and Risk • Institute of Public Works Engineering Australasia – Infrastructure Asset Management Planning for Elected Members course. • Chair Northern Eyre Peninsula Health Alliance • Successful history of Negotiation and Strategy to other levels of Government
Other Information	• Diploma Retail Management and Director of my own SME • Various Financial Management courses • Various leadership courses • Extensive Networks at both State and Federal levels

This form must accompany the Nomination Form.

lgasa@lga.sa.gov.au

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LGA President Candidate Information Sheet 2026

(word limit is strictly 1,000 words)

Name	MAYOR LEON STEPHENS
Council	PORT PIRIE REGIONAL COUNCIL
Local Government Experience & Knowledge	• Mayor, Port Pirie Regional Council (8 years) • Deputy Mayor and Elected Member (16 years total service) • Chair, SAROC • Active involvement with the Northern and Yorke Regional Local Government Association • Chairperson Spencer Gulf Cities (8 years) • Found of an intergovernmental panel bringing together Spencer Gulf Cities, State Government Ministers and key agencies through quarterly meetings. • Two-term member of the LGA Board • Committee involvement with CWMS, LGTAP and SABFAC
Local Government Policy Views & Interests	• Deep understanding of the issues facing councils across metropolitan and regional South Australia. • Commitment to ensure every council has a strong voice, strengthen engagement between the LGA and its members, and deliver practical outcomes that benefit our communities. • Fostering stronger connections between the LGA Board and member councils, ensuring local government voices are heard, respected and represented.
Other Information	• Provides proven leadership with a strong advocacy focus.

This form must accompany the Nomination Form.

lgasa@lga.sa.gov.au

Close of nominations is 5:00pm Tuesday 1 September 2026

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DECISION REPORT

REPORT TITLE:	LGA GAROC MEMBER NOMINATION AND VOTING
ITEM NUMBER:	4.7
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DANIELLE EDWARDS, PRINCIPAL GOVERNANCE AND POLICY OFFICER
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	1. LGA CORRESONDENCE AND GAROC CANDIDATE INFORMATION SHEET 2026 2. EXTRACT OF GAROC TERMS OF REFERENCE

1. PURPOSE

To seek Council's determination of the two (2) candidates the City of Unley wishes to elect to the Greater Adelaide Regional Organisation of Councils (GAROC) Group D Regional Grouping for the term commencing at the conclusion of the 2026 LGA Annual General Meeting and concluding at the 2028 LGA Annual General Meeting.

2. RECOMMENDATION

That:

1. The report be received.

2. The City of Unley indicate the following nomination of candidates for positions on the Greater Adelaide Regional Organisation of Councils (GAROC) to commence from the conclusion of the 2026 LGA Annual General Meeting and to remain in office until the conclusion of the 2028 LGA Annual General Meeting:

City of Unley Nominated Candidates
• XX
• XX

3. The Chief Executive Officer be authorised to complete and submit all required documentation to the LGA on behalf of the City of Unley.

3. RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

1. Community
1.5 We foster meaningful opportunities for all people to participate in community and civic life.

4. BACKGROUND

At the 2019 LGA Annual General Meeting, members endorsed the establishment of four (4) GAROC Regional Groupings, which took effect from the 2020 GAROC elections. Under the GAROC Terms of Reference, each Regional Grouping elects two members to GAROC, provided that the two successful candidates are from different member councils. The Lord Mayor of the City of Adelaide is also a standing member of GAROC.

On 9 July 2026, the Chief Executive Officer of the Local Government Association called for nominations to fill the two positions allocated to the GAROC Group D Regional Grouping. At the close of nominations on 1 September 2026, three eligible nominations had been received for the two available positions. Accordingly, an election is required in accordance with clause 4.4.5 of the GAROC Terms of Reference.

5. DISCUSSION

The candidates nominated for election to the GAROC Group D Regional Grouping are:

- Mayor Michael Hewitson (City of Unley)
- Councillor Anna Leombruno (Campbelltown City Council)
- Mayor Anne Monceaux (City of Burnside)

Candidate information provided by the LGA is included as Attachment 1.

Attachment 1

Following Council's determination of its preferred candidates, the Chief Executive Officer must sign the minutes, or an extract of the minutes, in accordance with section 91(11) of the *Local Government Act 1999*. The signed minutes constitute the City of Unley's ballot and must be forwarded to the Returning Officer.

Ballots must be received by the Returning Officer no later than 5.00 pm on Tuesday 3 November 2026, with vote counting scheduled to occur on Monday 9 November 2026.

The Terms of Reference outline the process as to how an election will occur. The Returning Officer, being the Chief Executive Officer of the LGA, will be required to conduct a ballot if the number of nominations for each GAROC Regional Grouping exceeds the number of positions. If a ballot is required, the distribution of ballot papers to Councils will include any information provided on the candidate information sheet.

An extract of the Terms of Reference is provided as Attachment 2.

Attachment 2

The Returning Officer shall declare the candidates elected at the Annual General Meeting (AGM) scheduled for Friday 4 December 2026.

The vote is determined by excluding the candidate with the fewest first-preference votes and reallocating those ballots to the next preferred candidate. If no candidate then holds an absolute majority, the process of excluding the lowest-scoring candidate and redistributing their votes continues until one candidate achieves an absolute majority, at which point that candidate is declared elected.

The Returning Officer shall declare the candidate elected at the LGA AGM scheduled for Friday 4 December 2026.

6. POLICY IMPLICATIONS

Nil

7. REPORT AUTHORISERS

Name	Title
Natasha Jones	Executive Manager Strategy, Risk and Governance
Peter Tsokas	Chief Executive Officer

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Our reference: ECM 879208 MD/MB

7 September 2026

Mr Peter Tsokas
Chief Executive Officer
City of Unley
Emailed: ptsokas@unley.sa.gov.au

Dear Peter

Notice of Election for GAROC "Group D" Regional Grouping

On 9 July 2026 I wrote to Member Councils of the Greater Adelaide Regional Organisation of Councils (GAROC) calling for nominations to fill two (2) positions allocated to each Regional Grouping of Members on GAROC.

I wish to advise that at the close of nominations (5:00pm on Tuesday 1 September 2026), LGA received nominations for three eligible candidates for the GAROC "Group D" Regional Grouping.

As a result of receiving more nominations that available positions, I hereby advise that in accordance with clause 4.4.5 of the GAROC Terms of Reference, an election for the two (2) GAROC "Group D" Regional Grouping positions will take place.

The three candidates for election are listed below (in alphabetical order by last name):

- Mayor Michael Hewitson (City of Unley)
- Councillor Anna Leombruno (Campbelltown City Council)
- Mayor Anne Monceaux (City of Burnside)

Enclosed is a copy of each candidate's information together with voting instructions for your council's completion.

Please note the following summary of relevant changes to the GAROC Terms of Reference since the 2024 LGA Elections:

- Physical sealed ballot papers have been removed from 2026 for the election process for GAROC Committee members.
- Provision of council minutes (or an excerpt of the minutes) signed by the council's CEO is now deemed to be a council's ballot.

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Ballots must be received by the Returning Officer no later than 5:00pm Tuesday 3 November 2026.

Voting Instructions

Pursuant to clause 4.4.6 of the GAROC Terms of Reference, the casting of the vote by your council must be conducted as follows:

- Each Member Council must determine by resolution the **two (2)** candidates it wishes to elect;
- The Member Council's chief executive officer, or in the chief executive officer's absence, the person acting in that position, must sign a copy of the minutes or an extract of the minutes of the meeting at which the resolution is passed (in a manner consistent with section 91(11) of the *Local Government Act 1999*);
- A copy of the signed minutes, which shall be deemed to be the ballot of the Member Council, must be sent to the Returning Officer. This may be via email to lgasa@lga.sa.gov.au or via post to GPO Box 2693 Adelaide SA 5001;

*Refer to the attached Ballot Paper form. As mentioned, the ballots must be received by **no later than 5:00pm Tuesday 3 November 2026**.*

- On receipt of the ballots, the Returning Officer will compile and securely store the ballots for counting;
- The Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;

The counting of votes will take place on Monday 9 November 2026 commencing at 2:10pm.

- At the counting of the votes, the Returning Officer shall produce the compiled ballots, reject all informal or invalid ballots and, count the number of votes received by each candidate;
- The candidate with the most votes shall be deemed elected to one of the two positions on GAROC for the "Group D" Regional Grouping of Members;
- The candidate with the second most votes (or, if that candidate is from the same council as the first elected candidate, then the candidate with the next most votes who is not from the same council as the first elected candidate) shall be deemed elected to the other of the two positions on GAROC for the "Group D" Regional Grouping of Members;

LGA will communicate the results of the vote count to members.

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- The Returning Officer shall declare the candidates elected at the Annual General Meeting;

LGA's Annual General Meeting is scheduled for Friday 4 December 2026.

- In the case of candidates receiving the same number of votes, the Returning Officer shall (if necessary to determine the result of the election) draw lots to determine which candidate will be deemed to have received more votes.

The successful candidates will take office from the conclusion of the LGA's 2026 Annual General Meeting for a term ending at the conclusion of the 2028 LGA Annual General Meeting.

If you have any questions in relation to LGA Elections, please contact me or LGA Manager Corporate Governance and Administration, Melanie Dickinson via email to melanie.dickinson@lga.sa.gov.au or by phoning 8224 2097.

Yours sincerely

Victoria MacKirdy
Chief Executive Officer
Telephone: (08) 8224 2000
Email: Victoria.MacKirdy@lga.sa.gov.au

Enclosed: ECM 880235 – 2026 LGA Elections – Combined Candidate Information, GAROC Group D
ECM 880394 – 2026 LGA Elections – Ballot Paper – GAROC Group D
Link – GAROC Terms of Reference

Copy to: pobox1@unley.sa.gov.au

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2026 LGA Elections

GAROC Group D – Candidate Information

1. Mayor Michael Hewitson – City of Unley
2. Councillor Anna Leombruno – Campbelltown City Council
3. Mayor Anne Monceaux – City of Burnside

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Greater Adelaide Regional Organisation of Councils (GAROC) Candidate Information Sheet 2026

(word limit is strictly 1,000 words)

Name	Michael Hewitson
Council	City of Unley
Local Government Experience & Knowledge	• Michael has 20 years continuous service in Local Government, currently serving his second term as Mayor (8 years), having previously served the community as a Councillor for 12 years. • Proven track record in strengthening governance outcomes within the City of Unley, driving greater accountability, transparency and strategic decision-making. • Two terms as Chair of Eastern Region Alliance. • One term on GAROC. • Governance: National Chair of the ACARA Audit and Risk Committee and Board Member, providing oversight of curriculum development and governance frameworks that influence education policy and outcomes for every Australian student across Commonwealth, State and Local Government sectors. • Founding Principal of Trinity College, leading the establishment and growth of one of Australia's largest independent schools, serving more than 4,000 students, and overseeing the development of Starplex, a major recreation and community facility, employing approximately 540 staff across both organisations. • CEO and Director, Salisbury Education Centre, providing strategic leadership, governance oversight and organisational direction to support educational excellence, sustainability and community engagement. • Instrumental in the establishment of nine schools, and the successful leadership and recovery of two additional schools following organisational collapse.
Local Government Policy Views & Interests	• Better Governance within and by Local Government. • Building strong cohesive communities.

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	• Building safer communities with a high percentage of active transport including walking and cycling. • Strong sense of environmental stewardship including tree canopy retention and planting. • Sustainable waste management including weekly FOGO. • Sensible development to address housing. • Responsible fiscal management.
Other Information	• After spending his formative years in Malvern, Michael attended Adelaide University graduating as a microbiologist with honours and as a Pilot Officer with the RAAF. • He then pursued a career in education and taught maths and all sciences in both state and independent schools across South Australia. In 1975 Michael was appointed as the Director of the Salisbury Education Centre where he was involved in teacher training and development and the wider community, including the establishment of Radio Station 5PBA. Over the following years Michael was instrumental in the founding of nine schools, re-establishing two bankrupt schools, and was a board member of Rostrevor College from 2014-17. • One of his career highlights was the appointment as the foundation Principal and CEO of Trinity College Gawler from 1984 until 2002. • In 1998 Michael was recognised as a Fellow of the Australian College of Education and, in January 2013, was made a Member of the Order of Australia. • Michael served as a Member of the Australian Board of Education and was responsible for the Australian curriculum and testing of all Australian children from Kindergarten to Year 12.

This form must accompany the Nomination Form.

lgasa@lga.sa.gov.au

Close of nominations is 5:00pm Tuesday 1 September 2026

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Greater Adelaide Regional Organisation of Councils (GAROC) Candidate Information Sheet 2026

(word limit is strictly 1,000 words)

Name	*Cr Anna Leombruno*
Council	*Campbelltown City Council*
Local Government Experience & Knowledge	• *Since 2010 I have served as an elected member for the Campbelltown City Council and from 2023-2024, served as your eastern representative on GAROC.* • *In my 16 years I have achieved my Diploma in Local Government, and I have also built an extensive experience in planning and development, as a member of the Council Assessment Panel since 2014.* • *In 2023 I was elected to GAROC as the eastern representative, whilst working with and having full confidence and support of both my Mayor and of my Council.* • *I have over 20 years' experience in the Insurance industry, and I am also well versed in matters pertaining to Liability and Negligence.* • *I understand the importance of regional initiatives such as the Eastern Health Authority (EHA), waste management and circular economies and the benefits that go with our Councils supporting each other.* • *Besides bringing a balance between Mayors and Councillors, I will take my role on GAROC as an opportunity to be a strong advocate for our combined communities, to achieve a greater influence for local government in matters that are impacting us all.* • ** 2024 to present Deputy Mayor, Campbelltown City Council* • ** 2023 to 2024 GAROC, Committee Member (Eastern Representative)* • ** 2022 to present Chair, Ageing Well Advisory Committee* • ** 2022 to present President, Campbelltown Historical Society Inc.* • ** 2022 to 2023 Climate Solutions Advisory Committee* • ** 2021 to 2025 Chair, Service Clubs Advisory Committee* • ** 2018 to 2020 Deputy Mayor Campbelltown Council*

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	• * 2017 to present Member of Council Assessment Panel • * 2014 to 2017 Member of Development Assessment Panel • * 2015 to 2016 Campbelltown Child Friendly Committee • * 2014 to 2016 CEO Panel Review Committee • * 2014 to 2018 Sesquicentennial Advisory Committee • * 2011 to present Community Rep, Charles Campbell College Governing Council • * 2011 to 2013 (Chair 2013) St Francis of Assisi School Governing Council • * 2010 to 2016 (Chair from 2014) Campbelltown Leisure Centre Redevelopment Committee • * 2010 to 2014 Outlook Publication Committee • * 2010 to 2014 Campbelltown Service Club Advisory Committee • * 2010 to 2014 Strategic Planning and Policy Development Committee • * 2010 to 2014 Sister City Committee • * 2010 to present Councillor, Campbelltown City Council
Local Government Policy Views & Interests	• Gone are the days where Councils are merely responsible for roads, rates, and rubbish. • * In Local Government we have an important responsibility to our constituents to provide and maintain our many services such as waste management, roads, footpaths, libraries, assets, infrastructure, sports, and arts facilities and to also deliver various programs that assist and are of interest to both our young, elderly, disabled and vulnerable. • * We should encourage Councils to work collaboratively together in sharing knowledge and resources with the intent to reducing our running costs and to benefit our communities which includes our many volunteers and local service and community groups. • * In recent times Local Government has come under increased scrutiny regarding development, particularly with what has been viewed as the over development of urban infill and the impact it has had on the community. Most notably the loss of tree canopy and the increasing use of on-street parking. • This all weighs heavily on Councils but some of these issues can be addressed by advocating to the State Government for certain changes to the current Development Plan.

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	• ** Environment issues and sustainability: recent world events have brought its fair share of challenges for everyone, both personally and professionally, and Councils were not immune to this either. We have seen the escalating costs to many of our goods and services. The increase in building materials has been particularly noticeable as Council's looks to balance the need to continue providing vital services to our residents along with maintaining our current assets and delivering on new initiatives. Considering these and other recent changes seen around the world, it is important that we are prepared and have policies in place to cope with the ongoing challenges faced around the world.* • ** It is vital that Local Government continues to build strong relationships with both the State and Federal Governments. Stronger relationships will lead to stronger voices and better outcomes.* ***My commitment as a returning member of GAROC will be to continue working collaboratively with our stakeholders and to consider all issues raised so that our decisions are based on best case scenarios for ALL our Councils and our Community.***
Other Information	• ** 2024 Women of Campbelltown Award - in recognition for services and achievement* • ** 2017 Diploma Local Government Association (LGA50712EM)* • ** 2011 ALGWA Inaugural Metropolitan Winner Grace Benny Award (recognising females in LG)* • ** 2010 Certificate IV Community Services* • ** 2009 Certificate III Community Services* • ** 2008 Certificate IV Business (Frontline Management) BSB41004* • ** 2005 Certificate III Financial Services (FNB30199)* • ** 2003 People's Choice Award Regional Winner South Australia - Insurance Australia Group*

This form must accompany the Nomination Form.

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Greater Adelaide Regional Organisation of Councils (GAROC)
Candidate Information Sheet 2026

(word limit is strictly 1,000 words)

Name	Anne Monceaux
Council	City of Burnside
Local Government Experience and Knowledge	I have been an elected member of the City of Burnside for 16 years, serving as a councillor for 8 years and as Mayor for the subsequent 8 years. During that time, I have learnt a great deal about how local government supports and acts on behalf of its communities. I have been a member of GAROC for these past two years, sharing my knowledge and understanding and at times frustrations that come with office, as well as a Member of the Board of the LGA. At a local level, I have been a member of the Heritage Reference Group, Disability and Inclusion and Reconciliation Committees, Chaired Council meetings and CEO Committees and been on the Eastern Health Authority for 8 years (4 of those as Deputy Chair). I was also on the Board of Burnside Retirement Villages Inc for 9.5 years, and as a LG representative on the Public Health Plan Review Committee, prior to becoming Mayor in 2018. As Mayor, I have also had experience dealing with two major areas of concern for local government, namely, financial sustainability and behaviour management.
Local Government Policy Views & Interests	As a member of GAROC over the past two years, as part of a team, we have supported efforts by councils to bring their concerns to the forefront and as a Board Member contributed along with all of you to the development of the LGA Strategic Plan. I understand much more about the concerns of our neighbouring councils and have asked questions and sought answers on so many different issues regarding roads, rubbish, regional issues, elected member behaviour, financial sustainability and advocacy for more funds for councils from both state and federal governments. I will strive to improve the understanding of communities about the role of local government and work together with other GAROC councils to build sector reputation and seek better outcomes for our region. I will continue to seek a review of the structure of GAROC if I am re-elected and in the interim, I will continue to provide feedback from the Eastern Regional Alliance councils and Adelaide Hills to GAROC. I have proven to be willing to ask many questions and seek many answers from the LGA as I have done over the past 2 years and

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	communicate with other mayors in our region to ensure that I am representing you. As current Mayor, I have the knowledge and understanding to represent you all and provide the leadership required to enhance decision-making.
Other Information	As a member of the Local Government Board for the past 2 years, I have demonstrated my support for my region as well as the broader concerns of the state. I was involved with the selection of the new CEO of the LGA and I have attended all GAROC and Board meeting, with nil absence. I have represented my council at Green Adelaide and Resilient East workshops and am a climate change advocate. If elected, I will continue to serve the best interests of our region on GAROC and continue to ask questions, seek answers and to advocate on our behalf. Local Government needs to be heard! I continue with my pledge: "If you always do what you always did, you always get what you always got!"

This form must accompany the Nomination Form.

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Close of nominations is 5:00pm Tuesday 1 September 2026

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Attachment 2: Extract – GAROC Terms of Reference

4.1. Role

4.1.1. The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.

4.2. Membership

4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

4.2.3. Elections for the purpose of clause 4.2.1 shall be conducted in one of the following ways:

(a) Unless below subclauses (b) or (c) apply, the election shall be conducted in accordance with the process set out in clauses 4.3 and 4.4.

(b) If a regional subsidiary or association exists which is constituted by or has as its membership all of the Members of a particular Regional Grouping of Members (and no other Members), and all of those Members have separately resolved at least 3 months prior to the expiry of the terms of office of current members of GAROC that a particular selection process conducted (or to be conducted) by or with respect to that subsidiary or association will constitute the election under clause 4.2.1 on a particular occasion, and the Board of Directors has agreed that the selection process will constitute the election on that particular occasion — that selection process will constitute the election for that particular occasion and the members will be declared elected at the relevant Annual General Meeting under clause 4.2.1;

(c) If a selection process is carried out for the purpose of clause 4.2.3(a) but the selection process fails to produce a result which is consistent with the requirements of clause 4.2.1 – an election shall be held as soon as practicable, by way of a nomination and election process which in the Chief Executive's opinion follows as closely as possible the nomination and election process outlined in clauses 4.3 and 4.4, subject however to the modification that the Chief Executive shall declare the successful candidates elected by way of written communication to the GAROC Regional Grouping (rather than by declaration at an Annual General Meeting) and those persons shall be deemed elected on the day of that declaration, and any other modifications which the Chief Executive consider reasonably necessary.

4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. Each Member of the GAROC Regional Grouping may nominate one candidate to occupy one of the two positions on GAROC for the Regional Grouping of Members to which that Member belongs, provided that the nominee must be a Council Member of a Member of that Regional Grouping of Members.

4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (**Close of Nominations**). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

4.3.5. This clause does not apply to Members in any Regional Grouping of Members which is applying an alternative process under clause 4.2.3(b) and the Chief Executive is not required to call for nominations from any Member whom the Chief Executive is aware is a Member of such a Regional Grouping.

4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.

4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.

4.4.4. If no nomination is received with respect to a Regional Grouping of Members, or if only one nomination is received, or if the nominations received are incapable of producing a result which is consistent with the requirements of clause 4.2.1, a fresh election shall be held as soon as practicable, by way of a nomination and election process which in the Chief Executive's opinion follows as closely as possible the nomination and election process outlined in clauses 4.3 and 4.4, subject however to the modification that the Chief Executive shall declare the successful candidates elected by way of written communication to the GAROC Regional Grouping

(rather than by declaration at an Annual General Meeting) and those persons shall be deemed elected on the day of that declaration, and any other modifications which the Chief Executive consider reasonably necessary.

4.4.5. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in clause 4.2.1, then an election must be held in accordance with this clause.

4.4.6. In the event of an election being required, the Chief Executive shall conduct the election as follows:

(a) at least six weeks before the Annual General Meeting, the Chief Executive shall correspond with each Member of the Regional Grouping of Members to inform the Member of the election and their entitlement to vote in the election;

(b) the correspondence shall:

(i) list the candidates for election;

(ii) specify the day of closure of the election;

(iii) inform the Member of the method of voting and the requirements necessary for the Member's vote to be accepted;

(c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;

(d) the chief executive officer of the Member or in the chief executive officer's absence, the person acting in that position sign a copy of the minutes or an extract of the minutes of the meeting at which the resolution is passed (in a manner consistent with section 91(11) of the *Local Government Act 1999*) and send a copy of the signed minutes, which shall be deemed to be the ballot of the Member, to the Chief Executive;

(e) on receipt of the ballots the Chief Executive must compile and securely store the ballots for counting;

(f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;

(g) at the counting of the votes the Chief Executive shall produce the compiled ballots, reject all informal or invalid ballots and, count the number of votes received by each candidate;

(h) the candidate with the most votes shall be deemed elected to one of the two positions on GAROC for that Regional Grouping of Members;

(i) the candidate with the second most votes (or, if that candidate is from the same Member as the first elected candidate, then the candidate

with the next most votes who is not from the same Member as the first elected candidate) shall be deemed elected to the other of the two positions on GAROC for that Regional Grouping of Members;

(j) the Chief Executive shall declare the candidates elected at the Annual General Meeting;

(k) in the case of candidates from a Regional Grouping of Members receiving the same number of votes, the Chief Executive shall (if necessary to determine the result of the election) draw lots at the counting of the votes to determine which candidate will be deemed to have received more votes.

4.4.7. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.

COUNCIL ACTION REPORT

REPORT TITLE:	COUNCIL ACTION RECORDS
ITEM NUMBER:	4.8
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DANIELLE EDWARDS, PRINCIPAL GOVERNANCE AND POLICY OFFICER
DIVISION:	OFFICE OF THE CEO
ATTACHMENTS:	1. COUNCIL OUTSTANDING ACTIONS REPORT - SEPTEMBER 2026

1. PURPOSE

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 SEPTEMBER 2026					
Meeting Date	**Item #**	**Subject and Council Resolution**	**Responsible ELT Member.**	**Status/Progress**	**Expected Completion Date**
12/12/22	4.1	**UNLEY OVAL COMMUNITY HUB HIRE - FEES AND FACILITY NAME** 3. In the interim the Unley Oval Community Hub facility is named the "Unley Oval Community Hub" and Administration is authorised to investigate, in consultation with Kaurna Elders and Sturt Football Club, a singular Kaurna name or a co-name for this facility with a further report back to Council for consideration. Subject to the contents of the report, a singular Kaurna name or a co-name for this facility is intended to be chosen.	General Manager Community & Organisational Development	The facility currently carries the interim name Unley Oval Community Hub. Early discussions with Kaurna representatives identified that this work would benefit from a broader understanding of Kaurna cultural connections, stories and language relating to places within the City of Unley. Engagement has included organisations such as Kaurna Yerta Aboriginal Corporation, Reconciliation SA, and Reconciliation Australia who play important roles in representating Kaurna and other First Nations' interests. To support this work, Council allocated funding across the 2025/26 and 2026/27 financial years for a broader cultural mapping project, now called Connection to Country: Unearthing the Past. The project is currently progressing through its mid-phase and is helping build a stronger understanding of opportunities for recognising and celebrating Kaurna culture, language, and connection to place within the City of Unley. Further updates will be provided to Elected Members as the project progresses.	~~June 2026~~ June 2027
09/09/24	4.3	**MAIN COLLECTOR ROADS 40 KM/H SPEED LIMIT REDUCTION** 2. The Administration be authorised to proceed with the application process to the Department for Infrastructure and Transport (DIT) to reduce the speed limit of all Council-owned collector roads from 50 km/h to 40 km/h. 3. The Administration be authorised to allocate the $30,000 from the 2024/25 Annual Business Plan and Budget to implement the 40 km/h speed limit on all collector roads in the City of Unley to conduct the recommended additional studies to support the DIT application process. 4. Notes that Elected Members will be updated on the outcomes of the DIT application process and additional studies through the Elected Member portal. 5. Subject to DIT's approval, a further budget bid will be sought as part of the 2025/26 Annual Business Plan and Budget to inform the community and to implement the speed limit reduction on the approved roads.	General Manager City Infrastructure	Final approval has been provided by the Department for Infrastructure & Transport (DIT). The Administration is currently developing an implementation plan to roll out the lower speed limit along approved roads and a communication plan to ensure all stakeholders are informed of the proposed changes. The lower speed limit signage will be installed onground between November 2026 and January 2027.	Completed
24/11/25	4.1	**ROAD CLOSURE - 10 ROBERTS STREET, UNLEY** 6. Notice of Council's resolution regarding the closure of the subject parcel of public road known as Robert Street, Unley be published in the Government Gazette, pursuant to Section 193(6)(a) of the Local Government Act 1999. 7. At the conclusion of the required process, the disposal of the subject parcel of public road known as Roberts Street, Unley be completed through the Lands Titles Office. 8. At the conclusion of the required process, payment in the amount of $85,000 (plus GST if required) as per the valuation dated 5 August 2024, be received by Council from the owner of 10 Roberts Street, Unley.	General Manager City Infrastructure	Approval has been provided by the Lands Titles Office (LTO). Sale of land has been finalised. Funds have been received.	Completed

COUNCIL ACTION REPORTS - ACTIONS TO SEPTEMBER 2026

Meeting Date	Item #	Subject and Council Resolution	Responsible ELT Member.	Status/Progress	Expected Completion Date
08/12/25	4.2	**PRIVATE LANEWAY OWNERSHIP (OFF ESMOND STREET, HYDE PARK)** 2.The Council agrees to commence steps to transfer legal ownership of the Private Laneway, off Esmond Street, Hyde Park subject to adjacent residential and commercial property owners contributing to actual construction costs via negotiated agreement.	General Manager City Infrastructure	A proposed cost contribution model was developed by the Administration for negotiation with affected property owners. All affected property owners were invited to attend a meeting held on 27 May 2026, at which the details of the proposed model was presented. Approximately half of the property owners attended the meeting. The model has been amended based on the feedback received at the meeting. A letter has been sent to all property owners. The letter outlined Council's formal position and requested confirmation of their contribution by no later than 31 August 2026. Of the 16 property owners who have received a letter, a total of 11 have agreed to contribute to the costs. A further report will now be presented to Council at its meeting to be held in November 2026, to outline the negotiated agreements and next steps so Council can make an informed decision on the way forward.	November 2026
		3. That Council agrees to contribute to a total construction cost of no greater than $100,000, subject to 50% of the actual construction costs being borne by the adjacent residential and commercial property owners via negotiated agreement.			
		4. The CEO (or his delegate) be authorised to negotiate agreement regarding contributions with adjacent landowners of the Private Laneway, off Esmond Street, Hyde Park.			
		5. Administration report back to Council with the outcomes of the negotiated agreement and next steps with respect to potential transfer of ownership of the Private Laneway, off Esmond Street, Hyde Park			
27/01/26	4.1	**TREE CANOPY OFFSET INCENTIVE SCHEME** 3.Administration notify all residents undertaking development after 1 February 2026, of the Council's intent to introduce a tree offset scheme to promote the retention and planting of trees on private land.	General Manager City Shaping	Pre-planning information updated to advise of Council's intent to introduce a tree offset scheme to promote the retention and planting of trees on private land.Complete	Completed
		4.A future report be presented to Council, should the scheme be approved by the Minister for Planning.		Report subject to the Minister's approval.	Late 2026
23/02/26	4.2	**SIGNIFICANT TREE REMOVAL REQUEST - 34 FOSTER STREET, PARKSIDE** 3.The Local Government Mutual Liability Scheme be advised of Council's resolutions regarding this matter.	General Manager City Infrastructure	A letter was sent on 25 February 2026 to the Local Government Mutual Liability Scheme.	Completed
		4. The property owners of 34 Foster Street, Parkside be advised of Council's resolutions regarding this matter.		A letter was sent on 25 February 2026 to the owners of the property.	Completed
		5. In addition to adopting Option 2, the Mayor write to SA Water and to Hon. Lucy Hood MP, Minister for Climate, Energy and Water, urging them to prioritise the upgrade and relining of the ageing sewer main in Foster Street, Parkside, to modern standards so that both residents and our urban forest are properly protected from future incidents.		The mayor sent a letter on 26 February 2026 to the Minister and a copy was provided to the Chief Executive Officer of SA Water.	Completed
		6. The Mayor issues a media statement about this matter and a further report be provided to Council by May 2026.		A media statement was released on 23 February 2026. On 10 September 2026, Council received a letter from the Minister regarding this matter. The Minister is of the view that the removal of the tree is the most effective long-term outcome.	TBC
27/04/26	4.1	**ROAD CLOSURE - PORTION OF MARY PLACE, UNLEY** 3. Pursuant to the requirements of the Roads Opening and Closing Act 1991, the subject parcel of public road known as Mary Place, Unley and as outlined in Attachment 1 of this report, be closed as a public road, with the cost for this process being met by the owner of 110-120 Unley Road, Unley.	General Manager City Infrastructure	The relevant legislative process was undertaken and a report summarising the outcome was considered by Council at its meeting held on 27 April 2026. SA Water has revised its initial position and has now advised it no longer requires a sewer easement over the parcel of land. SA Water will disconnect the connection and will provide the required approvals to finalise the sale of the land. The Lands Titles Office (LTO) will provide final approval once this has occured. Following this, the sale of the land will be finalised. Timing on the approval from the LTO is unknown. This has not affected the price of the land. A Purchase Order was sent on 13 August 2026 to SA Water to decomission the serwer connection. No further update at this time.	TBC
		4. The subject parcel of public road known as Mary Place, Unley be excluded from Council's classification Community Land.			
		5. Notice of Council's resolution regarding the closure of the subject parcel of public road known as Mary Place Unley be published in the Government Gazette, pursuant to Section 193(6)(a) of the Local Government Act 1999.			
		6. At the conclusion of the required process, the disposal of the subject parcel of public road known as Mary Place, Unley be completed through the Lands Titles Office.			
		7. At the conclusion of the required process, payment in the amount of $765,000 (plus GST if required) as per the valuation dated 19 June 2025, be received by Council from the owner of 110-120 Unley Road, Unley (Regent Pty Ltd and Zaka Pty Ltd).			

COUNCIL ACTION REPORTS - ACTIONS TO SEPTEMBER 2026

Meeting Date	Item #	Subject and Council Resolution	Responsible ELT Member.	Status/Progress	Expected Completion Date
11/05/26	4.1	**GOODWOOD OVAL PRECINCT RESULTS OF COMMUNITY CONSULTATION AND WAY FORWARD** 4.1 Council approves the proposed redevelopment of the Millswood Tennis Complex as presented by Tennis SA and as outlined in Attachment 1 of this report. 4.2 Council notes that Tennis SA has lodged a development application seeking approval for its proposal and that this statutory process is yet to be finalised. 4.3 Council reaffirms its funding commitment of $400k towards the construction of the new courts and notes that the funding will need to be carried forward to the 2026/27 financial year to enable the delivery of the project. 4.4 Tennis SA be advised of Council's resolutions regarding this matter.	General Manager City Infrastructure	The Administration will ensure that Council's contribution of $400k allocated in the 2025-26 financial year will be carried forward to the 2026-27 financial year to enable the delivery of the project. The Administration has sent a letter to Tennis SA informing it of Council's resolutions regarding this matter.	Completed
		5.1Council approves, in principle, new cricket practice pitches as proposed by the Goodwood Cricket Club. 5.2The new cricket practice pitches are to consist of 15 in total, namely 10 turf and 5 concrete, with each being no longer than 25m in length and no wider than 3.6m in width with retractable netting for the turf pitches. 5.3The new cricket practice pitches are to be located within the (former) hockey pitch of the Goodwood Oval Precinct, immediately south of the new footprint of the new tennis courts to be constructed by Tennis SA associated with the Millswood Tennis Complex Redevelopment. The concrete pitches are to be on the eastern side of this location. 5.4Council will consider the matter of a financial contribution to this project once the Goodwood Cricket Club has secured grant funding. 5.5The Goodwood Cricket Club be requested to engage a suitable consultant, at its cost, to develop the required drawings to confirm the proposal as approved by Council and in finalising all relevant details. 5.6The Goodwood Cricket Club be advised of Council's resolutions regarding this matter.		The Administration will inform Council once confirmation is received from the Goodwood Cricket Club that it has secured grant funding so that Council can decide regarding what financial contribution it will provide towards the project. The Administation has sent a letter to the Goodwood Cricket Club informing it of Council's resolutions regarding this matter.	Completed
		6.1Council notes the existing use of the (former) hockey pitch within the Goodwood Oval Precinct by the Goodwood Primary School for its various sports activities. 6.2Council continues to make available to the School, the remaining open space areas of the hockey pitch, noting a reduction in the size of this area, to accommodate the approved Tennis SA and Goodwood Cricket Club proposals. 6.3Any use of the hockey pitch by the School is subject to the required booking of facilities process through the Council. 6.4The Goodwood Primary School be advised of Council's resolutions regarding this matter.		The Administration has sent a letter to the Goodwood Primary School informing it of Council's resolutions regarding this matter.	Completed
		7.1 The Administration hold a workshop for Elected Members to discuss potential enhancements of the remaining open space areas throughout the Goodwood Oval Precinct and the next steps.	General Manager City Shaping	A workshop will be held with Elected Members as a priority to the to discuss options for the remainder of the open space at Goodwood Oval.	~~August 2026~~ December 2026
22/06/26	4.14	**REQUEST TO FLY ARMENIAN FLAG ON 21 SEPTEMBER 2026** 2. The request to fly the National Flag of Armenia at the Unley Civic Centre in recognition of Armenian Independence Day, be approved with the flag to be raised at 4pm Monday 21 September 2026 and lowered in the morning on Tuesday 22 September 2026.	Executive Manager Strategy, Risk & Governance	Flag was flown on 21 September 2026 as per recommendation.	Completed
27/07/26	4.3	**DRAFT PUBLIC HEALTH PLAN FOR CONSULTATION** 2. The draft City of Unley Public Health Plan 2026–2030 (Attachment 1, Item 4.3, Council Meeting 27 July 2026 be endorsed for submission to the South Australian Minister for Health and Wellbeing for review and approval prior to community consultation.	General Manager Community & Organisational Development	The draft Public Health Plan was provided to the Public Health Office in late July following Council endorsement. Initial feedback was positive and minor in nature, and the updated draft has since been submitted to the Minister for formal review and feedback.	Completed
		3. Subject to approval from the South Australian Minister for Health and Wellbeing, the draft City of Unley Public Health Plan 2026–2030 be endorsed for community consultation through Your Say Unley.		Approval from the Minister's office to proceed to community consultation was received in September. Community consultation will commence in October as planned.	October 2026
		5. Following the completion of community consultation, a final Public Health Plan be presented to Council for endorsement.		Given community consultation will proceed in October, a final Public Health Plan will be presented to Council for endorsement in January 2027.	January 2027

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COUNCIL ACTION REPORTS - ACTIONS TO SEPTEMBER 2026					
Meeting Date	**Item #**	**Subject and Council Resolution**	**Responsible ELT Member.**	**Status/Progress**	**Expected Completion Date**
24/08/26	4.4	**DOUBLE SHOT COFFEE FESTIVAL 2027** 2. Option B in the Double Shot Coffee Festival 2027 project plan as set out (Attachment 1, Item 4.4, Council Meeting 24 August 2026) be endorsed. 3. Council allocates a total of $140,000 in the 2026/2027 budget to deliver the Double Shot Coffee Festival 2027.	General Manager Community & Organisational Development	Planning has commenced to deliver the Double Shot Coffee Festival together with an integrated Unley Museum and Galleries Community Opening celebration as endorsed by Council, in May 2027. The first Project Control Group meeting was held on 18 September 2026. The additional budget required to deliver the Double Shot Coffee Festival will be addressed in the Quarter 1 Budget Review.	May 2027 October 2027
24/08/26	4.5	**COMMUNITY INFRASTRUCTURE PLAN FOR ADOPTION** 3. The Community Infrastructure Plan, as set out in Attachment 2, Item 4.5, Council Meeting 24 August 2026, be adopted.		Plan was finalised, published and implemented following adoption.	Completed
24/08/26	4.6	**COMMUNITY ENGAGEMENT POLICY - CONSULTATION SUMMARY AND POLICY ADOPTION** 3. Adopts the Community Engagement Policy as set out in Attachment 2 to this Report (Item 4.6, Council Meeting 24 August 2026).		Policy was finalised, published and implemented following adoption.	Completed
24/08/26	4.9	**REQUEST TO FLY LATVIAN FLAG ON 18 NOVEMBER 2026** 2. The request to fly the National flag of Latvia at the Unley Civic Centre, in recognition of Latvia's Independenc Day (18 November), be approved with the flag to be raised at 10.00am on Wednesday 18 November 2026 and lowered at the end of the day.		Arrangements have been organised for the flag to be flown in November 2026 as per recommendation.	November 2026
24/08/26	4.12	**CITY OF UNLEY GAROC NOMINATION ENDORSEMENT** 3. Council endorses Mayor Michael Hewitson as the City of Unley's nominee for election as a member of GAROC for the 2026-2028 term.		Actioned as required	Completed
		4. The Chief Executive Officer be authorised to complete and submit all required nomination documentation to the LGA on behalf of the City of Unley.			
24/08/26	5.2.1	**MOTION WITHOUT NOTICE FROM COUNCILLOR J GAFFEY RE: ROTARY CLUB FUNDING** 1. Approves additional sponsorship of $5,000 to the Rotary Club of Unley Inc. to support the delivery of the 2026 Christmas Carols, presented as part of the Christmas at the Rotunda event at Soldiers' Memorial Gardens, in addition to the $4,000 sponsorship awarded by Council on 27 July 2026 (Item 4.1, Community Event Soonsorshio 2026–2027). 4.Authorises the Administration to amend the sponsorship agreement with the Rotary Club of Unley Inc. to give effect to Council's decision, including recording that the additional funding supports the delivery of the Christmas Carols and that the event is to be delivered in collaboration with the Unley Road Association Inc. and the City of Unley.	General Manager Community & Organisational Development	Planning has commenced for the now named Christmas in Unley event with representatives from Rotary, the Unley Road Association and City of Unley staff. The event will take place on Saturday 5 December. As above	December 2026 December 2026

MOTION OF WHICH NOTICE HAS BEEN GIVEN

REPORT TITLE:	NOTICE OF MOTION FROM COUNCILLOR J GAFFEY RE: COMMUNITY CHRISTMAS EVENTS
ITEM NUMBER:	5.1.1
DATE OF MEETING:	28 SEPTEMBER 2026
ATTACHMENTS:	NIL

Councillor J Gaffey has given notice of intention to move the following motion at the Council meeting to be held on 28 September 2026.

MOTION

That:

1. Administration provides a report to Council, no later than the January 2027 ordinary meeting, on community Christmas events delivered by similar metropolitan Adelaide councils.

   The report should include where possible

   a) the nature of the event (for example community parade, concert, carols, illumination or precinct activation);

   b) the total event budget, identifying Council's direct financial contribution separately from sponsorship, grant or in-kind funding;

   c) Council's role in the event (organiser, delivery partner, or funder only);

   d) the scale of the event, including estimated attendance; and

   e) the staffing and in-kind resources committed by Council to deliver or support the event.

   The report should further identify any options or opportunities arising from this review that the City of Unley may wish to consider for future community Christmas events.

Background

The City of Unley's involvement in community Christmas activity is presently modest and largely indirect. Council's principal contribution is sponsorship of Christmas at the Rotunda, delivered by the Rotary Club of Unley Inc. in collaboration with the Unley Road Association Inc. Council's role is that of

funder and in-kind supporter rather than organizer. Council does not itself deliver a signature community Christmas event.

Most recently, on 25 August 2026 Council resolved to provide additional sponsorship of $5,000 toward the 2026 Carols. Council has in the previous years supported the Christmas Event by Rotary. Each of those decisions has been sound on its own terms. Collectively, they represent a potentially rising and multi-year commitment of ratepayer funds made incrementally, without Council having settled either the delivery model or the appropriate scale of its contribution.

Two questions follow. The first is whether the current arrangement — a signature community Christmas event delivered by a service club with Council as funder and in-kind supporter — represents good practice, or simply long-standing practice. The model carries real advantages in volunteer capacity, community ownership and cost, and it may well be the arrangement Council should continue and formalise. It also concentrates delivery risk in a single external organisation and gives Council limited control over an event increasingly identified with it. The second question is one of range. Council presently has no sense of the spectrum it sits within: at one end, councils that deliver large council-run pageants or carols with dedicated event teams and substantial budgets; at the other, councils that deliver nothing at all and make no contribution. Knowing where the floor and the ceiling actually sit, and what each costs, is a precondition for deciding whether Unley's position is appropriate. It is entirely possible the review will find that Unley is already at or above the median for a council of its size, and that the present arrangement should simply be locked in for a further term. That is a useful finding and this motion does not seek to foreclose it.

Comparable councils appear to operate across a wide spectrum. The City of Norwood Payneham & St Peters, for example, delivers the Norwood Christmas Pageant, a council-run street parade involving more than 60 floats, schools and community groups, with associated road closures and traffic management. Council holds no information on the budget, staffing model, governance arrangements or attendance associated with that event or any comparable event, and cannot presently say whether Unley's contribution sits at, above or below the norm for a council of its size and rate base.

This motion seeks that information. It does not propose a new event, commit Council to additional expenditure, or express a view on the appropriate level of investment. It asks only that elected members be equipped with a factual basis before the next funding decision is made.

The report is sought in two parts. First, a comparative review of community Christmas events delivered or funded by similar metropolitan Adelaide councils, covering event type, total budget with Council's direct financial contribution identified separately from sponsorship, grant and in-kind funding, Council's delivery role, scale and estimated attendance, and the staffing and in-kind resources committed. Second, an equivalent statement of the City of Unley's own current position on each of those measures, so that the comparison is meaningful.

It is acknowledged that not all of this information is publicly available and that some councils may decline to provide budget detail. The motion is framed to require the information only where it can reasonably be obtained. A partial dataset remains materially more useful than the present position, which is none.

Timing is deliberate. Reporting in this timeframe allows any findings to inform both the multi-year Carols funding framework already before Council and the development of the 2027–28 draft budget. Reporting later would mean a further Christmas season, and a further funding decision, made without benchmark.

Administration Comments

Should the motion be carried, administration will commence investigations with comparable metropolitan Adelaide Councils and prepare the necessary report.

MAYOR'S REPORT

REPORT TITLE:	MAYOR'S REPORT FOR MONTH OF SEPTEMBER 2026
ITEM NUMBER:	6.1.1
DATE OF MEETING:	28 SEPTEMBER 2026
ATTACHMENTS:	NIL

1. RECOMMENDATION

That:

1. The report be received.

Some functions attended (19/08/26 to 22/09/26)

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
19/08/26	Unley Business Awards Ceremony – Arkaba Hotel	Mayor
21/08/26	Meeting with Deputy Mayor	Mayor
24/08/26	Meeting with CEO	Mayor
24/08/26	Meeting with Goodwood Ward Councillors	Mayor
24/08/26	Council Meeting	Mayor
26/08/26	Friends of the Unley Museum AGM	Mayor
27/08/26	Meet the Mayor	Mayor
28/08/26	Meeting with Deputy Mayor	Mayor
28/08/26	LGA President's Webinar	Mayor
28/08/26	SALA 2026 Student Exhibition Showcase – Unley Community Centre	Mayor
31/08/26	Meeting with CEO	Mayor
04/09/26	ERA Mayors Breakfast	Mayor
04/09/26	Concordia in Concert, the Red-Carpet Edition – Concordia College	Mayor
05/09/26	Sturt Bowling Club Open Day	Mayor
05/09/26	Royal Agricultural & Horticultural Society President's Dinner – Adelaide Showgrounds	Mayor

Date	Function/Event Description	Type
07/09/26	CEO Performance Review Panel Meeting	Mayor
07/09/26	EM Briefing – BHKC Stormwater Project – Forestville Reserve & Wilberforce Walk Projects Input / Next Five-Year Walking & Cycling Plan Update	Attendee
08/09/26	FOCUS AGM – Unley Community Centre	Attendee
10/09/26	Meeting with Toni Veljanovski, Head of Extended Stay Australasia, and Economic Development & Strategic Projects Manager	Mayor
11/09/26	Meeting with Deputy Mayor	Mayor
11/09/26	2026 Royal Adelaide Show Official Luncheon – Adelaide Showgrounds	Mayor
14/09/26	Meeting with CEO	Mayor
14/09/26	EM Briefing – Clarence Park Community Centre – Future Directions	Attendee
15/09/26	GAROC Pre Meeting with Committee	Mayor
15/09/26	Rotary Club of Unley, Polio Plus – Living Choice, Fullarton	Mayor
15/09/26	Bike Adelaide Life Membership Conferred – The Exchange, Exchange Place, Adelaide	Mayor
17/09/26	LGA South Australia, Meet the LGA Presidential Candidates (online)	Mayor
17/09/26	ERA Mayors & CEOs Group Meeting	Host
18/09/26	CPCA OEC Meeting	Host
18/09/26	Unley Museums & Galleries, Guided Tour – Village Green	Attendee
20/09/26	SANFL 2026 Grand Final Luncheon – Adelaide Oval	Mayor
21/09/26	GAROC Committee Meeting – LG House, Adelaide	Mayor
21/09/26	State Reception to Acknowledge and Honour the Service of Her Excellency the Hon Frances Adamson AC	Mayor
Date	**Radio/TV Interviews**	
28/08/26	Ch7 News: Theft of Copper from Echo Artwork Heywood Park	Interview
31/08/26	ABC Radio: Theft of Copper from Echo Artwork Heywood Park	Interview

Mayor Hewitson was honoured to accept Lifetime Membership of Bike Adelaide on behalf of the City of Unley, to acknowledge the work over 16 years together as a Council in improving cycling infrastructure (letter of recognition is included with Correspondence).

DEPUTY MAYOR'S REPORT

REPORT TITLE:	DEPUTY MAYOR'S REPORT FOR MONTH OF SEPTEMBER 2026
ITEM NUMBER:	6.2.1
DATE OF MEETING:	28 SEPTEMBER 2026
ATTACHMENTS:	NIL

1. RECOMMENDATION

That:

1. The report be received.

Functions attended (19/08/26 to 22/09/26)

Date	Function/Event Description
23/08/26	Ukrainian Association of SA Independence Day Concert 2026
24/08/26	Council Meeting
26/08/26	Friends Of Unley Museum AGM
07/09/26	EM Briefing- Brownhill /Keswick Creek Stormwater Project, 5 Year Walking and Cycling Plan
08/09/26	Focus Meeting
14/09/26	EM Briefing-Clarence Park Community Centre
18/09/26	UMAG Guided Tour
21/09/26	EM Briefing Corporate Brand/Planning For Growth

REPORTS OF MEMBERS

REPORT TITLE:	REPORTS OF MEMBERS FOR SEPTEMBER 2026
ITEM NUMBER:	6.3.1
DATE OF MEETING:	28 SEPTEMBER 2026
ATTACHMENTS:	1. COUNCILLOR M BRONIECKI 2. COUNCILLOR T ROACH

Council to note attached reports from Members:

1. Councillor M Broniecki
2. Councillor T Roach

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR M BRONIECKI

Functions attended (19/08/26 to 22/09/26)

Date	Function/Event Description
19/08/2026	City of Unley Business Awards
21/08/2026	Meeting with Mayor Hewitson & Councillor Rabbitt
24/08/2026	Council Meeting
25/08/2026	Unley Community Centre Ride
26/08/2026	SCAP meeting re Unley Road development
26/08/2026	Museum AGM
29/08/2026	Clarence Park Community Centre meeting
1/08/2026	Unley Community Centre Ride
12/08/2026	Unley Park Sports Club AGM
7/09/2026	CEO Performance Review Meeting
7/09/2026	Council Briefing: BHKC Stormwater Project - Forestville Reserve and Wilberforce Walk Projects Input / Next Five-Year Walking & Cycling Plan Update
8/08/2026	Unley Community Centre Ride
8/08/2026	FOCUS AGM
14/09/2026	Council Briefing: Clarence Park Community Centre - future directions
15/09/2026	Unley Community Centre Ride
18/09/2026	Guided Tour Unley Museum and Galleries
21/09/2026	Council Briefing: Corporate Brand / Planning for Growth
22/09/2026	Unley Community Centre Ride

REPORTS OF MEMBERS

REPORT TITLE: REPORT FROM COUNCILLOR T ROACH

Functions attended (19/08/26 to 22/09/26)

Date	Function/Event Description
26 August 2026	Friends of the Unley Museum AGM
27 August 2026	Meeting with Business Precincts Coordinator
7 September 2026	BHKC Forestville Reserve and Wilberforce Walk briefing
8 September 2026	FOCUS AGM
11 September 2026	Royal Adelaide Show luncheon
14 September 2026	Elected Member briefing Clarence Park Community Centre
15 September 2026	Adelaide Film Festival Launch Capri Cinema
18 September 2026	UMAG Site Tour
20 September 2026	Unley Home Energy and Electrical Expo

CORRESPONDENCE

REPORT TITLE:	CORRESPONDENCE
ITEM NUMBER:	6.4.1
DATE OF MEETING:	28 SEPTEMBER 2026
ATTACHMENTS:	1. MAYOR MICHAEL HEWITSON TO UNLEY SYMPHONY ORCHESTRA
	2. THE HON NICK CHAMPION MP
	3. SOUTH AUSTRALIAN MOTOR SPORT BOARD
	4. BIKE ADELAIDE

The correspondence from:

- Mayor Michael Hewitson to Peter Webb OAM – Re: Letter of Appreciation and Congratulations on Retirement as Conductor of the Unley Symphony Orchestra
- The Hon Nick Champion MP, Minister for Planning – Re: Street Tree Adjacent 34 Foster Street, Parkside
- South Australian Motor Sport Board – Re: MotoGP Event and Associated Motorsport Activities in the Adelaide Park Lands
- Bike Adelaide – Re.: Conferral of Bike Adelaide Lifetime Membership on Mayor Michael Hewitson

be noted.

MAYOR'S OFFICE

Michael Hewitson AM

THE CITY of Unley

27 August 2026

Mr Peter Webb OAM
Conductor
Unley Symphony Orchestra
c/o usosecretary@gmail.com

Dear Peter,

On behalf of the City of Unley, I extend my warmest congratulations to you on your retirement as Conductor of the Unley Symphony Orchestra.

Your tenure with the Orchestra has been extraordinary. Since taking up the baton in 1983, you have guided and inspired generations of musicians, helping to shape the Unley Symphony Orchestra into a much-loved and respected community ensemble. Through your leadership, musicians of all ages and backgrounds have been given the opportunity to perform, learn, and share in the joy of orchestral music.

Your contribution to Unley reaches well beyond the concert platform. For more than four decades, you have enriched the cultural life of our city, bringing people together through music and strengthening the sense of community that is at the heart of Unley. Your commitment to excellence, encouragement, and inclusion has left a lasting impression on players, audiences, families, and supporters alike.

Your influence has also extended across the wider music community. As a musician, conductor, composer, teacher, mentor, and advocate for community music-making, you have made an enduring contribution to the arts in South Australia and beyond. Your Medal of the Order of Australia is fitting recognition of a lifetime of service to music and to the many people whose lives have been uplifted through your work.

As you step down from your role as Conductor, please accept my sincere thanks and admiration for your remarkable service. Your legacy will continue to be heard in the music of the Orchestra and felt in the community you have helped to nurture over so many years.

I wish you every happiness in your retirement and congratulate you on an outstanding contribution to the City of Unley and the wider musical life of our community.

With my best wishes

Michael Hewitson.

Michael Hewitson AM
Mayor

CITY of VILLAGES

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Hon Nick Champion MP

Government of South Australia

Minister for Housing and Urban Development

Minister for Housing Infrastructure

Minister for Planning

GPO Box 11032
ADELAIDE SA 5001

T: (08) 8235 5580

E: ministerchampion@sa.gov.au

26MSAW285030

Mayor Michael Hewitson
City of Unley

By email: mhewitson@unley.sa.gov.au

Dear Mayor Hewitson Michael

Thank you for your recent correspondence regarding a tree at 34 Foster Street, Parkside.

I am aware of the concerns raised by the property owners following the wastewater overflow incident at the property, and I acknowledge the significant distress and disruption the event has caused.

I understand investigations undertaken by SA Water following the overflow identified tree root intrusion associated with the sewer connection servicing the property. A subsequent Closed-Circuit Television (CCTV) inspection confirmed that the root intrusion had contributed to the blockage and overflow event. The roots were cleared, root foaming was undertaken, and the connection was subsequently included in an ongoing maintenance and monitoring program. The inspection also confirmed that the wastewater main itself is in good condition and does not require replacement at this time.

While measures have been implemented to manage future root intrusion, I have considered the history of the site, the impact the overflow event has had on the affected residents, and the ongoing concerns that have been raised with the State Government.

Having regard to these circumstances, it is my view that removal of the tree represents the most appropriate long-term outcome to provide certainty to the affected property owners.

In reaching this view, I have carefully considered the representations made by the property owners regarding the ongoing concern and anxiety arising from the event, as well as the importance of maintaining confidence in the reliability of essential wastewater services.

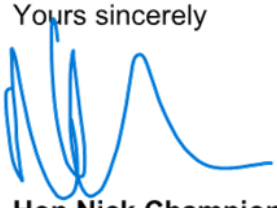
To help offset the loss of the existing tree, SA Water is willing to work with Council to plant a semi-mature replacement street tree in a nearby suitable location away from the sewer main.

SOUTH AUSTRALIA

I recognise Council's interest in this matter and appreciate its ongoing engagement. I would welcome continued cooperation between all parties to achieve an outcome that appropriately balances the interests of the affected residents, the public realm and the long-term management of the site.

I trust this information is of assistance.

Yours sincerely



Hon Nick Champion MP
Minister for Housing Infrastructure

/ 9 / 2026

Lara Gregory

From: SAMSB:Executive <samsb@sa.gov.au>
Sent: Wednesday, 9 September 2026 1:46 PM
To: Michael Hewitson
Cc: SAMSB:Executive
Subject: Correspondence - City of Unley - MotoGP

Follow Up Flag: Follow up
Flag Status: Completed

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CAUTION: This email originated from outside the organisation. Do not act on instructions, click links or open attachments unless you recognise the sender and know the content is safe.

OFFICIAL

Dear Mayor Hewitson,

Thank you for your letter of 30 July 2026 to the Premier regarding the MotoGP event and associated motorsport activities in the Adelaide Park Lands, and for outlining the matters raised by the City of Unley. As the agency responsible for planning and delivering major motorsport events on behalf of the South Australian Government, we have been asked to respond on the Premiers behalf.

The Adelaide Circuit Redevelopment Project was publicly released on 30 August 2026 and will deliver a redeveloped circuit capable of hosting the world's first city-centre MotoGP Grand Prix and the bp Adelaide Grand Final from November 2027. From 2028, the circuit will also support a new stage of the Tour Down Under. SAMSB is responsible for the design of the redeveloped circuit and management of the associated motorsport events, while the Department for Infrastructure and Transport (DIT) is responsible for delivering the circuit and associated infrastructure upgrades on behalf of SAMSB.

Since the initial circuit design was released in February 2026, extensive planning and design work has been undertaken across a range of areas, including circuit infrastructure, rider safety requirements, environmental and heritage considerations, traffic management, access arrangements, active transport networks and supporting infrastructure. Utilising elements of the historic Adelaide Grand Prix circuit, the redevelopment has been designed to deliver a world-class racing circuit while minimising impacts on the environment and creating additional opportunities for people to be active, connect and enjoy the Adelaide Park Lands.

Community consultation on the Adelaide Circuit Redevelopment Project is currently underway following the public release of the proposed circuit design. Community members, businesses, event operators, councils and other interested parties are encouraged to provide feedback on the proposed circuit design, community space enhancements, environmental focus areas, and tree and vegetation planting opportunities. Consultation remains open until 11:59 pm on Sunday, 20 September 2026, and feedback received will help inform the final detailed design.

The project team have advised that initial discussions have been held with the City of Unley regarding a meeting to discuss the project. While a date has not yet been finalised the project team remain committed to ongoing engagement with the council and local community as consultation and project planning continues.

Regards
Anna

Anna Varley
Senior Business Operations Officer
South Australian Motor Sport Board
T 08 8429 7514 | **E** anna.varley2@sa.gov.au

Government of South Australia
South Australian Motor
Sport Board

Ngai tampinthi ngadlu Kaurna Miyurna yartangka. Munaintya puru purruna ngadlu-itya. Munaintyanangku yalaka tarrkarriana tuntarri.
We acknowledge we are on Kaurna Miyurna land. The Dreaming is still living. From the past, in the present, into the future, forever.

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Bike Adelaide

Advocating for bike friendly communities

The Exchange, Exchange Pl
Adelaide SA 5000
bikeadelaide.org.au

Right Worshipful Michael Hewitson AM
Mayor
City of Unley
mhewitson@unley.sa.gov.au

9 September 2026

Conferral of Bike Adelaide Lifetime Membership

Dear Mayor Hewitson,

I wish to convey on behalf of Bike Adelaide members our sincere thanks and appreciation for all your advocacy during your mayorship for the improvement of Unley's cycling network. Your dedication and support for safer roads and a more sustainable city have resulted in the highest community cycling participation in South Australia, and have given inspiration to neighbouring council areas.

It is with great pleasure that I notify you of our committee's unanimous decision to confer you with Bike Adelaide Lifetime membership.

This recognises your eight years as Mayor of Unley, leading that council towards a pragmatic plan of a sustainable transport network and through its ongoing implementation.

Bike Adelaide is proud to have worked alongside you during your time as Mayor of Unley and we hope you will accept this conferral in person at our Annual General Meeting.

The AGM will be held on Wednesday 16 September, 6.30 til 8.30 pm at the Exchange, Exchange Pl Adelaide.

Thank you for your determination and advocacy.

Regards,

David Elliott, Chair of the Committee

DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION - CLARENCE PARK COMMUNITY CENTRE - GOVERNANCE AND PARTNERSHIP REVIEW
ITEM NUMBER:	7.1
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DANIELLE EDWARDS, PRINCIPAL GOVERNANCE AND POLICY OFFICER
DIVISION:	COMMUNITY & ORGANISATIONAL DEVELOPMENT

1. RECOMMENDATION

That:

1. Pursuant to section 90(2) and (3)(h) of the *Local Government Act 1999,* the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda item 7.2 , except for the following persons:
   - Peter Tsokas, Chief Executive Officer
   - Claude Malak, General Manager City Infrastructure
   - Ben Willsmore, General Manager City Shaping
   - Vanessa Godden, General Manager Community & Organisational Development
   - Alex Brown, Chief Financial Officer
   - Natasha Jones, Executive Manager Strategy, Risk & Governance
   - Hollie Keon, Executive Manager Technology & Business Improvement
   - Yelaina Eaton, Manager Community Connections
   - Danielle Edwards, Principal Governance & Policy Officer

   To enable the Council to consider Item 7.2 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss and consider in confidence the legal advice and matters relating to that advice relevant to Item 7.2 being the governance and partnership arrangements with Clarence Park Community Centre.
2. Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the discussion confidential.

PUBLIC DECISION REPORT

REPORT TITLE:	CLARENCE PARK COMMUNITY CENTRE - GOVERNANCE AND PARTNERSHIP REVIEW
ITEM NUMBER:	7.2
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	YELAINA EATON, MANAGER COMMUNITY CONNECTIONS
DIVISION:	COMMUNITY & ORGANISATIONAL DEVELOPMENT
ATTACHMENTS:	1. CLARENCE PARK COMMUNITY CENTRE GOVERNANCE REVIEW, MAY 2026 2. CONFIDENTIAL - LEGAL ADVICE FROM NORMAN WATERHOUSE LAWYERS DATED 9 SEPTEMBER 2026 3. CLARENCE PARK COMMUNITY CENTRE SHED WHS INSPECTION REPORT, AUGUST 2026

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1. PURPOSE

This report presents the outcomes of the further work undertaken since Council considered the Clarence Park Community Centre (CPCC) Governance and Partnership Review in May 2026. This includes legal advice, independent work health and safety (WHS) advice, further operational assessment by Administration and input from the CPCC Board.

The report seeks Council's direction on the preferred future operating model for the Centre and the basis on which Administration should negotiate arrangements with the CPCC before the current agreements expire in March 2027.

2. RECOMMENDATION

The matter is for Council to determine.

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3. RELEVANT CORE STRATEGIES – COMMUNITY PLAN 'TOWARDS 2050'

Goal 1: Our City offers an excellent quality of life and supports all people to thrive.

4. BACKGROUND

The Council was presented with a report at their meeting on 25 May 2026 that outlined the history of the City of Unley's partnership with Clarence Park Community Centre Incorporated (CPCC) since 2002 through Management and Partnership Agreements for the operation of the Clarence Park Community Centre.

Under these arrangements, Council provides the facility, maintenance, utilities, corporate support and employs core community centre staff, while CPCC retains venue hire revenue, delivers community-based programs (including the Community Shed), employs program-specific staff, and governs its operations through a volunteer Board.

The most recent Partnership and Management Agreements were endorsed by Council in April 2022 and are due to expire in March 2027.

Since the endorsement of these agreements, there has been a change in the operational scope of the Centre, most notably the closure of the occasional childcare service in late 2025. As a result, the Community Shed, Strength for Life, and Playgroup remain the primary programs directly operated by CPCC under the agreements.

BRM Advisory was engaged to prepare an independent review and provided a briefing to Elected Members on 30 March 2026.

Attachment 1

The review identified several issues that warranted Council's consideration, including:

- Unclear and overlapping roles and responsibilities between Council staff and CPCC, creating duplication and administrative inefficiencies.
- Governance and compliance gaps, including outdated policies and unclear accountability for risk management, work health and safety, and child safety obligations.
- A more complex operating model that tends to result in higher relative operating costs and similar community outcomes.
- Community outcomes achieved by centres directly operated by Council.

The review outlined three operating models for consideration, with relative risks and benefits against each:

Option 1	**Option 2**	**Option 3**
Revised Partnership Model	CPCC-Led Lease Model	Council-Led Operating Model
Council and CPCC retain a shared role under strengthened agreements and controls	CPCC assumes primary responsibility through a lease arrangement	Council assumes operational responsibility with structured community input

At the meeting, Council resolved that:

1. *Council notes the findings of the Clarence Park Community Centre Governance Review prepared by BRM Advisory (Attachment 3).*

2. *Council write to the Clarence Park Community Centre Board inviting the Board to consider the Review findings, to provide a response to the findings – including an opportunity to make a presentation to Council, to provide feedback on its preferred operating model and how the preferred operating model will address the Review findings.*

3. *Administration present a further report to Council following the receipt of the feedback from the Clarence Park Community Centre Board.*

Resolution No. C0001/26

Council resolved to keep the Council Report and Attachments in confidence. At the 22 June 2026 Council Meeting, Council subsequently resolved that:

1. *The Chair of the Clarence Park Community Centre Board be provided with a copy of the confidential consultant's report on the Clarence Park Community Centre and be advised that the report must not be distributed beyond the Board members.*

Resolution No. C0002/26

Engagement with the CPCC Board

The CPCC Board was provided with a summary of the review findings on 26 May 2026, the full BRM Advisory report on 23 June 2026, and an opportunity to present to Council its response on the findings.

At the 17 August 2026 Council Briefing, Council received a presentation from CPCC Board representatives outlining the Board's response to the Review and its preferred approach to the future management of the Centre. The Board emphasised the value it places on retaining a strong "community voice", volunteer contributions and the community development benefits associated with Board participation.

The Board has indicated that it wishes to retain a meaningful role in shaping the future direction of the Centre and maintaining a strong connection with the local community through better communications and reporting. However, it has not indicated a preference to assume greater responsibility for staffing, financial administration, compliance or daily operational management.

CPCC has also advised that recent engagement with its community identified a desire for stronger connection, improved communication and continued opportunities for local input into the Centre. The Board has expressed a preference for a reformed partnership agreement and has indicated a willingness to strengthen reporting and communication with both Council and the community.

Any strengthened partnership agreement will need to resolve the operational accountability, financial control, employment, governance and WHS risks identified through the Review and subsequent investigations.

Additional Investigations – Legal Advice

Following the May report and the CPCC Board presentation in August, Administration commissioned further investigations to inform Council's consideration of the future operating model. This included obtaining legal advice (Attachment 2) regarding the current agreements, governance arrangements and practical allocation of responsibilities, and commissioning an independent WHS Inspection (Attachment 3) of activities associated with the Centre and Community Shed.

Attachment 2

Attachment 3

This advice has informed the exploration of the operating models and risks as discussed.

A key issue raised is that Council staff perform operational and administrative functions for activities governed by CPCC, without sufficiently clear authority, accountability or control. This is one of several matters that would need to be addressed through a revised operating model and/or new agreement.

The advice builds on the three options previously identified to include legally available pathways to strengthen controls. Retaining a shared partnership model is possible, but would require substantial redesign of the agreements, governance, financial controls, reporting, policies and operating procedures, together with ongoing Council oversight and support. A CPCC-led lease model would provide clearer separation but is not considered practically viable without CPCC accepting significantly greater staffing, financial, compliance and operational responsibility, which the Board has indicated it does not support.

Whilst direct Council operation provides the clearest accountability and risk control, it is important that community involvement be preserved through a structured advisory arrangement. From a community perspective, the success of this model depends on the role and input of a community advisory group.

On balance, the legal advice supports moving away from the current shared operational model.

Additional Investigations – WHS Considerations

The CPCC Board commissioned a WHS inspection of the Community Shed in April 2026, and Council commissioned a further independent inspection in August 2026. Both identified a generally positive safety culture and did not identify any matters requiring immediate closure or cessation of activities.

The inspections did, however, identify opportunities to strengthen risk assessment, induction and training records, safe operating procedures, plant and equipment controls, emergency preparedness, incident reporting, monitoring and the documentation of responsibilities.

The August inspection highlighted uncertainty about supervision and control of work, including the respective roles of the Shed Coordinator, CPCC Board members, Council staff, and volunteers. It also identified incomplete or inconsistent documentation for risk controls, competency, equipment inspections and emergency arrangements.

These findings do not determine the preferred operating model but reinforce the need for any future arrangement to establish a single, clearly accountable operator with documented authority, competent supervision, consistent systems and effective oversight.

5. DISCUSSION

Roles and Responsibilities

The further work undertaken since May has reinforced that the central weakness of the current arrangement is the absence of a clear and workable division between governance, employment, financial administration and day-to-day operational responsibility between Council and the Board.

In practice, Council employees provide substantial support to activities for which CPCC retains governance or financial responsibility. This includes support for financial processing, payroll, coordination, records and continuity of Centre activities.

This creates uncertainty about where Council's responsibilities end and CPCC's begin. It also creates practical dependencies that are not clearly reflected in position descriptions, delegations, systems access, documented procedures or the current agreements.

Unresolved Risks

The current shared model presents unresolved risks relating to financial controls, payroll authorisation, segregation of duties, access to financial systems, staff supervision, policy compliance, use of Centre resources, staff wellbeing and WHS accountability.

Council employees can be placed in the position of supporting or implementing CPCC decisions while remaining accountable to Council policies, delegations and lawful directions. These risks arise from the structure of the model rather than isolated process failures and cannot be fully resolved while governance, employment and operational control remain divided.

Operating Models

Consistent with the 14 September Elected Member briefing, the three operating models explored comprise:

Option 1 – Revised Partnership Model.

Option 2 – CPCC-Led Lease Model.

Option 3 – Council-Led Operating Model.

In considering these options, Council should assess the extent to which each model is likely to:

- improve community outcomes
- extend the value of Council and community investment
- reduce Council's exposure to risks that it cannot directly control.

Each option is legally available, but each has different benefits, risks and implications for community participation, organisational capability, cost, accountability and control. The current arrangements should not be renewed without substantial change.

Option 1 – Revised Partnership Model

This option would retain the existing partnership approach while strengthening governance, reporting, accountability, and operational arrangements through revised agreements and oversight mechanisms. The existing financial arrangements should also be reviewed.

Under this model, CPCC would continue to play a substantive governance and operational role alongside Council, and both Council and CPCC will need to invest more time and resources to address the matters uncovered through the reviews. There is no guarantee that this model will resolve all the risks identified.

The potential benefits of this model include:

- Retention of community governance and participation.
- Preservation of volunteer contributions and community ownership.
- Continuation of established community relationships and local knowledge.
- Opportunity to address identified governance gaps through revised agreements, and clearer accountability measures.
- Opportunity to change the existing financial arrangement.

The potential challenges of this model include:

- Continued complexity associated with shared governance arrangements, particularly in relation to Council staff delivering Centre services.
- Ongoing reliance on volunteer capability and capacity to govern over the Centre and fulfil more operational responsibilities.
- Additional Council staff time and resources required to support and monitor the new partnership arrangement.
- Residual governance, compliance and accountability risks despite strengthened controls.
- Justification of the higher costs and limited control resulting from the partnership model.

Implementation Implications: Both parties would need to invest significantly in redesigned agreements, systems, reporting, monitoring and operating practices, with CPCC accepting greater ownership of defined responsibilities.

This option remains the Board's preferred option.

Option 2 – CPCC-Led Lease Model

Under this model, CPCC would assume primary responsibility for management and operation of the Centre through a lease arrangement, with Council acting principally as landlord and funding partner.

The potential benefits of this model include:

- Greater operational independence for CPCC.
- Clearer allocation of responsibilities.
- Reduced direct Council involvement in day-to-day operations.
- Alignment with lease arrangements used for other community assets.

The potential challenges of this model include:

- Significant governance, compliance, and operational responsibilities transferring to CPCC.
- Additional staffing and organisational capability requirements for CPCC.
- Increased financial obligations and risk exposure for the CPCC Board.
- Reduced direct Council oversight of a Council-owned facility.

Implementation Implications: CPCC would need to operate as a capable standalone service provider and employer. The Board has indicated that it *does not* support this option and it is not, therefore, presently considered viable.

Option 3 – Council-Led Operating Model

Under this model, Council would assume responsibility for management and operation of the Centre, with community input continuing through an advisory structure or other engagement mechanism.

The potential benefits of this model include:

- Clear accountability for operational, financial, and governance responsibilities.
- Alignment with Council's operating arrangements at other community centres.
- Reduced governance and compliance risks.
- Stronger oversight of Council staff, assets, and resources (including access to WHS resources to improve overall safety standards).
- Continued opportunity for community participation through formal advisory arrangements.
- Greater capacity for Council to use its existing professional resources, institutional capability and administrative support to operate the Centre efficiently and allow staff onsite to focus their efforts on achieving community development outcomes.

The potential challenges of this model include:

- Potential perception of reduced community control and ownership.
- Transition impacts for the current Board and volunteers.
- The need to determine future arrangements for CPCC, including its governance role and accumulated financial reserves.
- Potential concern from some stakeholders regarding the loss of a longstanding governance model.

Implementation Implications: Council would assume full operational responsibility and resource the Centre accordingly to ensure continuation of scheduled programming and to avoid community disruption. This can be achieved within existing resources. In tandem, Administration would work with the CPCC to establish advisory arrangements that retain community participation and a working partnership with the CPCC and to negotiate the investment of residual CPCC cash reserves and assets. This option is considered the least complex and most expedient to deliver.

Under either Option 1 or Option 3, community participation can continue through clearly defined governance, consultation or advisory arrangements. However, Option 1 presents a more complex and challenging process to resolve the risks as identified – further explored in Implementation Considerations.

Next Steps

Following the Council decision on the preferred option, and assuming that Option 2 is not viable, the Administration will:

- Inform the Clarence Park Community Centre Board (CPCC) of Council's decision
- Commence negotiations with CPCC to develop a revised partnership and management framework based on Option 1 or
- Commence planning and negotiations required to transition the Clarence Park Community Centre to a Council-led operating model based on Option 3.
- Continue to keep Council informed as the transition to the preferred operating model progresses.

6. POLICY IMPLICATIONS

6.1 Financial/budget implications

- The Review identifies that the Centre currently operates at a higher net cost to Council than other Council-operated centres (excluding Unley Community Centre which delivers a café program).
- The CPCC holds cash reserves that should be considered for reinvestment by CPCC back into the Centre and/or used to offset Council costs (e.g. staffing, administration, maintenance, etc.).
- Any future operating model decision may have financial implications, with Option 2 and 3 expected to have less financial impact than retaining Option 1 which is anticipated to be more costly to establish (and potentially maintain) given the significant investment required in redesigned agreements, systems, reporting, monitoring and operating practices.

6.2 Risk Management (identification and mitigation)

- The Review identifies governance, compliance and accountability risks under the current arrangements, particularly due to unclear role delineation and shared accountability.
- The further legal, WHS and operational work undertaken since May indicates that the current shared arrangement should not continue without substantial changes.
- A new agreement and operating model will need to address key risks as identified.

6.3 Staffing/Work Plans/Additional Resource Impact

- There are no immediate changes to staffing or resourcing proposed by this report.
- Existing arrangements will continue while Administration negotiates the preferred model and prepares a transition approach relevant to the option decided by Council.

- Any changes to staffing, systems access, financial administration, governance support or service responsibilities will be assessed through the transition planning process. Administration will keep Council informed throughout the transition.

6.4 Climate/Environmental Impact

- Nil.

6.5 Social/Economic

- The Centre remains a valued community facility that supports social connection, wellbeing and participation.
- All options seek to preserve community input while ensuring that future arrangements provide clear accountability, safe operations and sustainable governance.

7. ANALYSIS OF OPTIONS

Option 1 – Revised Partnership Model

1. The report be received.

2. Administration commence negotiations with Clarence Park Community Centre Incorporated (CPCC) to develop a revised partnership and management framework based on Option 1 – Revised Partnership Model.

3. A further report be presented to Council outlining the proposed future partnership arrangements, areas of agreement and any matters requiring Council direction prior to implementation.

Under this option, Council would seek to retain a partnership model with CPCC while substantially redesigning the current governance, operational and accountability arrangements.

This would require detailed negotiations with CPCC to clearly define responsibilities relating to governance, staffing, financial administration, operational management, work health and safety, policies, reporting and compliance. Revised agreements would need to establish measurable service standards, clear accountability mechanisms, performance monitoring and processes for managing disputes and non-compliance.

This option retains a direct governance role for CPCC and preserves the existing partnership structure. However, it is also the most complex option to implement and would require significant commitment from both Council and CPCC to address the governance, operational and accountability issues identified through the review process.

While changes to CPCC's constitution and governance practices could be explored through negotiations, Council cannot direct CPCC, as an incorporated association, to amend its constitution or internal governance arrangements. Any such changes would remain a matter for the organisation and its members.

Option 2 – CPCC-led Lease Model

1. The report be received.

2. Administration negotiate with Clarence Park Community Centre Incorporated (CPCC) regarding a CPCC-led lease arrangement based on Option 2 - CPCC-Led Lease Model.

3. A further report be presented to Council outlining the proposed lease framework, resource implications and implementation requirements.

Under this option, CPCC would assume primary responsibility for operating and managing the Centre through a lease arrangement, with Council acting principally as landlord and funding partner.

This approach would provide clearer separation of responsibilities and reduce Council's involvement in day-to-day operations. However, it would require CPCC to assume substantially greater responsibility for staffing, financial administration, governance, compliance, work health and safety and operational management.

Administration's assessment is that implementation of this option would require a significant increase in organisational capability, resources and risk acceptance by CPCC. The CPCC Board has advised that it does not support assuming this level of responsibility and, accordingly, Administration does not currently consider this option to be practically achievable.

Option 3 – Council-led Operating Model

1. The report be received.

2. Administration commences planning and negotiations required to transition the Clarence Park Community Centre to a Council-led operating model based on Option 3 - Council-Led Operating Model, upon expiry of the current agreements.

3. Administration work with Clarence Park Community Centre Incorporated (CPCC) to develop appropriate arrangements for ongoing community participation and provide a further report to Council outlining transition arrangements prior to implementation.

Under this option, Council would assume responsibility for the management and operation of the Centre following expiry of the current agreements.

Administration would work with CPCC to develop an orderly transition plan addressing staffing, volunteers, records, systems, assets, contracts, communications and continuity of programs and services. Community participation would continue through an appropriate advisory or engagement mechanism that enables ongoing community input while maintaining clear operational accountability.

This option provides the clearest allocation of responsibilities and addresses the governance, compliance, financial administration and work health and safety risks identified through the review process. It also aligns the Centre's operation with Council's existing community centre operating model and enables the use of Council's established systems, resources and oversight arrangements.

The future role of CPCC, including appropriate community advisory arrangements and potential investment of CPCC-held reserves into the Centre, would be explored through negotiation and reported back to Council for consideration.

8. RECOMMENDED OPTION

The matter is for Council to determine.

9. REPORT AUTHORISERS

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City of Unley

Clarence Park Community Centre Governance Review

22 April 2026

Final Report

BUSINESS • RESOURCE • MANAGEMENT

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EXECUTIVE SUMMARY

The Clarence Park Community Centre (the Centre) is one of four community centres owned by the City of Unley (CoU) and operates under a unique shared governance arrangement. Since 2002, CoU has partnered with Clarence Park Community Centre Inc (CPCC), a not-for-profit entity established to support the Centre, under a Management and Partnership Agreement. These arrangements aim to combine Council support with community-led stewardship through a volunteer Board, but with responsibility for performance, compliance and safety shared across both parties.

The review finds the Centre is a valued and well-used community infrastructure, with strong demand for both programmed activities and casual hire. The Centre's vision and intended outcomes align well with Council's Community Plan and the emerging Council strategic directions. However, the review also identifies that the current shared model is operationally complex with duplication of effort, inconsistent documentation and limited reporting against the CPCC's key performance indicators.

Operationally, the Centre functions effectively in terms of facility utilisation and growth in hire revenue. CoU staff are the primary drivers of day-to-day operations, activations and the long-term hire arrangements that underpin revenue. The shared staffing model creates role confusion, duplication in administrative effort and systems, and adds compliance and governance burden (e.g. Board meetings, auditing, reporting and policy development and upkeep).

Governance and accountability settings are not consistent or clear. The review identifies misalignment between the two agreement documents, CoU staff position descriptions and CPCC policies (many of which require update). There are also compliance gaps noted in the use and application of a child safe policy and procedures and work health and safety policies (of particularly importance with the operation of The Shed). These issues are amplified in a shared responsibility model, where split accountabilities will complicate incident responses and increase risks to Council who is likely to be deemed the PCBU (i.e. entity with the primary duty to ensure health and safety at work) should there be a serious incident on site.

In 2024/25, CoU invested approximately $169,000 in staffing and operating support for the Centre, which is in addition to its maintenance, renewal and utility costs, and does not receive hire revenue. Under the current arrangements, the CPCC retains all Centre revenues and is obliged to reinvest them into Centre services. Comparative analysis indicates the Centre is among the most expensive CoU centres to operate on a cost-per-active-hour basis.

After exploring the risks and benefits of alternative management scenarios, the review recommends that CoU consider transitioning to a Council-led operating model, aligning the Centre with the operating arrangements of the other three centres. This would clarify accountabilities, reduce governance and compliance risks, streamline administration, and improve cost efficiency while maintaining strong community outcomes.

1. BACKGROUND

1.1 Introduction

The City of Unley (CoU) has an established Management and Partnership agreement with the Clarence Park Community Centre Inc (CPCC) to operate the Clarence Park Community Centre (the Centre).

This partnership has been in place since 2002 and enables the delivery of community-focused services and activities at the Centre with a high-degree of community-ownership.

This partnership model has achieved a state where both parties work collaboratively together to ensure the Centre offers value for local residents, with both paid staff (CoU and CPCC) and volunteers supporting positive Centre activation and outcomes.

The Centre has seen recent changes with the closure of the occasional childcare service.

The current agreement is due to expire March 2027, prompting CoU to review the arrangement.

1.2 Purpose of the Review

The CoU has engaged BRM Advisory to assess the arrangement between the CoU and CPCC to consider whether it remains fit for purpose and to inform future decision-making regarding governance, operational arrangements and service delivery.

Fundamental to the Review is to consider the following key questions:

- Is the current Management and Partnership Agreement still appropriate given the scale and nature of current operations?
- Are governance and accountability arrangements clear, effective and compliant?
- Does the current model represent value for money?
- Is risk to the CoU being appropriately managed?
- How does this partnership compare with other community centre arrangements within the CoU?
- What changes, if any, are required ahead of renegotiations?

1.3 Scope of the Review

The Review was undertaken with reference to identified key review elements. These are repeated at the commencement of each section of the report with reviewing reflections summarised in the Discussion.

Table One: Review Elements and Description

Review Element	Description
Strategic Alignment	• Alignment of the partnership with CoU strategic plans, Community Infrastructure Plan (in draft), community outcomes and service objectives. • Ongoing relevance of the partnership given the current and anticipated service mix. • Risks and opportunities associated with continuing, modifying or transitioning the current model.
Governance and Accountability	• Roles, responsibilities and decision-making authority of CoU and the Board. • Effectiveness of governance structures, reporting arrangements and oversight mechanisms. • Compliance with relevant legislation, regulations and policies. • Adequacy of risk management, financial management and accountability processes.
Operational Effectiveness	• Assessment of current operations, with particular focus on the Community Shed and CoU staff who work at the Clarence Park Community Centre. • Capacity, capability and resourcing of the Board to deliver agreed outcomes. • Efficiency and effectiveness of current management and operational arrangements. • Implications of the recent closure of the occasional childcare program.
Comparative Analysis	• Comparison of governance and operational models with the other three community centres managed or overseen by CoU. • Identification of good practice, consistency issues and areas for improvement. • Assessment of equity, efficiency and risk across different operating models.

Documents Reviewed

The following background information has been considered as part of the review:

- Current Management and Partnership Agreements
- CPCC Constitution, Policies and Strategic Plan 2023-26 (refer Appendix A)
- Reports (e.g. CPCC Annual Report, recent Board minutes)
- Financial statements
- Position Descriptions (e.g. CoU Staff assigned to the site)
- Annual Survey Results (e.g. relevant to the community centres and services delivered therein)
- Centre Programming.

Stakeholders Engaged

Stakeholders have also been engaged to inform the Review, comprising:

- Staff members (3) who were interviewed onsite to capture the current operational approach, benefits, challenges and desired future state.
- Board members (16) who participated in a consultant-led workshop to gather insights into the current state of play and aspirations for future.

Findings Prepared

BRM Advisory prepared a draft review report that captures:

- Key findings
- Risks and opportunities
- Identification and analysis of options
- Recommendations to inform future arrangements

A copy of the draft report was provided to the project team for consideration and feedback.

Elected Members Engaged

Elected Members were presented with findings via an information session as it was important not only to provide an opportunity to receive input, but also to introduce the findings and recommendations to members prior to the receipt of the Review report.

2. STRATEGIC ALIGNMENT

Strategic Alignment	• Alignment of the partnership with CoU strategic plans, Community Infrastructure Plan (in draft), community outcomes and service objectives. • Ongoing relevance of the partnership given the current and anticipated service mix. • Risks and opportunities associated with continuing, modifying or transitioning the current model.

2.1 Community Plan: Towards 2050

The CoU adopted its *Community Plan: Towards 2050* in December 2024, which sets out several relevant goals and supporting objectives:

Goal 1 Our City offers an excellent quality of life and supports all people to thrive.

- *Objective 1.2 We embrace and celebrate the unique and shared history, heritage and identity of our people and places.*
- *Objective 1.4 We support creativity, cultural expression, and learning.*

Goal 4 Our City is well-planned and has great places and spaces that are designed, built, maintained, and activated to create a connected and vibrant community.

- *Objective 4.2 We create and activate interesting and inviting public spaces where people of all ages want to gather and enjoy our City.*

2.2 Ageing Well in Unley

CoU is proactively transitioning from its service delivery under the Commonwealth Home Support Program (CHSP) with CoU involvement in the program scheduled to conclude 30 June 2026.

This decision followed a CoU review of changes to the *Aged Care Act 2024*, which altered the governance, compliance and accountability requirements for organisations delivering aged care services.

Council determined that continuing to deliver CHSP services presented ongoing financial, operational, and regulatory risks that were not sustainable over the long term.

While CoU will no longer deliver CHSP services, it is committed to supporting ageing well in the community and to deliver and support a wide range of programs, services, and experiences for older residents.

Recently the Council was presented with suggested *Medium to Long-term* activities that the staff will pursue following the CHSP withdrawal, with the aim to modernise CoU's approach to community programming and partnerships:

- Align (currently siloed) programs across community centres, libraries, swim centre, and museum.
- Define what programs/partnerships Council delivers - and why - with a single, organisation-wide Strategic Programming and Partnerships framework.
- Establish consistent, community-led principles, engagement model, and partnership roles (provider, facilitator, partner, enabler).
- Developing a new Operating Model.

2.3 Community Infrastructure Planning

The CoU is currently partnering with an external consultant to develop a Community Infrastructure Plan (CIP).

The CIP will set a 20-year framework for planning, delivering and managing community and social infrastructure, including libraries, community centres, hubs, the pool, sport and recreation, and arts and culture.

The scope of the CIP includes to:

- Define the current and future role of Council in the provision, partnership, and advocacy of community infrastructure.
- Assess the current inventory of community infrastructure in terms of quality, quantity, distribution, use and alignment with best practice community infrastructure principles.
- Identify gaps, duplication, or inefficiencies in the existing provision (including consideration to spatial distribution and alignment with the CoU's City Plan).
- Analyse future demand based on projected population and demographic trends.
- Identify and outline funding opportunities (e.g. grants, cost recovery).
- Provide clear strategic directions, planning principles and implementation actions to guide investment, partnerships, divestment, renewal and service integration.

It is expected that the CIP will provide further insights into the efficacy of the Centre in the broader context of community infrastructure across CoU.

2.4 Clarence Park Community Centre Strategic Plan – 2023-26

The CPCC prepared its Strategic Plan with assistance from the Centre for People Development (CPD) in 2023. It sets out a vision, mission, goals and Key Performance Indicators (KPIs) for the Centre.

Vision

Enriched, connected, sustainable communities

Mission

Clarence Park Community Centre facilitates community coming together to meet, participate, contribute and learn

Goals and KPIs

Goals	KPIs
Connect with all residents in our communities	• Increase number of enquiries and registrations for programs and services • Increase number of new people accessing programs and services • Increase number of website hits
Partner with local businesses, groups and schools to increase diverse and inclusive programs and services	• Increase the number of new partner organisations with client cohorts currently underrepresented at CPCC • Increase number of new hires
Ensure our programs and services are representative of our values	• Conduct quarterly reviews of alignment between CPCC's services and programs and CPCC values
Maximise centre hire and services so they are accessible and relevant to the profile of our community	• Increase utilisation of venues • Broaden CPCC focus to include people who do not currently have a strong presence and/or are under-represented at CPCC
Provide programs and services that are representative of community needs and profile	• Monitor and report on alignment between identified community demographics and CPCC operations and CPCC services and programs
Ensure the sustainability of CPCC	• Recruit three new board members with required skill sets • Retain and/or increase resources provided by Unley Council

The CPCC has not reported against these KPIs in its Annual Report or through its regular Board meetings.

2.5 Review Reflections

Reflections

The stated vision, goals and performance indicators for the Centre align strongly with the CoU Community Plan directions and emerging directions of its Ageing Well and community infrastructure investigations. The themes of *shared history* and *inviting shared public places* remain at the heart of the Centre's ambition and operating model. Its ambition is to provide programs that are *representative of community needs and profile* which aligns strongly with the CoU goal of *quality of life for … all people*.

In principle, the CPCC partnership should provide greater opportunities for increased service mix with an engaged Board that provides a direct link between Centre users, the broader community and the design of programs. We are aware that the Board recently provided a demographic review with a view to inform the design of new service programming outcomes, but this is yet to be implemented.

The demand for the facility (both casual and programmed) indicates that the Centre is valued community infrastructure that should be retained for community use. However, a lack of reporting against the Centre's own KPIs makes monitoring of the Centre's effectiveness difficult to achieve. Financial data (explored in Section 3) shows growth in hire revenue but operating deficits across several programs delivered by the CPCC.

There are risks and opportunities associated with continuing, modifying and transitioning the current model as explored in the Section 6 Discussion. Continuing the arrangements "as is" will not address the duplication of efforts and lack of role clarity between staff and the Board (explored in Section 3 Centre Operations and Section 4 Centre Governance) but transitioning to an alternative, such as Council-led, risks losing community insights, ownership and community support.

We note that against the CPCC Goal: *Ensure the sustainability of CPCC* a listed KPI is to retain and/or increase resources provided by CoU, which is relevant to note when evaluating the management scenarios explored in Section 6.3

3. CENTRE OPERATIONS

Operational Effectiveness	• Assessment of current operations, with particular focus on the Community Shed and CoU staff who work at the Clarence Park Community Centre. • Capacity, capability and resourcing of the Board to deliver agreed outcomes. • Efficiency and effectiveness of current management and operational arrangements. • Implications of the recent closure of the occasional childcare program.

3.1 Facility Overview

The Centre has been in operation for nearly 100 years, with the construction of the original Clarence Park Institute in 1929. The facility was expanded over time with an association first established in 1984 to run The Shed (TOYS), childcare centre and Food Co-operative.

The Centre has a self-described '1920's ambience' with a hall, meeting rooms, community shed and a range of facilities that support programs and services and general facility hire.

Figure One: Clarence Park Community Centre site plan and internal photographs

The site is approximately 3,000 square metres and comprises several buildings developed over time. While some buildings were purpose built for the current community use (e.g. the original institute, hall and childcare rooms), others have been adapted over time (e.g. the former Mrs Murray house fronting East Avenue).

The Shed operates partly from the western end of the main building (i.e. adjoining the childcare areas) and partly from within a purpose built shed, joined by verandah.

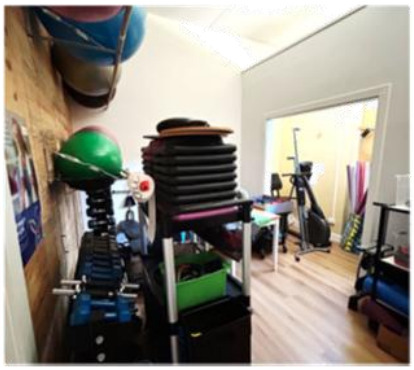
Shed Room 1 (Building)

Shed Room 2 (Shed)

Staff occupy the front rooms of the house fronting East Avenue, with rooms for hire to the rear of the building.

The main hall houses a community food 'co-op' that has operated at the site since 1982, storage of weights for the Strength for Life program, a stage and kitchen facility (not commercial grade but highly functional).

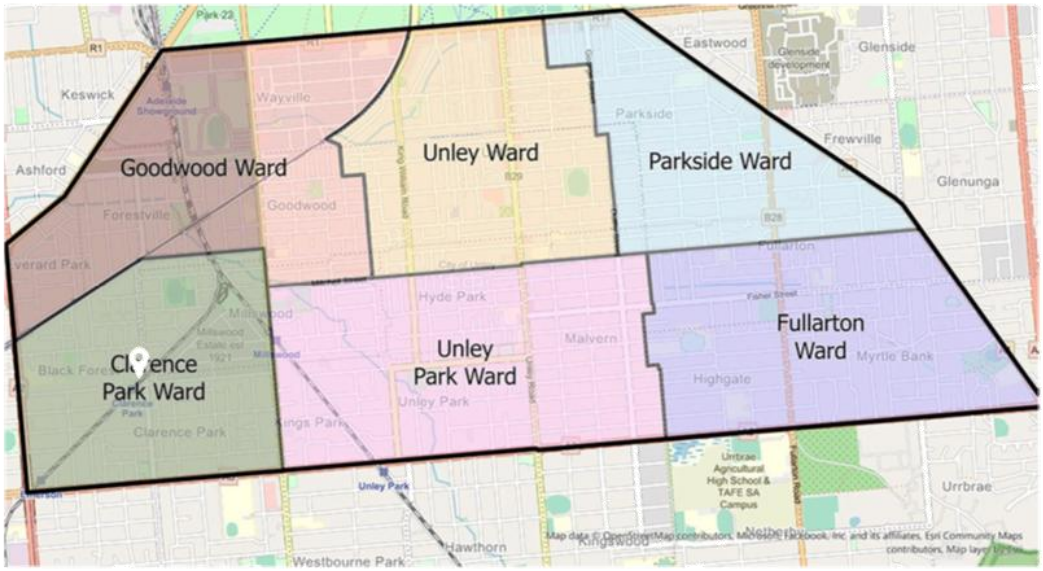
Food Co-op



The Centre is located on the corner of Canterbury Terrace and East Avenue, Clarence Park, in the centre of the Clarence Park Ward and with a catchment[1] area as shown (Figure Two).

[1] Catchment area as described in CPCC Constitution 2023

Figure Two: Clarence Park Community Centre location, catchment (shaded) and Council Wards



The CPCC 2024/25 Annual Report states that the following programs[2] were the most valued and attended by the community:

- Kumon: Academic enrichment programs for children (external hirer)
- Kindermusik: Music and movement classes for young children (external hirer)
- Strength for life: Fitness programs tailored for older adults (CoU staff-led)
- Free Sunday yoga: Open-access wellness sessions for all ages (CoU staff-led)

The report also cites the following activation statistics across 2024/25:

- Visitations: 66,952
- Hire Bookings: 1,899
- Programs delivered: 2,433

Hire bookings have grown with the report showing an 18% increase in hire bookings revenue between the 2023/24 and 2024/25 financial years.

When comparing the reported total visitation to previous years, we note that activation does not appear to have recovered to pre-COVID levels with the 2018/19 financial year reporting visitation numbers surpassing 70,000.

Prior to the Management and Partnership agreement with CoU, the association received a grant to run the programming and employed all of the staff required for the facility and programming.

[2] All Centre activations (except for The Shed and the previous Occasional Child Care Program) are coordinated by CoU staff.

3.2 Staffing

CPCC is governed by a volunteer Board who directly employs two part-time staff to oversee The Shed, playgroup and some of its administrative needs.

Two additional part-time CoU staff oversee the daily operations of the Centre and provide bookkeeping services to the CPCC and incidental management activities for CPCC staff (e.g. sign off for daily timesheets).

CoU staff are required to take directions from both the Council and the CPCC.

A breakdown of roles, responsibilities and employers is provided in Table Two.

Table Two: CPCC Roles and Employers

Role	Employer
Coordinator Coordinate day to day operations in collaboration with the CPCC Board. Supervise and provide leadership to Council staff and volunteers.	CoU
Admin and Customer Service Assist coordinator and provide the first point of contact with customers, hirers and uses. Data entry and bookkeeping (including for CPCC).	CoU
The Shed Coordinator Assist in the coordination of The Shed, its volunteers and uses.	CPCC
Administrative Support Assist the CPCC Board with administrative needs.	CPCC

3.3 Financial Performance

The financial performance of the Centre needs to be considered in two parts as the CoU invests directly into the Centre (e.g. staffing and administrative costs) and the CPCC invests directly into the Centre (e.g. staffing and administrative costs) and retains all revenue.

CoU Income and Expenses (2024/25)

For the 2024/25 financial year, the CoU invested $169,099 into the Centre, as shown in Table Three.

Table Three: CoU Costs – Clarence Park Community Centre (2024/25)

Centre Cost Items	Total
Grant (Dept of Social and Human Services)	($25,379)
Salaries (Council staff only)	$149,986
Printing, Stationery & Office Supplies	$5,816
General and Minor Equipment	$5,762
Telephone, Fax & Data Lines	$2,358
Catering	$915
Office Equipment Maintenance	$1,740

Centre Cost Items	Total
Program Expenses	$8,502
Marketing	$4,398
The Shed (additional financial contribution)	$15,000
Total	**$169,099**

These cost items exclude cleaning, maintenance, utilities and capital renewals, which is paid by CoU for this centre and for its other three community centres.

CPCC Income and Expenses (2024/25)

The CPCC reported its income and expenses through its 2024/25 Annual Report and supporting Profit and Loss Statements, as abridged in Table Four.

Table Four: CPCC Income and Expenses (2024/25)

Centre Cost Items[3]	Income	Expenses	Total
Childcare	$106,430	$146,196	-$39,766
Hall Hire	$71,734	$1,210	$70,525
Short Courses	$ 3,172	$341	$2,831
School Holiday	$1,642	$1,568	$73
Community Events		$3,449	-$3,449
Playgroup	$2,095	$7,532	-$5,437
The Shed	$22,344	$37,040	-$14,686
Strength for Life	$50,903	$40,465	$10,438
Sub-Total			$20,518
Administration Overheads	$47	$44,405[4]	-$44,358
Total Operating Deficit			**-$23,840**

As shown in Table Four, for the year ending 30 June 2025[5], the Centre reported a gross profit of $20,518 (which is $21,030 lower than the previous year) but a net loss once factoring in overhead expenses related to CPCC management.

Hall hire generated $70,525 which was $10,734 more than last year and remains the main income stream and is showing positive improvement[6].

Centre programs collectively recorded a loss of $546, with short courses and school holiday programs making small profits, but playgroup and centre functions contributing losses.

[3] CPCC employee costs are embedded in the costs of each service (e.g. The Shed and Childcare)
[4] Includes depreciation
[5] We note that the 2025/26 financial position is expected to vary significantly with the closure of the occasional childcare facility, which generated the most significant losses for the CPCC.
[6] For example, the CPCC Treasurer's report from March 2026 reported that hire income had already achieved $80,000 to February 2026, $30,000 more than the same period in the last financial year.

The Shed program also posted a loss of $14,686 despite receiving a $15,000 wage subsidy from CoU (total annual Shed expenses $37,040 with income $7,344, plus CoU grant).

Strength for Life was a financially successful program that earned a profit of $10,438.

The CPCC's net equity was reported as $144,900 comprising total assets of $173,512 and liabilities of $28,612.

Per the report "continued financial support from CoU enables the Centre to offer affordable services to the community, despite ongoing operational losses".

Further, the Treasurer notes (through the Annual Report) that the Board may need to consider fee increases, seek additional funding or adjust activities to ensure long-term financial sustainability.

> *"Achieving the balance between the community's desires and the Centre's financial resources will continue to be one of the challenges of the future and it is one that [the Treasurer is] committed to supporting."*

The CPCC reported overhead expenses of **$31,768** in the 2024/25 financial year (when excluding depreciation), which are costs directly related to the operation of the incorporated body (e.g. accounting, administrative wages, payroll, internet, telephone, board expenses, bank fees, insurance and volunteer overheads).

This amount does not include the cost of CoU staff time in support of Board activities (e.g. bookkeeping, Board reports, etc.), which we estimate to be in the order of $10,000 per annum (and is accounted for within the CoU income and expenses breakdown, Table Four).

3.4 Staff Insights

CoU staff were interviewed about the Centre operations and to identify strengths, challenges and opportunities presented by the operation of the Centre. In summary:

Strengths

- Strong community voice and skills provided through the operating model and Board representation.
- The Centre delivers unique programs (e.g. The Shed, Food Co-Op) and was the original home for the Strength for Life program, now widely adopted across other centres.
- The Centre is a family-friendly environment that has been very welcoming to a culturally diverse community.
- The Centre has a strong history of supporting sustainability and environmental initiatives and focus.
- The Board has recently undertaken strategic planning initiatives to place more holistic focus into the broader operations of the Centre (i.e. beyond childcare).

Challenges

Staff identified a number of challenges that can be attributed to the operating model of the Centre:

- The provision of a Board with staff *and* CoU staff can "blur the lines" and make responsibilities unclear and can lead to double handling and confusion.
- The arrangement also results in other types of duplication of effort such as the provision of two phones, two computers and two internet services.
- Staff reported a general reluctance from CoU corporate services and building maintenance teams to support services at the Centre due to the CPCC arrangements.
- Most of the programs at the Centre run at a loss and are only sustained due to the broader venue hire revenue and direct financial support from CoU for The Shed.
- The engagement level of Board members varies significantly.
- In general, the Board is eager to provide advice, but few members regularly volunteer or contribute to the activation and daily management of the facility.
- CoU staff reported that they are not always comfortable with the impacts of reporting through to 'multiple masters', including a Board Chair who is not their employer yet has operational responsibilities that rely on staff compliance with directives.

Opportunities

Staff stressed the importance of maintaining strong community input and flagged expected community opposition to any changes to the management arrangements.

The site has a strong history of community involvement and activation and this should be encouraged.

Staff were also confident that a Council-led operating model would deliver similar levels of site activation and programming.

3.5 Review Reflections

Reflections

The Centre appears to operate effectively in terms of facility use, site activation and hire revenue. However, as shown through the financial analysis, Centre programming generally runs at a loss and requires subsidy from CoU through grants and hire revenue.

The Shed appears to be a relatively "expensive" service (approximately $2k per regular attendee) and requires regular financial support from CoU and yet still operates at a loss each year. The service also operates within small work areas that may not meet contemporary work health and safety standards.

CoU staff appear to be the primary instigators of site improvements, activations and facilitating long-term hire agreements that underpin the use and revenue hire for the Centre.

The operating model, comprising a Board overseeing CPCC's own staff who also interact with CoU staff, leads to confusion and duplication of effort. This model does not appear particularly efficient when considering the requirements for regular Board meetings, bookkeeping, auditing, reporting and compliance requirements for the CPCC.

However, Board members *do* volunteer in their capacity on the Board and for select community events.

Whether the operating model is *effective* needs to be considered in the context of the stated vision of the Centre, which is to (abridged from the strategic plan):

- *connect with all residents*
- *partner with local stakeholders*
- *increase diverse and inclusive programs and services*
- *ensure programs and services are representative of its values*
- *maximise centre hire*
- *provide programs and services that are representative of community needs and profile*
- *ensure the sustainability of CPCC.*

With respect to the last quoted ambition, the CPCC's financial sustainability is improving with the close of the childcare centre and with support from CoU provided through the provision of staff and revenue from hire (equivalent of $169k CoU staffing costs plus $70k revenue in 2024/25) and Shed contribution ($15k).

However, there is limited evidence that demonstrates that the CPCC has increased or improved programming or services in recent years, nor maximised centre hire (particularly when comparing revenue to the other four CoU Centres – refer Section 5 Comparative Analysis).

The closure of the occasional childcare program has unlocked capacity to reconsider the use of part of the facility and the outdoor play area.

In the short term, the CPCC has a temporary arrangement with another childcare provider (i.e. with their facility undergoing renovations), but from May 2026 this arrangement will cease, and efforts will be needed to maximise this space and capture new revenue sources.

4. CENTRE GOVERNANCE

Governance and Accountability	• Roles, responsibilities and decision-making authority of CoU and the Board. • Effectiveness of governance structures, reporting arrangements and oversight mechanisms. • Compliance with relevant legislation, regulations and policies. • Adequacy of risk management, financial management and accountability processes.

4.1 Agreements

There is a two-part agreement that sets out the roles, responsibilities and levels of support between CoU and CPCC to deliver the services at the Centre.

- Part A – Management Agreement
- Part B – Partnership Agreement

Through these Agreements, the responsibilities of each party primarily include:

Council	CPCC
• Provide the building, associated maintenance, insurance and utility costs. • Employ and fund core staff at the Centre, including a part-time Coordinator and a part-time Customer Service Officer. • Provide day-to-day management of the Centre. • Allocate an annual operating budget for the Centre relevant to its responsibility, inclusive of staff costs, equipment, phone and internet, office supplies, marketing and promotion. • Administer the grant funds received from Department of Human Services for the Centre. • Pay all rates, taxes and charges relating to the Centre including utility, building maintenance and management and cleaning costs.	• Retain the income from hall hire and reinvest into programs and services to directly benefit the Centre and local community. *"This revenue… is considered funds that otherwise would be receivable by the Council and in effect represent funding to the Association from the Council"* (per clauses 28.1 and 28.4) • Work directly with the community to develop and implement relevant and accessible programs and services that meet the needs of the local community. • Employ and manage paid staff and volunteers required for the coordination of programs and services. • Fulfil obligations as a not-for-profit organisation. • Seek and administer grant funding to support activities.

In general, the Centre functions as outlined in the Agreements. However, there is some inconsistency in the role expectations when comparing the Agreements with CoU staff

position descriptions and daily activities. For instance, the Part A Management Agreement states that:

Table Five: Management Agreement Excerpts (Schedule Item 6 and 7)

Item 6 Council Inputs	Item 7 CPCC Services
Labour (a) A manager (part-time) of the Premises (a Council employee), and **with authority** for him or her to coordinate and give direction to any Worker. (b) The (part-time) services of other Council employees as **reasonably required** and that at the time Council is able to, and agrees to, provide. (a) Ensure Council workers are employed and **onsite during the opening hours** of the Centre (in cases where core staff are unavailable, they will be substituted by another Council worker). (b) Ensure a Council staff member **attends the monthly Board meetings** and the Annual General meeting (including Board meetings held outside of Business Hours). (c) Council workers will provide **general support and advice** to the Association.	(d) **Seek grant funding** from other sources in government and private sectors. (g) **Provide such labour** (paid, or volunteers) as **required** for activities upon the Premises to be conducted safely and to an acceptable standard. (h) On **each day** the Premises are to be used for an activity, **open and attend** (via a responsible adult) at the Premises during the activity, close and secure the Premises (Include set any alarm) after the day's activities. (k) **Record each day's receipts** in accounting program (or if Council provides access to any software for that purpose, within that software).

Discrepancies between the Agreements and the practice on site are best illustrated through the review of CoU Position Descriptions. For example, responsibilities of the CoU part-time staff are in direct contradiction to the quoted Part A Management Agreement excerpts (above) requiring the staff member to:

> *"Administer the Centres venue hire and program fees including invoicing, cash handling processes, online payments, receipting and balancing and end of day banking preparation."*

Similarly, the CoU Position Description for the Centre Coordinator requires that this role recruit and supervise staff and volunteers both for CoU *and* the CPCC, adding to the confusion between the responsibilities. The position is also expected to develop the annual program and help set strategic direction, reporting both to the CoU and the CPCC.

4.2 Constitution

A Constitution outlines the membership and structure of the Board, comprising:

- Not less than 11 Board members and not more than 17 (total)
- Not less than 9 and not more than 15 need to be local community members (i.e. residents living within the defined catchment area)
- 1 member is a CPCC employee (stated as the "Child Care Director")
- 1 member is the Coordinator*
- 1 Council nominee

Board appointments are for a two-year term with office bearers for 1 year and forming part of a defined 'Executive' that has powers to act outside of scheduled Board meetings (under conditions). Office bearers comprise:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary

** The role of "Coordinator" is defined by the Constitution as:*

> *Staff member at Clarence Park Community Centre Inc, with the responsibility of the day-to-day management of the Centre responsible for:*
>
> - *Managing the ordinary functions of the Association.*
> - *Implementing the policies, procedures and decisions of the Board.*
> - *Providing advice and support to all staff on day-to-day operational issues.*
> - *Operational management of staff and the Centre.*
> - *Assisting in the hiring of employees for the Association.*

It is not clear in the Constitution whether this "Coordinator" is intended to be the CoU employed coordinator or an employee of the CPCC. In practice, the CoU Coordinator position is granted a place on the Board (which is promoted on the CPCC website) and further confuses the Board's role as it relates to 'governance' and staff as it relates to 'management' (explored in Section 4.5).

With the closure of the occasional childcare centre, the Constitution will need to be updated to remove references to the Childcare Director and Board composition.

4.3 Policies

The CPCC Board has 17 confirmed (plus one Child Safe) policies in place to govern the operations of the Centre. These are reviewed periodically with the support of a policy sub-committee.

Table Six: CPCC Policies

CPCC Policies		
Code of Conduct	Drug and Alcohol	Risk Management
Confidentiality	Feedback and Complaints	Safe Environment
Conflict of Interest	First Aid	Smokefree Environment
Consultation	Playgroup	Wellbeing
Delegations	Privacy and Confidentiality	Work Health and Safety
Dispute Resolution	Return to Work	Child Safe (Archived)

We note that most policies were last updated and endorsed by the CPCC Board in November 2018 with some updated in 2020. Confirming the date of review and currency of policies proved difficult too, due to the limited version information provided within each document.

Gaps and observations noted through the review include:

- Legislative and compliance references are largely out of the date for many policies due to their last review and update occurring over 7 years prior (with some updated in 2020).
- The templates used for several policies reference other policies and procedures that do not appear to be in operation at the Centre (e.g. reference to *Goodwood Community Services Inc* or other CoU human resources policies).
- The Child Safe Policy (2018) appears to have been archived with childcare program documents. The *Safe Environment Policy* provides some references to key controls around child safety (e.g. periodic criminal record screening of volunteers and employees and requirements for all to report suspected abuse via the Child Abuse Report Line (CARL)) but does not meet current standards.
- Without an endorsed and updated Child Safe Policy, the CPCC is not compliant with the requirements to have in place training for Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) and the lodgement of a Child-Safe Environments Compliance (CSEC) statement.
- Across several policies, the responsibility to administer the requirements of the policy is assigned to three roles: the (1) Coordinator, (2) Childcare Director *and* (3) Chairperson, making it unclear who responds in practice and who is accountable should requirements not be met by any of the three nominated roles.
- Within the *Dispute Resolution Policy*, there is no pathway provided for a complaint *against* the Chairperson, as all complaints must be directed *to* the Chairperson.

- In the *Confidentiality Policy* the CPCC can decide what to hold in confidence without the application of defined criteria. The CPCC is not bound by same rules as Council for holding its deliberations in public and holding only limited information in confidence.

- The First Aid Policy does not make any special reference to the services conducted within The Shed, despite the additional risks of harm and requirements for more significant first aid equipment on hand to address serious injuries (e.g. eye injuries, serious cuts and/and punctures, etc.).

4.4 Board

The CPCC is a non-profit community organisation with a seventeen (17) member volunteer Board. Council has no control over the composition or appointment of the Board under the current agreement.

Board members bring a broad mix of professional skills and backgrounds, including social work, education, human resources, project management, government, commercial experience and local council leadership. Many members have governance experience, holding office-bearing roles or chair positions, and a few possess expertise in risk management, regulatory compliance, financial oversight and operational management.

Many members are long-term residents with strong connections to the local area. Their combined experience covers youth work, demographic planning, community development, and supporting vulnerable groups. Collectively, these skills are made available to help the Board and CoU deliver responsive programs and effective services to the local community.

Board meetings are sometimes attended by CoU Councillors and staff.

BRM Advisory met with the Board to explore the benefits that the operating model provides to the Centre. Here are some of the suggested benefits captured from the discussion with Board members:

- The Board comprises a group of **skilled** people who collectively provide "tens of thousands of hours" in time to support the interest of the community.

- The Board is **responsive to change** and can put more time into solving problems.

  Examples given: *The Board previously "debated passionately" whether to purchase a second Centre computer, worked with staff to make the online platform (Bookable) effective, explored STEM and homework clubs in response to demographic changes.*

- The Board provides **continuity** when staff change and priorities shift; they collectively provide long-term corporate knowledge and community stewardship.

- The Board can **apply for grants** as a non-council entity.

- The Board members provide **staffing** for community events (e.g. Halloween 2023 and twice-yearly Kids' Market).

The Board has established a new committee to evaluate programs, which came as a result of the childcare closure.

The Board is particularly proud of The Shed service and facility, which provides access to wood working for 18 regular members (65 to 90 years of age) and school holiday programming. The Board reports that this service provides an important outlet for members, supporting their mental health and providing a valued service back to the community (e.g. through the repair of furniture and games). The Shed also sells products (e.g. cutting boards, candle holders, etc) and partners with hardware stores and local tradespeople to source materials and reduce service costs. The school holiday program delivered by The Shed is regularly full and provides opportunity for school children (as young as 10 years old) to develop practical woodworking skills.

It was evident through engagement with the Board that children and the provision of facilities for children is at the heart of the Centre and a key part of its historical foundations. Board members were still (by their own admission) grappling with the significant change to the facility with the recent closure of the occasional childcare program, which they believe "filled an important gap" in the local area for long childcare services that did not need to be prebooked. This was a key point of difference, as caregivers could drop their children in for a few hours each week without appointment or precommitment.

The Board was keen to continue to support children and families and would continue occasional childcare services should the regulations not have changed.

Future of the Centre

We asked the Board what its vision was for the future of the Centre. Here are some recorded responses:

- Maintain the Centre's programming and responding to population growth, which is expected to increase demand for the facility.
- Remain "hands on" and continue as "custodians" of the Centre, maintaining the community involvement as it has been over the last 40 years.
- Providing a "Point of Difference" as the community's "mouth piece" whereby it can identify community needs and translate that into programs.
- Utilise the spaces left available with the closure of the childcare facility.
- Explore a new phase of programs to cater for families moving into the area.

We also discussed an alternative governance model, such as the use of a Community Reference Group or similar in place of the CPCC at the Centre, which was met with concerns by members of the Board.

Fundamentally, the Board felt that there would be less self-momentum without the "skin in the game" resulting from an arrangement as currently in place. Members believed that "enthusiasm wanes" with a reference group.

Further, Board members acknowledged that its role had value beyond the Centre, that the Board "provides a good stepping stone" and learning to help its members develop skills that can support civic engagement, whether as a Councillor or in other capacities.

In short, the Board held that, "the Management and Partnership Agreement works and does not need to change."

4.5 Exploring the Governance Model

When reviewing the governance model in operation at the CPCC, the current arrangement could be best thought of as a **shared** arrangement for both delivery and accountability.

These types of arrangements with community-based organisations are not uncommon across local government in South Australia. We understand that CoU's own Goodwood Community Centre operated under a similar arrangement and transitioned to direct service delivery by Council several years ago.

It is a commonly applied management approach in the peri-urban and regional council areas where local "hall committees" operate community facilities under low cost (e.g. "peppercorn") lease arrangements and retain hire revenues to invest in the facility (including minor maintenance, improvements and services).

These arrangements commonly deliver more value to the community than the relevant council can achieve should it operate these facilities without a partnership with the community. Primarily this outcome is achieved through the volunteer labour unlocked through the partnership (with members acting as volunteers for events, minor maintenance, unlocking/locking the facility and informal community outreach, etc.). These arrangements also provide "local stewardship" value and continuity (reflecting local community connection with place).

However, there is a common "governance trap" experienced and of relevance to the review of the CPCC. Often volunteers provide hands-on operational contributions but not necessarily governance maturity. Good governance requires accountability, compliance discipline, financial controls, risk awareness and documentation.

Similar to the challenges experienced at CPCC, it is common that these partnerships rely heavily on council staff for templates, training support and guidance to fulfil the governance necessary to effectively "manage" their facilities. But this further confuses the expectations and accountabilities between boards and council.

Governance (board) and management (staff/operations) are fundamentally different functions. Confusion leads to conflicts and inefficiency. The Australian Institute of Company Directions stresses clear boundaries and delegations between board and management, noting that authority can be delegated but responsibility cannot be delegated. Commissioner Hayne in the Royal Commission into Misconduct in the Banking,

> "Boards cannot, and must not, involve themselves in the day-to-day management of the corporation."
>
> Commissioner Hayne
>
> Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry 2019

Superannuation and Financial Services Industry[7] goes so far as to say these functions should not mix.

This raises an important question about what the Board should be doing – particularly in a shared operating model and in a sector where it is common for governance and volunteer labour to find itself mixed due to the operational demands of the facility.

The Board should ideally be focussed on:

- Defining purpose and outcomes for the Centre (who it serves, what success looks like)
- Managing risks and compliance discipline (child safety, WHS, incident response readiness)
- Ensuring financial stewardship (budgeting, sustainability planning, appropriate controls)
- Managing performance and reporting (KPIs and evidence, not anecdote)
- Maintain board capability (skills mix, induction, conflicts management, succession)

We explore alternative governance scenarios in Section 6 as they relate to a spectrum of control, which can help guide Council's consideration of the arrangement at CPCC in the context of this review.

Table Seven: Spectrum of Governance Control

Council-Led **"Council Does"**	Shared / Hybrid **"We do"**	Outsourced **"They do"**
Council provides labour Council takes full operational responsibility	Labour is provided from both parties Both parties are responsible for operations	Labour is provided by external party All operational responsibilities rest with the external party

The current arrangement can best be described as 'shared', which means Council retains responsibilities despite partnering with an external body. This arrangement presents more risks to Council than either of the other models as direct control is reduced.

The greatest governance risks tend to arise when accountability and control are split in a shared model, because direction, accountability and incident response pathways become unclear. The review has uncovered this risk playing out in the daily operations of the site (e.g. unclear roles, outdated policies, unclear incident response ownership, duplicated systems/cost and mixed reporting lines).

The benefit of operating under a shared model is either reduced labour or reduced risks. The current arrangement delivers neither. The primary benefit achieved at the CPCC is community representation in decision-making.

[7] K M Hayne, 2019, *Final Report Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry Volume 1*, February, Commonwealth of Australia, p 400,

4.6 Review Reflections

Reflections

Roles and responsibilities for the operation of the Centre are not always clear. There is inconsistency between the Part A and Part B Agreements, CoU staff Position Descriptions and CPCC Policies (in addition to needing review and update).

The policies often assign critical responsibilities to three roles: Coordinator, Childcare Director and Chairperson. It is unclear from the documents reviewed how staff of CoU or CPCC would respond to an incident onsite (e.g. major injury or assault) and who would be held accountable for the response.

The policies have also not been updated and kept compliant. Of particular concern was policy confusion and shortfalls related to child safe environments. It should be clear what policies are in operation and how the Board is ensuring appropriate controls for children accessing the site and its services.

Likewise, with the operation of power tools, cutters and grinders, etc. within The Shed, the work health and safety policies are light and do not specifically identify key risk areas. The First Aid Policy is also not commensurate with the personal safety hazards.

The Board is large and in a strong position to keep policies up-to-date and aligned with contemporary legislative requirements.

From discussion with the Board, it seems that (in practice) the Board functions more akin to an "Advisory Panel" rather than a regular, active, driving force behind the operations of the Centre (apart from the Office Bearers, who are move involved in daily matters).

Further, the occasional childcare service was clearly a significant part of the Centre's operations and focus for the Board over the recent years due to its significant financial and legislative compliance burden. It is possible that this has distracted the Board from its full-service obligations and that now the Board can renew its focus on the full operation of the Centre.

Governance under a 'shared' responsibility model is difficult to execute effectively and adds costs and operational complexity. The benefit of operating under a shared model is either reduced labour or reduced risks. The current arrangement delivers neither of these benefits.

5. COMPARATIVE ANALYSIS

Comparative Analysis	• Comparison of governance and operational models with the other three community centres managed or overseen by CoU. • Identification of good practice, consistency issues and areas for improvement. • Assessment of equity, efficiency and risk across different operating models.

5.1 Comparison Community Centres

The CoU owns community centres located at Clarence Park, Fullarton, Goodwood and Unley. All are accessible to the broader community and offer a range of activities for individuals, families, children and young people, older persons and cultural groups.

All provide spaces for general hire.

All present to the public via the CoU website with the same branding style and program offering.

Collectively, these centres attract approximately $1.1 M in annual CoU investment through staffing and operational support, offset by approximately $600,000 in hire revenue, catering and user charges, and government grants.

CoU staff operate at all four facilities.

Clarence Park Community Centre is the **only centre** that operates under a Management and Partnership Agreement.

Table Eight: CoU Centre Overview Summary

Centre	Overview
 Clarence Park Community Centre	**Location** 72-74 East Avenue Black Forest South Australia 5035 **Get Directions** **Contact** cpcc@unley.sa.gov.au (08) 8293 8166 **27 active hours per week** Monday to Thursday 9am–3pm Friday 9am–midday
 Fullarton Park Community Centre	**Location** 411 Fullarton Road Fullarton South Australia 5063 **Get Directions** **Contact** fpcc@unley.sa.gov.au (08) 8372 5180 **42.5 active hours per week** Monday to Friday 8.30am-5pm

Centre	Overview
Unley Community Centre	**Location** 18 Arthur St Unley South Australia 5061 **Get Directions** **Contact** ucc@unley.sa.gov.au (08) 8372 5128 **32 active hours per week** Monday, Tuesday, Thursday, Friday 8.30am – 4.30pm
Goodwood Community Centre	**Location** 32-34 Rosa Street Goodwood South Australia 5034 **Get Directions** **Contact** gcc@unley.sa.gov.au (08) 8372 5143 **20 active hours per week** Monday, Tuesday, Thursday, Friday 9am - 2pm

5.2 Financial Comparison

The three other CoU run facilities generated on average $209,000 in annual revenue each.

The remaining (net) service costs to Council for each facility is as follows, with the 2024/25 financial year comparison provided including an estimated 'cost per active hour'.

Table Nine: Centre Annual Cost (2024/25) and Cost Per Active Hour[8]

Centre	Annual Cost	Weekly Active Hours	Cost Per Active Hour
Clarence Park	$169,099	27	$120
Unley	$206,751	32	*$124
Fullarton	$70,654	42.5	$32
Goodwood	$34,776	20	$33

** Unley CC cost per 'active hour' reduces to $87 when excluding costs of operating the onsite hospitality café service, which adds additional staffing costs unique to this centre when compared with the other four.*

As shown, in 2024/25 Clarence Park was the second most expensive facility for CoU in total and 'per active hour' of all its four centres. It is the most expensive facility per active hour when adjusting for the Unley CC's hospitality service.

The average cost per active hour for the other three facilities is approximately $63, which means the Centre runs nearly at **twice** the average cost per active hour.

[8] These costs exclude utilities, insurance, maintenance and capital renewal across all four facilities.

The costs for Fullarton and Goodwood CC are significantly offset by revenues ($273,000 and $167,500 respectively).

5.3 Community Sentiment

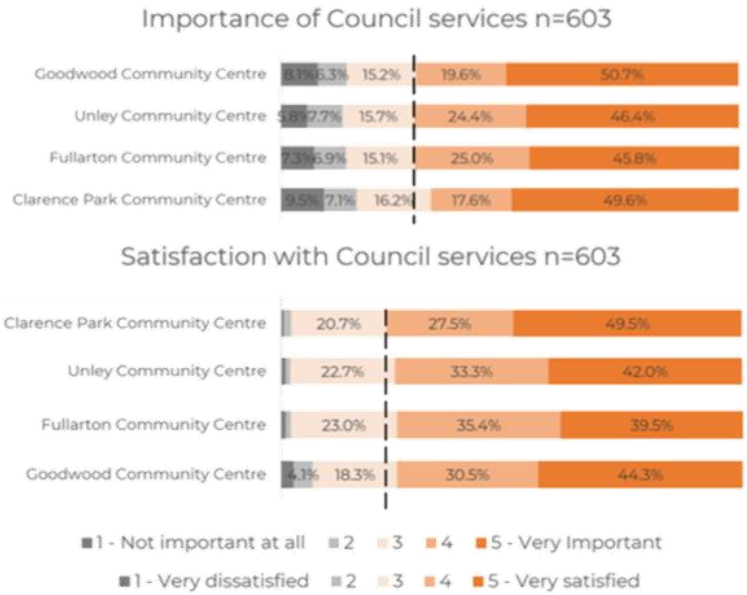
Each year, the CoU collects feedback from community centre attendees. The qualitative data helps to inform the staff focus and improvement programs.

Feedback from across each centre has been reviewed with a view to uncover any patterns that would indicate whether CPCC delivered different or better community outcomes that would indicate that the shared government model delivers additional value.

In short, the feedback did not uncover any specific insights in support of the shared governance model. Rather it demonstrated that all community centres deliver similar programs and positive community response.

This finding is further demonstrated by the CoU's Citywide Community Survey Report (2025) that benchmarks community sentiment as it relates to the four Centres to enable comparison of importance and satisfaction.

Figure Three: Ratings of Importance and Satisfaction with CoU Community Centre



The results indicate a slightly lower level of overall *importance* for CPCC as deemed by the respondents, but slightly higher level of overall satisfaction.

The results also indicate similar levels of *both* importance and satisfaction across all four Centres.

5.4 Review Reflections

Reflections

All four CoU Centres are supported by CoU staff and funding. CPCC is the only CoU community centre that operates under Management and Partnership Agreement.

Each centre delivers similar product offerings and receives similar levels of community interest and satisfaction. All centres are open across a range of 'active hours' with CPCC more active than Goodwood but less than the other two centres:

- CPCC – 27 active hours per week
- Fullarton – 42.5 active hours per week
- Unley – 32 active hours per week
- Goodwood – 20 active hours per week

The CPCC is the second most expensive centre per active hour of operation. When accounting for the additional costs at Unley CC for its café service, it is the most expensive per active hour and nearly twice the average active hourly cost of the other three centres.

Part of this active hour cost can be attributed to the direct administrative overhead at the CPCC resulting from the governance arrangement (~$32,000 + CoU staff time reporting through to the Board), which is a cost not incurred by the other centres (e.g. accounting, auditing, insurances, etc.).

The other centres can also operate with access to CoU standard operating procedures and policies, removing the compliance risks experienced by the CPCC and providing access to efficiencies and economies of scale.

Council also does not control or receive the revenue from the use of the CPCC, which is treated within the Agreements as its contribution to the operation of the CPCC.

6. DISCUSSION & RECOMMENDATIONS

6.1 Summary of Review Reflections

Strategic Alignment

- The stated vision, goals and performance indicators for the CPCC align strongly with the CoU Community Plan directions and emerging directions of its Ageing Well and community infrastructure investigations.
- The demand for the facility (both casual and programmed) indicates that the Centre is valued community infrastructure that should be retained for community use.
- A lack of reporting against the CPCC's KPIs makes monitoring of the Centre's effectiveness difficult.
- Financial data shows growth in hire revenue but losses across programs and a duplication of administration processes between CPCC and CoU.
- Retaining a similar shared arrangement will require efforts to improve role clarity between CoU staff and the Board

Centre Operations

- The Centre appears to largely operate effectively in terms of facility use, site activation and hire revenue.
- However, The Shed appears to be an expensive service (approximately $2k per annum per regular attendee), requires regular financial support from CoU and operates at a loss each year.
- The Shed service also operates within work areas that may not meet contemporary work health and safety standards, with limited acknowledgement of risks and controls in supporting CPCC policy.
- CoU staff appear to be the primary instigators of site improvements, activations and facilitating long-term hire agreements that underpin the use and revenue hire for the Centre.
- The operating model comprising a Board (with direct staff) and CoU staff adds complexity and duplication.
- This model creates administration burdens (e.g. regular Board meetings, bookkeeping, auditing, reporting and compliance requirements for the CPCC, etc).
- The closure of the occasional childcare program has unlocked capacity to reconsider the use of part of the facility and the outdoor play area (and will improve the financial position of the CPCC).

Centre Governance

- Roles and responsibilities for the operation of the Centre are not always clear.
- There is inconsistency between the Part A and Part B Agreements, CoU staff Position Descriptions and CPCC Policies (in need of review and update).
- Governance under a 'shared' responsibility model presents the most difficult to execute effectively and adds to costs and operational complexity of operating the CPCC.
- The CPCC policies often assign critical responsibilities to three roles (Coordinator, Childcare Director and Chairperson).
- Policy record keeping and review has uncovered compliance gaps and role confusion.

Comparative Analysis

- The Centre is the only CoU community centre that operates under Management and Partnership agreement, while all four CoU Centres are supported by CoU staff and funding.
- There was no obvious differences noted in terms of product offering, community interest or satisfaction (with the exception of The Shed as a key point of difference).
- All four centres, from a day-to-day operational perspective, appear to operate in a similar manner and achieve similar outcomes and levels of activation.
- The CPCC is the second most expensive centre in total dollars per active hour. It costs twice the average active hourly cost of the other three centres.
- When accounting for the additional labour costs at Unley CC for its café, the CPCC becomes the most expensive centre to operate, per active hour.
- The hire revenue for the CPCC was the third lowest when compared with the other Centres.

6.2 Assessment Against Informing Questions

The Review set out to consider and answer the following questions, and we provide our overall reflections against each question below.

Informing Question	Overall Reflection
Is the current Management and Partnership Agreement still appropriate given the scale and nature of current operations?	The current Management and Partnership Agreement are not considered appropriate for the scale and nature of current operations of the Centre. In practice, the CoU staff run the Centre, facilitate hire agreements and arrange programming. There was limited evidence uncovered through the review that demonstrated a commensurate value of the CPCC Board with the financial impact to the CoU.
Are governance and accountability arrangements clear, effective and compliant?	Governance and accountability are inconsistent and at times unclear. There are blurred lines between the CPCC and CoU due to the financial and staffing support provided to the Centre. There are also serious governance gaps highlighted through the review of policies in operation and safety concerns relating to the operation of The Shed. It is unclear how a major incident on the site would be managed and who would take responsibility to resolve any identified management shortfalls. It is likely that CoU would be held accountable for any incident due to its financial and operational support.
Does the current model represent value for money and an appropriate level of risk for the CoU?	The current model is more expensive than CoU operating the facility directly, as demonstrated through benchmarking with the other three centres. Per 'active hour of operation' the Centre costs approximately 30% more than the next most expensive centre (Unley) and nearly twice the average cost per active hour of the other three centres. Volunteer Board members have a very limited role in the delivery of programs and services within the Centre.
How does this partnership compare with other community centre arrangements within the CoU?	As outlined, this arrangement is unique when compared with the other three CoU centres, yet each centre achieves similar levels of community interest and satisfaction. The other centres operate directly through CoU staff with similar levels of staffing for each of the four sites. Staff at this Centre, in addition to their daily responsibilities, also need to report through the Board and manage multiple systems and reporting responsibilities.
What changes, if any, are required ahead of contract renegotiation commencing in June 2026?	Should CoU wish to continue with the arrangement with the CPCC then a series of improvements will be required to reduce role confusion. Also of critical importance is a thorough review and update of CPCC's key policies and regular reporting against agreed KPIs.

6.3 Management Scenarios

The review has explored a range of management scenarios, acknowledging that Council should not renew the current Management and Partnership agreement without changes to practice and documentation.

6.3.1 Scenario 1 – Outsourced ("They Do" – Remove Council Staffing)

The CPCC Board indicated a strong preference to retain oversight and control of the Centre. This could be achieved through a new outsourced arrangement akin to those in operation in regional council areas.

Removing Council staff from the Centre would reduce the duplication of efforts between CPCC and CoU, resolve role confusion and clarify operational responsibilities.

The CPCC would retain revenue hire for reinvestment into the operations.

A new agreement would need to be developed to clarify the Board's service responsibilities, key performance indicators (KPIs) and include a new reporting framework to provide for enhanced Council monitoring.

Council may also need to consider making an additional financial contribution to help the CPCC fund the staffing required and to bring the financial contribution into alignment with Unley CC. For example, to maintain cost parity with the other three centres for active hours open, the CPCC should expect an annual contribution from CoU (i.e. in lieu of staff) of between $83,000 (i.e. at $59 per active hour) and $134,000 (at $87 per active hour, per Unley CC). This contribution amount would need to be offset against the revenue collected by CPCC (i.e. approximately $50k per annum in addition to the revenue CPCC collects).

Table Ten: Scenario 1 Risks and Benefits

Risks	Benefits
Reputational • Council is seen to be heavy-handed or unfair. • The CPCC may not be in a position to deliver service outcomes without CoU staffing support (i.e. setup to fail). **Safety** • The Shed remains unresolved (e.g. a service and facility which may not be within Council's risk tolerance or safe work practices).	**Community Voice** • The CPCC retains its high level of community connection and control. **Financial** • The Centre operates within a similar costing model to the other centres. • Duplicated efforts and costs are removed (e.g. insurance, ICT infrastructure, accounting and auditing). **People** • Staff morale is improved with removed duplication of effort and confusion (i.e. all staff would be CPCC employees and thus remove the tension of reporting through to 'multiple masters').

6.3.2 Scenario 2 – Shared ("We Do" – Maintain but clarify)

Another scenario that can maintain Board oversight and control of the Centre is to retain the Management and Partnership Agreement but actively work with the CPCC to resolve the broad range of identified challenges and duplications.

A new agreement would need to be developed to clarify the Board's service responsibilities, key performance indicators (KPIs) and include a new reporting framework to provide for enhanced Council monitoring.

The agreement would also need to ensure that Council staff were no longer under any direction or oversight from the CPCC. Rather, the Board's role would be confined to setting the strategic direction, monitoring and ensuring that service outcomes are delivered in accordance with compliant policy and operational guidelines.

As outlined in the review, this is the most difficult arrangement to successfully deliver in a manner that does not result in duplication of effort and confusion of roles. It presents the most expensive management scenario and offers the least effective risk management for Council.

Table Eleven: Scenario 2 Risk and Benefits

Risks	Benefits
Value for Money • The Centre continues to operate at a higher cost, representing an inequitable cost per active hour when compared to the other CoU centres. **Safety** • The Shed remains unresolved (e.g. a service and facility not within Council's risk tolerance or safe work practices).	**Reputational** • Council retains the support of the CPCC Board and negotiates a new agreement. **Community Voice** • The CPCC retains a high level of community-based control and connection. **People** • The new arrangement improves the understanding between CoU and CPCC of Council staffing, responsibilities and reporting.

Should CoU wish to maintain the shared arrangement then it is recommended it clarifies and unifies the level and nature of staffing provided through the Agreements and staff position descriptions, namely:

- Clarify the level of service and support CoU staff provided to the CPCC with respect to bookkeeping, appointment and supervision of CPCC staff and volunteers.
- Require the CPCC to clarify in its Policies the responsibilities now that Childcare Director role is not in operation and clarify expectations for the CoU Coordinator.
- Update the list of services offered by CPCC in the Management and Partnership schedule.

- Clarify the nature of long-term sub-lease agreements (e.g. beyond "ad hoc or seasonal basis") and confirm whether these arrangements are supported within the scope of the agreement.

In addition, we recommend that the CPCC be held accountable for collecting data and reporting to CoU against its Strategic Plan twice yearly to demonstrate its commitment to the active management of the Centre.

We also recommend that the agreement should not be renewed without provision of a qualified WHS audit of the risks and hazards presented by The Shed and an update to CPCC policies to provide assurances that risks are being appropriately managed.

In particular, the CPCC should clarify the status of its Child Safe Policy and ensure it has a lodged Statement of Compliance with the State Government to demonstrate adherence to contemporary regulations and training requirements.

6.3.3 Scenario 3 – Council-Led ("Council Does" – Direct Operation)

The third scenario is the **recommended** scenario, which would be for Council to run the centre as it runs its other three centres: fully in-house without management or partnership agreement.

As highlighted, this option presents cost savings and would enable the Centre to operate at a cost more aligned with Unley CC (e.g. $87 per active hour without modest increases to hire revenue).

If required, this model could be complemented by a Community Advisory Group or similar to retain localised input and leverage the skills of current board members. In practice, CoU staff already run this facility and drive programming and community outcomes. The loss of the Board is not expected to have a significant impact on outcomes.

Table Twelve: Scenario 3 Risks and Benefits

Risks	Benefits
Reputational • Council is seen to be heavy-handed and unfair. • The shift is met with a negative community response. **Safety** • The Shed remains unresolved (e.g. a service and facility not within Council's risk tolerance or safe work practices).	**Services** • Direct service delivery provides CoU with an opportunity to deliver holistic programming across all centres and realise efficiencies. **People** • CoU staff can focus on service delivery and not Board support. • CoU staff morale is improved with removed duplication of effort and confusion (i.e. all staff would be CoU employees and thus remove the tension/risks of reporting through to 'multiple masters'). **Financial** • The Centre operates with reduced costs and new operational efficiencies as it leverages the governance practices from its other three centres.

6.4 Recommendation

A Council-led operating model is recommended.

Based on the findings of the review, this model is preferred as it delivers benefits to CoU across governance, people and finance.

In practice, CoU staff currently deliver the majority of services at the facility. As such, moving to a Council-led arrangement should result in only limited disruptions or changes to community outcomes, yet deliver financial savings and allow Council to better manage the risks presented by the facility and services delivered therein.

It will also enable CoU to consider all four centres together and holistically.

Nathan Winter & Associates

Work Health and Safety Inspection Report

Clarence Park Community Centre Men's Shed

72-74 East Avenue, Black Forest, SA

27th August 2026

Disclaimer: This report is based on what was observed at the time of the inspection, the documentation supplied, and answers given to questions asked. Whilst every effort has been made to identify additional documentation and information which would impact inspection recommendation provided within this report, there may be other documentation or information that was not made available at the time of the inspection, which may have affected the inspection recommendation.

1. Background

Nathan Winter & Associates were engaged by the City of Unley to perform a Work Health and Safety (WHS) Inspection of the Men's Shed at the Clarence Park Community Centre at 72-74 East Avenue, Black Forest, SA, on Thursday the 27th August 2026.

The Men's Shed is open from 9am to 12pm on Tuesdays and 9am to 2pm on Thursdays.

The Men's shed consists of;

- A "Room" with a kitchenette, a number of tables and number of wood working machines including but not limited to a Drill Press, Band Saw, Grinders and Scroll Saws.
- A "Shed" with more wood working machines including but not limited to a Lathe, Drop saw, Table Saw, Wood Planner, Band Saw and Drill Press.
- An area between the Men's Shed "Room" and "Shed". This area between also connects two car parks on either side of the Community Centre. A trolley of wood supplies is rolled out into the area when the Men's Shed is in use.
- Several small external storage sheds/cupboards, which predominantly contain small to medium sized pieces of wood used by the Men's Shed Program Participants.

The WHS Inspection was performed by Nathan Winter, who is Chartered Certified OHS Professional Member and Fellow of the Australian Institute of Health and Safety (ChCOHSP and FAIHS(Life)), and a Graduate of the Australian Institute of Company Directors (GAICD).

Nathan is a Lead Integrated Management Systems auditor with tertiary qualifications in Environmental Toxicology, MBA(Accounting) and OHS Management.

2. Supervision

Supervision of the Men's Shed Program Participants is provided by the Men's Shed Coordinator Sharon Zacher, or Karl Rackenbrandt, a Community Representative on the Clarence Park Community Centre Board of Management. If neither Sharon nor Karl is available on a given day the Men's Shed will not open that day.

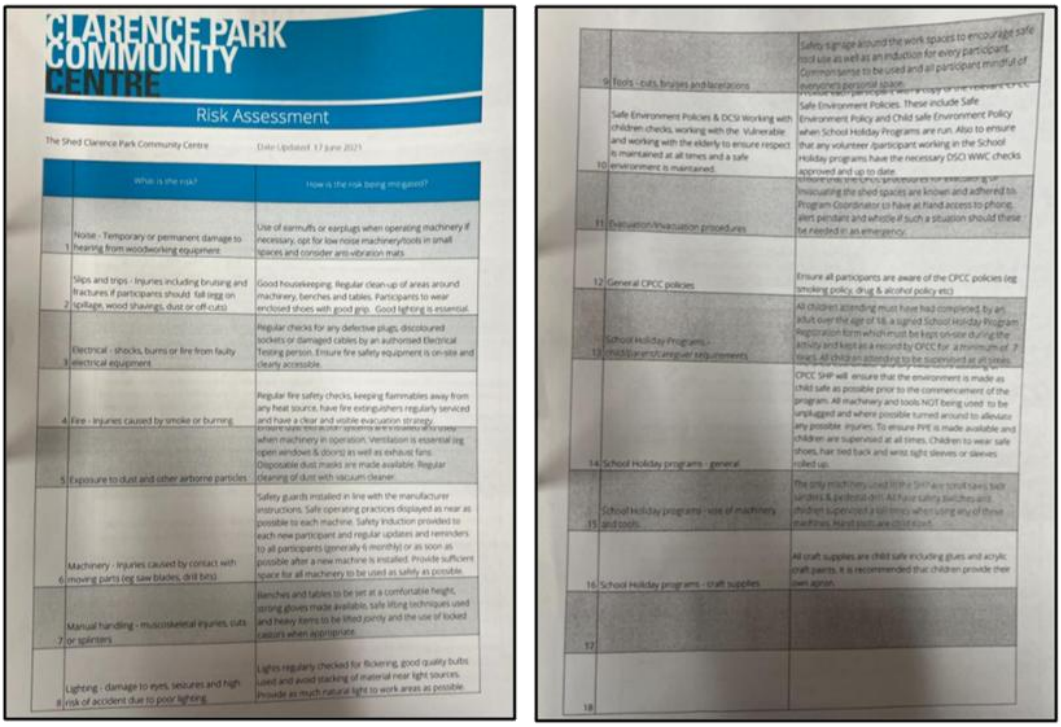
3. Risk Assessment

There is a WHS Risk Management Policy (Policy Number HR25) which was approved by the Board on the 28/11/2018, with a scheduled review date of "2021 or as legislation is updated/altered".

There is no WHS Risk Management Procedure that details how the systems listed in the WHS Risk Management Policy are to operate , e.g. "implement a system for ongoing review and monitoring of the risks and the appropriateness of controls".

There is a two-page overarching 'The Shed Clarence Park Community Centre' Risk Assessment, which was updated 17th June 2021, and list 16 risks and a paragraph about how each risk is to be "mitigated". It doesn't state who was involved in developing the risk assessment, or when it is to be reviewed next, or who is responsible for implementing the risk mitigations or how they will be monitored.

There has been no assessment of how psychosocial risks, which were added to the Work Health and Safety (WHS) Regulations in 2024, or how they are controlled.



CLARENCE PARK COMMUNITY CENTRE

Risk Assessment

The Shed Clarence Park Community Centre — Date Updated: 17 June 2021

	What is the risk?	How is the risk being mitigated?
1	Noise - Temporary or permanent damage to hearing from woodworking equipment	Use of earmuffs or earplugs when operating machinery if necessary, opt for low noise machinery/tools in small spaces and consider anti-vibration mats
2	Slips and trips - Injuries including bruising and fractures if participants should fall (eg on spillage, wood shavings, dust or off-cuts)	Good housekeeping. Regular clean-up of areas around machinery, benches and tables. Participants to wear enclosed shoes with good grip. Good lighting is essential.
3	Electrical - shocks, burns or fire from faulty electrical equipment	Regular checks for any defective plugs, discoloured sockets or damaged cables by an authorised Electrical Testing person. Ensure fire safety equipment is on-site and clearly accessible.
4	Fire - Injuries caused by smoke or burning	Regular fire safety checks, keeping flammables away from any heat source, have fire extinguishers regularly serviced and have a clear and visible evacuation strategy.
5	Exposure to dust and other airborne particles	Ensure appropriate ventilation systems are in place at all times when machinery in operation. Ventilation is essential (eg open windows & doors) as well as exhaust fans. Disposable dust masks are made available. Regular cleaning of dust with vacuum cleaner.
6	Machinery - Injuries caused by contact with moving parts (eg saw blades, drill bits)	Safety guards installed in line with the manufacturer instructions. Safe operating practices displayed as near as possible to each machine. Safety induction provided to each new participant and regular updates and reminders to all participants (generally 6 monthly) or as soon as possible after a new machine is installed. Provide sufficient space for all machinery to be used as safely as possible.
7	Manual handling - musculoskeletal injuries, cuts or splinters	Benches and tables to be set at a comfortable height, strong gloves made available, safe lifting techniques used and heavy items to be lifted jointly and the use of locked castors when appropriate.
8	Lighting - damage to eyes, seizures and high risk of accident due to poor lighting	Lights regularly checked for flickering, good quality bulbs used and avoid stacking of material near light sources. Provide as much natural light to work areas as possible.

9	Tools - cuts, bruises and lacerations	Safety signage around the work spaces to encourage safe tool use as well as an induction for every participant. Common sense to be used and all participant mindful of everyone's personal space.
10	Safe Environment Policies & DCSI Working with children checks, working with the Vulnerable and working with the elderly to ensure respect is maintained at all times and a safe environment is maintained.	Safe Environment Policies. These include Safe Environment Policy and Child safe Environment Policy when School Holiday Programs are run. Also to ensure that any volunteer /participant working in the School Holiday programs have the necessary DSCI WWC checks approved and up to date.
11	Evacuation/Invacuation prosedures	Ensure that the CPCC spreadsheet for evacuating or invacuating the shed spaces are known and adhered to. Program Coordinator to have at Hand access to phone, alert pendant and whistle if such a situation should these be needed in an emergency.
12	General CPCC policies	Ensure all participants are aware of the CPCC policies (eg smoking policy, drug & alcohol policy etc)
13	School Holiday Programs - child/parent/caregiver requirements	All children attending must have had completed by an adult over the age of 18, a signed School Holiday Program Registration form which must be kept on-site during the activity and kept as a record by CPCC for a minimum of 7 years. All child in attendance to be supervised at all times.
14	School Holiday programs - general	CPCC SHP will ensure that the environment is made as child safe as possible prior to the commencement of the program. All machinery and tools NOT being used to be unplugged and where possible turned around to alleviate any possible injuries. To ensure PPE is made available and children are supervised at all times. Children to wear safe shoes, hair tied back and wrist tight sleeves or sleeves rolled up.
15	School Holiday programs - use of machinery and tools	The only machines used in the SHP are small saws, belt sanders & pedestal drill. All have safety switches and children supervised at all times when using any of these machines. Hand tools are child sized.
16	School Holiday programs - craft supplies	All craft supplies are child safe including glues and acrylic craft paints. It is recommended that children provide their own apron.
17		
18		

Recommendation: That a WHS Risk Management Procedure is developed or the WHS Risk Management Policy is converted to a Procedure with sufficient detail to describe the actual WHS Risk Management processes that are to/have been implemented, such as the overarching 'The Shed Clarence Park Community Centre' Risk Assessment and 'Plant Risk Assessments'.

Recommendation: That the current 'The Shed Clarence Park Community Centre' Risk Assessment is reviewed and updated to remove reference to "common sense", which is an assumption about knowledge and/or experience a person should already have, and to include;

- Psychosocial risks and controls;
- Other risks and controls detailed in this WHS inspection report, such as Hazardous Chemicals;
- More explicit controls for each risk/reference to related documents that define how that risk is controlled;
- Who was involved in updating it; and
- Who is responsible for implementing and monitoring the controls.

4. Registration, Induction, Safe Operating Procedures, SOPs, Training and Competency

4.1 Registration

There is two-page registration form for program participants.

The 'Other Details' section of the form asks the question, 'Do you need help or assistance in one or more core activity areas: self-care, or communications because of a disability?' but there is nowhere to record what help or assistance they need.

In the 'Medical Details' section Hearing is repeated in questions 1 and 4.

In the 'Terms & Conditions' of the registration form the third, fourth and seventh T&Cs refer to 'My child' which is only relevant to the School Holiday Program(children) registrations.

There is no guidance on the form about who is responsible for reviewing the registration forms and making decisions about whether to accept program participants based on the medical conditions declared. Sharon Zacher stated she makes decisions about whether people wishing to be participants are requested to provide letters from their doctors stating that they would be fit to participate in the Men's Shed program activities given their medical condition(s).

There is a separate registration form for the School Holiday program participants (children).

> **Recommendation:** That the registration form for Adult Participants is updated to provide a section that allows participants to detail what help or assistance they require, if they do answer 'Yes' help or assistance is required, and that duplicate information and references to children are removed.

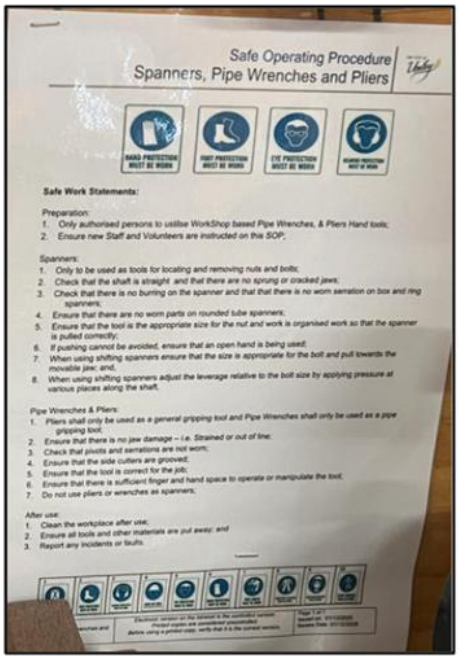
4.2 Induction

There is a one-page induction checklist, where various items are ticked by either Sharon or Karl when performing the induction. This includes items such as 'Workplace Health & Safety Procedures' and 'Safe Operating Practices of All Machinery Procedures'. There is no supporting Induction material that details exactly what is communicated to Men's Shed Program Participants when discussing the items on the induction checklist such as 'Workplace Health & Safety Procedures'.

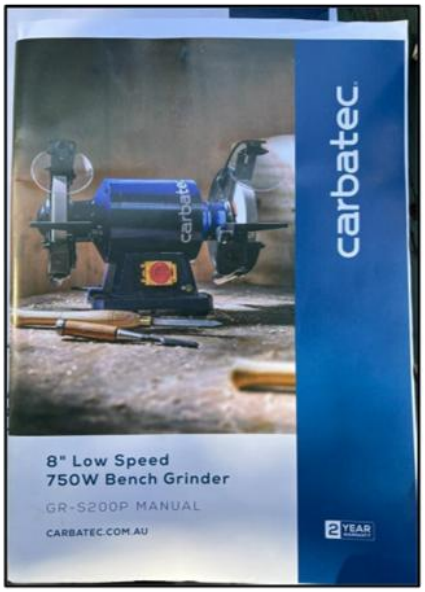
> **Recommendation:** That some supporting induction material, such as a short handbook is developed to ensure consistency of the induction between individuals currently performing inductions, and between individuals that perform inductions in the future.

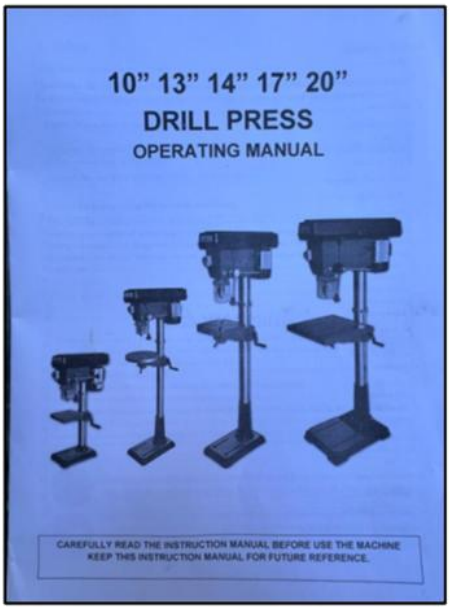
4.3 Safe Operating Procedures (SOPs)

There was a one page SOP for each machine, as well as a SOP for use of various categories of Hand tools. The SOPs were mounted on the wall alongside the relevant piece of equipment. The SOPs did not contain any photos.



The original equipment manufacturer (OEM) manuals for the various machines were available.





Recommendation: It is recommended that the SOPs are updated to include pertinent photos of risks to be aware of and controls to be applied when using the equipment, the updates need to be informed by the content of the OEM Manuals. These SOPs can then be used more effectively as training aids when training new program participants.

4.4 Training and Competency

There is a 'Required Training' section at the bottom of the Induction Checklist that includes most but not all the powered equipment at the Men's shed. Program participants can elect whether they wish to be trained to use particular pieces of equipment and the need for training, or whether equipment is 'Not to be used' by that program participant.

Training is informal with no instruction on what the training is to include (e.g. Discuss steps in the SOP for the equipment, demonstrate to the trainee how to follow the steps in the SOP, and observe the trainee using the equipment and performing the steps detailed in the SOP).

There is no training matrix that details who has been trained in what equipment, or those who have stated that they do not wish to use certain pieces of equipment. One would have to look at all the individual induction forms to determine who has been trained in what.

There is no verification of competency assessments documented.

Recommendation: That short verification of competency (VOC) assessment forms are developed for each piece of powdered equipment that they detail the key criteria of the equipment operation that needs to be demonstrated by program participants to confirm they are competent to safely use the equipment. These VOC assessment forms require a space for the person performing the competency assessment to sign off that they have observed the participant competently performing each of the key criteria.

Recommendation: That a Registration, Induction, Training and Competency Procedure is developed that details:

- The need for program participants to complete a registration form;
- Where those registration forms are to be securely stored;
- Who is responsible for reviewing the registration form and making decisions about whether an individual can be accepted/what additional action is required to accommodate them;
- The need for program participants to be inducted;

- What materials(e.g. induction handbook) are used to induct them;
- Who is responsible for conducting inductions;
- Where induction records are stored;
- What the process for training program participants is;
- How participants are verified as being competent to use various pieces of equipment;
- Who is responsible for conducting the training and competency assessments; and
- Where training and verification of competency assessment records are stored.

5. Plant and Equipment

The plant and equipment present appeared to be well maintained and fitted with suitable guarding.

Whilst there are a large number of pieces plant and equipment present, which are quite close together in the Men's Shed "Room" and "Shed" that would create additional risk if they were all being operated simultaneously, with the average number of Shed participants of around 10 people (based on the attendance records viewed), there aren't enough people in attendance to operate all the machines simultaneously. An average of 5 or 6 people working in each of the two areas, with some working together, and some training each other on the use of a given machine, the number of people in each of these spaces did not appear to be unreasonable.

5.1 Plant and Equipment Risk Assessments

There are a number of plant risk assessment from 2012. These risk assessments include many "Current Controls" which are not controls at all, but rather gaps in current controls. e.g. "Reasonable SOP, although not to current standard", "No Emergency Stop Button", "No spring-loaded chuck key". There were proposed additional controls to fix these issues identified, but no records to confirm whether/when these proposed controls were implemented. There are no plant risk assessments post 2012, although new plant and equipment have been acquired since 2012.

Recommendation: Suppliers/OEMs of the Plant are asked to provide risk assessments for the plant that has been purchased by or gift to the Men's Shed.

Recommendation: Plant risk assessments from suppliers/OEMs are reviewed to confirm their suitability based on how the Men's Shed use the Plant and equipment, with consideration of the SafeWork SA Code of Practice – Managing the risks of plant in the workplace, particularly Appendix C Hazard Checklist.

Recommendation: That the risk rating columns are removed from the Plant Risk Assessment Form, as rating risks is not a legislative requirement, to allow more focus on identifying applicable hazards/risks and identifying the best reasonably practicable controls for those hazards/risks. It should be noted that "Proposed Additional Controls" will not be required for every hazard; often the 'Current Controls' will control the hazard/risk so far as is reasonably practicable.

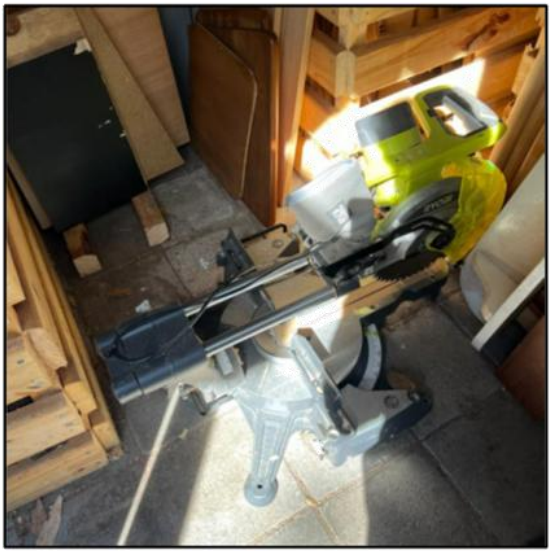
Recommendation: In the absence of any/a suitable risk assessment from the Supplier/OEM that the 2012 Plant risk assessments are updated and/or new Plant risk assessments are developed where plant and equipment have been acquired since, again with consideration of the SafeWork SA Code of Practice – Managing the risks of plant in the workplace and the OEM Manuals for the plant.

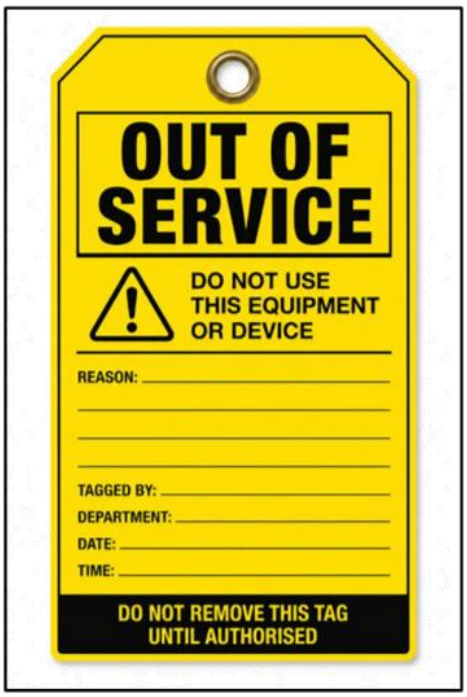
Recommendation: That an audit of all plant and equipment against those risk assessments is conducted to ensure all guarding/safety features are in place and operational.

The Pedestal Drill in the “Room” and some equipment in the “Shed” was not bolted to the floor.

> **Recommendation:** It is recommended that all equipment that can topple over is bolted to the floor/bench in accordance with the original equipment manufacturer’s requirements, to prevent the equipment being knocked over.

There were two pieces of equipment that have been placed in two of the storage sheds. One is to be returned to Bunnings, and the other was missing a guard, but they were not fitted with 'Out of Service' tags that detailed why they were in the storage sheds. Such as to prevent them being inadvertently brought back into service by someone that did not understand why this equipment had been placed there.





Recommendation: It is recommended these two pieces of equipment are fitted with Out of Service Tags and that some spare Out of Service Tags are kept on hand to fit to any other equipment that is not to be operated, especially equipment too large to be moved into a storage shed.

6. Electrical Safety

Overhead power outlets were provided above tables in the middle of the room to eliminate the need to run power cords across walkways.

It was stated that corded electrical tools were being progressively replaced with battery powered equipment to eliminate the risks associated with using corded electrical tools.

Electrical 'Testing and Tagging' is arranged by the City of Unley, and performed by 'Testel'. All the electrical items observed had a current electrical test tag on them.

A Residual Current Device (RCD) for the room had a 'Testel' barcode adjacent to it, suggesting that the RCD had been tested by Testel, however a report/record that demonstrated when the RCD was last injection tested, could not be produced.

Recommendation: That the report/record that demonstrates when the RCD was last injection tested is located, and that if the report cannot be located or it is over 12 months since last testing that injection testing of the RCD is conducted.

7. Hazardous Chemicals

There were several hazardous chemicals present in a grey locker adjacent the kitchenette area and on a table in the Bathroom.

There were no Safety Data Sheets(SDS) available for the Hazardous Chemicals that were present. This does not comply with WHS Regulation 344.

There was no register of Hazardous Chemicals. This does not comply with WHS Regulation 346.

There were chemicals (e.g. Aquadhere) stored in food containers i.e. Tomato Sauce and Mustard Bottles, which were in some cases still labelled with the food product labels. This does not comply with WHS Regulation 341 and Schedule 9.

Recommendation: A Hazardous Chemical Register is established, and that it is confirmed that there are no incompatible chemicals stored within the required segregation distances. The use of a specialised Chemical Management database, such as ChemAlert that is freely available to the City of Unley as a participant in the Local Government Association Workers Compensation Scheme (LGAWCS), allows for a Hazardous Chemical Register to be established within the database and reports to be run, to quickly confirm that there are no storage incompatibilities within a given storage location.

Recommendation: The Manufacturer's Australian (i.e. must have an Australian address) Safety Data Sheets are obtained for all chemicals present. The vast majority of these will be found in ChemAlert or via a Google search.

Recommendation: No food containers are used to store chemicals or anything other than the food that they originally contained, even if the food labels are removed and they are labelled with the name of the chemical that they contain. Hazardous Chemicals need to be labelled with more than just the name of the chemical (See SafeWork SA Code of Practice – Labelling hazardous chemicals).

Recommendation: That Hazardous Chemicals are stored in a secure bunded area away from the kitchenette/toilet.

8. Noise

Noise produced by some machines would exceed 85 dB(a) and require hearing protection to be worn. There was adequate hearing protection available and being worn by those using or in close proximity to machines in operation on the day of the WHS inspection.

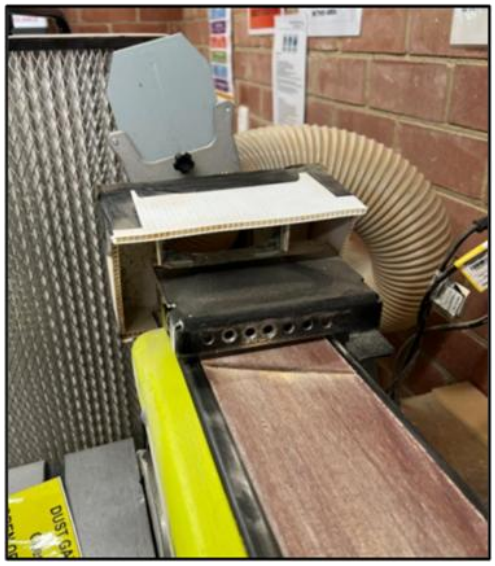
9. Dust

There were dust extraction systems in place for a number of wood working machines that produce wood dust, such as grinders, saws and wood planners.

The dust extraction systems were designed by the suppliers of the dust extraction equipment.

None of the equipment where dust extraction systems were fitted was being operated on the day of the inspection. There were signs of some dust that had settled on surfaces in the Men's Shed "Room" and "Shed".

Some enhancements had been added to the dust extraction system by the Men's Shed participants to increase the effectiveness of dust extraction.



Dust masks were available and the SOPs for the equipment detailed whether operation of that piece of equipment required a dust mask to be worn.

> **Recommendation:** Given that Workplace exposure standards (WES) for airborne contaminants (including wood dust) are transitioning to the Workplace exposure limits (WEL) for airborne contaminants, from the 1st December 2026, and the limit for Wood dust (soft wood) will be reduced from a time weighted average(TWA) of 5 mg/m^3 to 2 mg/m^3 that the suppliers of the dust extraction systems and/or an Occupational Hygienist are engaged to confirm that current dust controls i.e. the dust extraction systems and dust masks, will achieve the new lower Wood dust (soft wood) exposure limit.

10. Asbestos Management

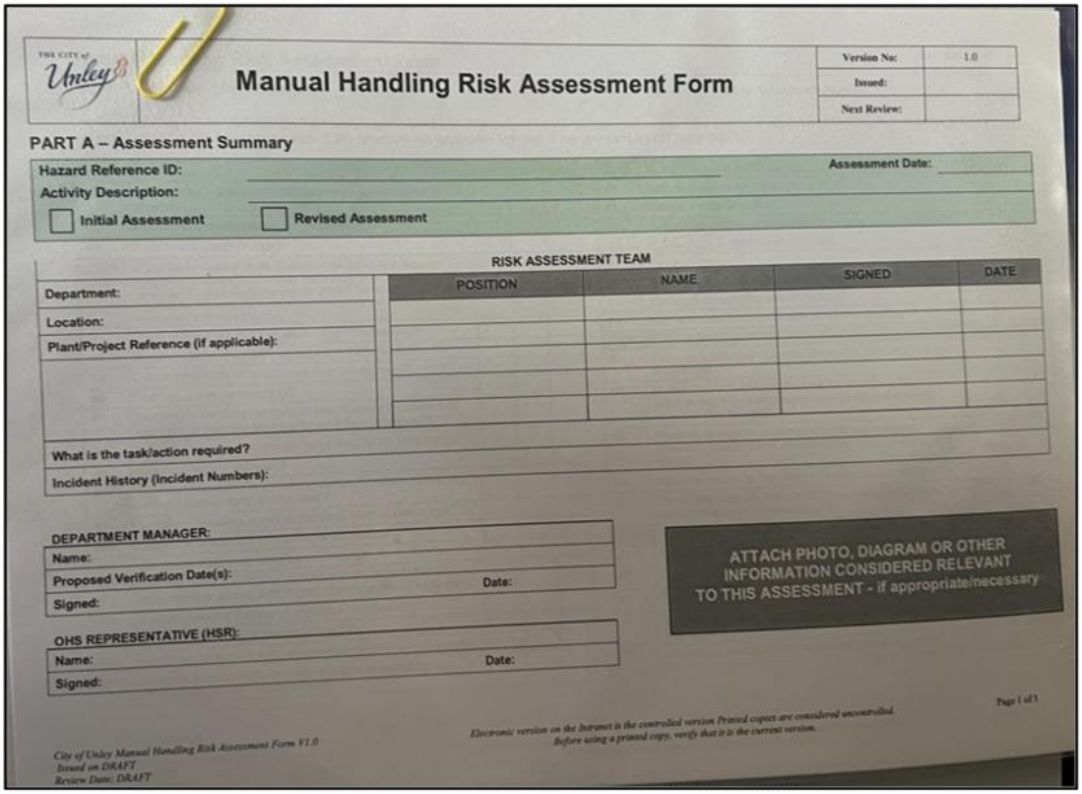
The City of Unley of Unley arranged for the development of the Asbestos Register and the Asbestos Management Plan for the Clarence Park Community Centre and for its ongoing review.

The Asbestos Register and the Asbestos Management Plan were not viewed during the WHS Inspection. The Asbestos Register Review from 29/08/2023 that was subsequently supplied stated that a copy of the Asbestos Management Plan and the previous Asbestos Register Review were not located on site.

> **Recommendation:** That it is confirmed whether there is a now of hard copy of the latest Asbestos Register Review and Asbestos Management Plan available on site for the Clarence Park Community Centre including the Men's Shed, or if not that hard copies of the register and plan are made available on site.

11. Hazardous Manual Tasks

There was a City of Unley 'Manual Handling Risk Assessment Form' template available.



THE CITY of Unley

Manual Handling Risk Assessment Form

Version No:	1.0
Issued:	
Next Review:	

PART A – Assessment Summary

Hazard Reference ID: Assessment Date:

Activity Description:

☐ Initial Assessment ☐ Revised Assessment

RISK ASSESSMENT TEAM

	POSITION	NAME	SIGNED	DATE
Department:				
Location:				
Plant/Project Reference (if applicable):				

What is the task/action required?

Incident History (Incident Numbers):

DEPARTMENT MANAGER:

Name:

Proposed Verification Date(s): Date:

Signed:

OHS REPRESENTATIVE (HSR):

Name: Date:

Signed:

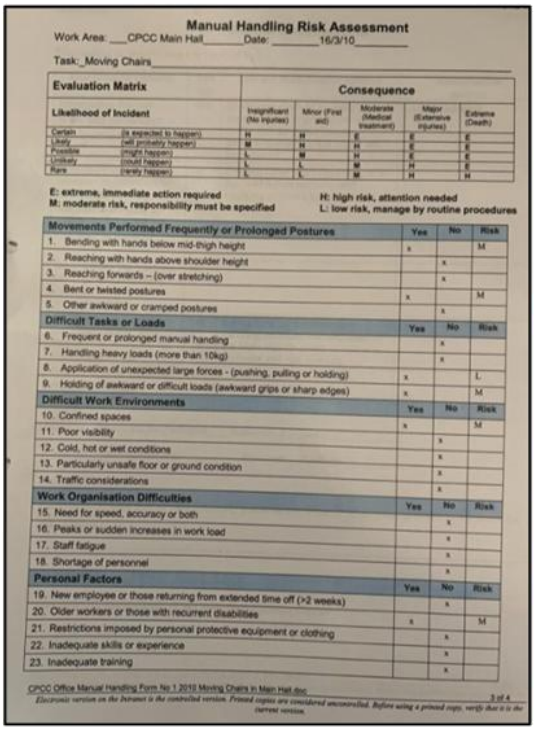
ATTACH PHOTO, DIAGRAM OR OTHER INFORMATION CONSIDERED RELEVANT TO THIS ASSESSMENT - if appropriate/necessary

Page 1 of 3

City of Unley Manual Handling Risk Assessment Form V1.0
Issued on DRAFT
Review Date: DRAFT

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

There was one completed Manual Handling Risk Assessment from 16/03/10, which used a different template for 'Moving of chairs', where the pertinent controls were to use a trolley and limited stacks to 10 chairs.



Manual Handling Risk Assessment

Work Area: ___CPCC Main Hall_____Date: _____16/3/10_____

Task:_Moving Chairs_____

Evaluation Matrix	Consequence				
Likelihood of Incident	Insignificant (No injuries)	Minor (First aid)	Moderate (Medical treatment)	Major (Extensive injuries)	Extreme (Death)
Certain (is expected to happen)	H	H	E	E	E
Likely (will probably happen)	M	H	H	E	E
Possible (might happen)	L	M	H	E	E
Unlikely (could happen)	L	L	M	H	E
Rare (rarely happen)	L	L	M	H	H

E: extreme, immediate action required
M: moderate risk, responsibility must be specified
H: high risk, attention needed
L: low risk, manage by routine procedures

Movements Performed Frequently or Prolonged Postures	Yes	No	Risk
1. Bending with hands below mid-thigh height	x		M
2. Reaching with hands above shoulder height		x	
3. Reaching forwards – (over stretching)		x	
4. Bent or twisted postures	x		M
5. Other awkward or cramped postures		x	
Difficult Tasks or Loads	**Yes**	**No**	**Risk**
6. Frequent or prolonged manual handling		x	
7. Handling heavy loads (more than 10kg)		x	
8. Application of unexpected large forces - (pushing, pulling or holding)	x		L
9. Holding of awkward or difficult loads (awkward grips or sharp edges)	x		M
Difficult Work Environments	**Yes**	**No**	**Risk**
10. Confined spaces	x		M
11. Poor visibility		x	
12. Cold, hot or wet conditions		x	
13. Particularly unsafe floor or ground condition		x	
14. Traffic considerations		x	
Work Organisation Difficulties	**Yes**	**No**	**Risk**
15. Need for speed, accuracy or both		x	
16. Peaks or sudden increases in work load		x	
17. Staff fatigue		x	
18. Shortage of personnel		x	
Personal Factors	**Yes**	**No**	**Risk**
19. New employee or those returning from extended time off (>2 weeks)		x	
20. Older workers or those with recurrent disabilities	x		M
21. Restrictions imposed by personal protective equipment or clothing		x	
22. Inadequate skills or experience		x	
23. Inadequate training		x	

CPCC Office Manual Handling Form No 1 2019 Moving Chairs in Main Hall.doc 3 of 4

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

There was also a trolley available to store/move larger pieces of timber and plenty of people to provide assistance to lift larger pieces of timber.

Recommendation: That the use of trolleys and two person lifts for larger items is detail in induction material such as a handbook.

12. Emergency Preparedness

12.1 Fire Extinguishers

There was an AB(e) Powder Extinguishers present in the Men's Shed "Room" and "Shed" and they had been inspected every 6 months, with the most recent inspection being August 2026.

12.2 First Aid

There was an 'Occupational' First Aid Kit present in a Cupboard in the Men's Shed Room, the location of the First Aid Kit was marked with signage on the outside of the cupboard. The First Aid Kit had been inspected regularly. The last inspection had been performed in August 2026.

There was a Defibrillator present and it has also been serviced in August 2026.

It was stated the Sharon Zacher and Karl Rackenbrandt were the designated first aiders, however certificates of first aid training were not available at the time of the inspection.

> **Recommendation:** Copies of current first aid certificates are obtained, or further first aid training is arranged if the training is no longer current.
>
> **Recommendation:** That the fact Sharon and Karl are the designated first aiders is detailed on a sign adjacent to the first aid kit location sign.

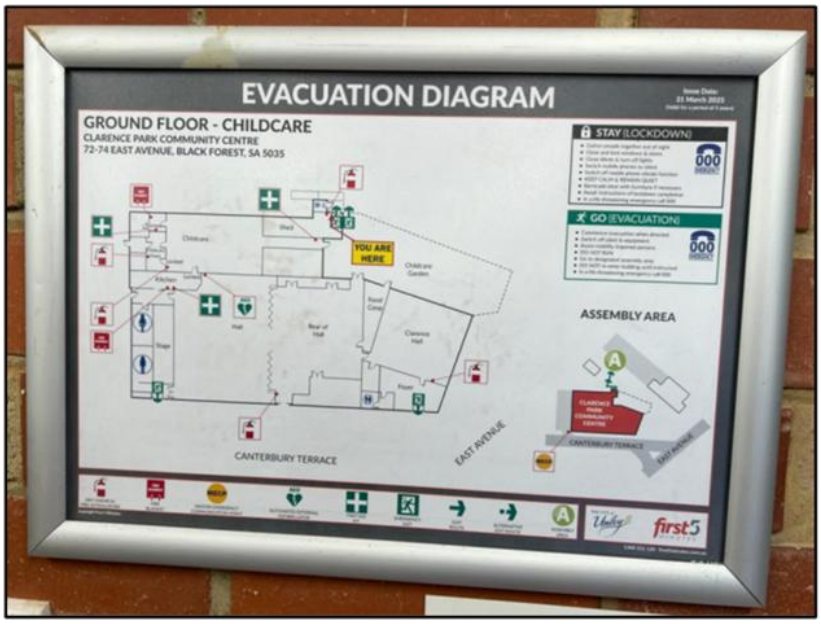
12.3 Emergency Evacuation

There was an emergency evacuation diagram in the Men's Shed "Room", and the emergency assembly point located in the car park directly adjacent to the Men's Shed "Shed" was sign posted.

It was stated that the fire warden was someone in the Clarence Park Community Centre Office, but they were not sure what happened if that individual was not present.

Who the fire wardens are was not detailed on the evacuation diagram or an adjacent sign.

There was only one emergency assembly point.



Recommendation: That it is confirmed who the fire wardens are for the Clarence Park Community Centre; that they have completed the necessary training; and that those individuals are detailed on a sign adjacent to the emergency evacuation map.

Recommendation: That consideration be given to identifying a secondary emergency assembly point, for use in the event that the primary point is unsafe e.g. a fire in the Men's Shed "Shed".

13. Monitoring

There is no formal internal WHS inspection program in place. Karl Rackenbrandt organises any required maintenance or replacement of the machines in the Men's shed. The City of Unley arrange for the Testing and Tagging of Electrical equipment and the Fire Extinguishers, and inspection of the First Aid Kit and Defibrillator. Sharon and Karl informally monitor that this servicing has been done, and that the risk mitigations detailed in 'The Shed Clarence Park Community Centre' Risk Assessment are in place.

> **Recommendation:** That a formal 6 monthly internal WHS inspection is scheduled and documented to confirm that external servicing of safety equipment has been completed and the risk mitigations(controls) in The Shed Clarence Park Community Centre' Risk Assessment are in place.

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DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE - CLARENCE PARK COMMUNITY CENTRE - GOVERNANCE AND PARTNERSHIP REVIEW
ITEM NUMBER:	7.3
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	DANIELLE EDWARDS, PRINCIPAL GOVERNANCE AND POLICY OFFICER
DIVISION:	COMMUNITY & ORGANISATIONAL DEVELOPMENT

1. RECOMMENDATION

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.2 Clarence Park Community Centre - Governance and Partnership Review, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(h) of the Act:

   ☒ Attachment 2 - legal advice from Norman Waterhouse Lawyers dated 9 September 2026.

2. This order is on the grounds that the document relates to legal advice, being advice from the Council's solicitors

   - The order shall operate until revoked by the Chief Executive Officer and be reviewed every twelve (12) months

3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer (or insert other officer title) the power to revoke this order in whole or in part.

INFORMATION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION - LONG-TERM OUTSTANDING RATES - ANNUAL UPDATE
ITEM NUMBER:	7.4
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	CHRIS LAPIDGE, TEAM LEADER FINANCIAL ACCOUNTING
DIVISION:	FINANCE & PROCUREMENT

1. RECOMMENDATION

That:

1. Pursuant to section 90(2) and (3)(a) of the *Local Government Act 1999,* the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda item , except for the following persons:
   - Peter Tsokas, Chief Executive Officer
   - Claude Malak, General Manager City Infrastructure
   - Ben Willsmore, General Manager City Shaping
   - Vanessa Godden, General Manager Community & Organisational Development
   - Alicia Schroeder, Acting Chief Financial Officer
   - Natasha Jones, Executive Manager Strategy, Risk & Governance
   - Hollie Keon, Executive Manager Technology & Business Improvement
   - Chris Lapidge, Team Leader Financial Accounting
   - Danielle Edwards, Principal Governance & Policy Officer

   To enable the Council to consider Item 7.5 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.5.

   Because it contains

   - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

ITEM 7.5

Confidential – Removed from Public Agenda – pages 200-204

INFORMATION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE - LONG-TERM OUTSTANDING RATES - ANNUAL UPDATE
ITEM NUMBER:	7.6
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	CHRIS LAPIDGE, TEAM LEADER FINANCIAL ACCOUNTING
DIVISION:	FINANCE & PROCUREMENT

1. RECOMMENDATION

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.5 Long-Term Outstanding Rates - Annual Update, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3) (a).

   ☒ Minutes

   ☒ Report

   ☒ Attachment

   Because:

   - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)

2. This order shall operate:

   - Until revoked by the Chief Executive Officer

   and be reviewed every 12 months (if the confidentiality period is longer than 12 months in duration)

3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer (or insert other officer title) the power to revoke this order in whole or in part.

DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION - SECTION 184 PROCEEDINGS - LONG-TERM OUTSTANDING RATES
ITEM NUMBER:	7.7
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	CHRIS LAPIDGE, TEAM LEADER FINANCIAL ACCOUNTING
DIVISION:	FINANCE & PROCUREMENT

1. RECOMMENDATION

That:

1. Pursuant to section 90(2) and (3)(a) of the *Local Government Act 1999,* the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda item7.8 , except for the following persons:
   - Peter Tsokas, Chief Executive Officer
   - Claude Malak, General Manager City Infrastructure
   - Ben Willsmore, General Manager City Shaping
   - Vanessa Godden, General Manager Community & Organisational Development
   - Alicia Schroeder, Acting Chief Financial Officer
   - Natasha Jones, Executive Manager Strategy, Risk & Governance
   - Hollie Keon, Executive Manager Technology & Business Improvement
   - Chris Lapidge, Team Leader Financial Accounting
   - Danielle Edwards, Principal Governance & Policy Officer

   To enable the Council to consider Item 7.8 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.8.

   Because it contains:
   - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)

ITEM 7.8

Confidential – removed from the public agenda – pages 207-211

DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE - SECTION 184 PROCEEDINGS - LONG-TERM OUTSTANDING RATES
ITEM NUMBER:	7.9
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	CHRIS LAPIDGE, TEAM LEADER FINANCIAL ACCOUNTING
DIVISION:	FINANCE & PROCUREMENT

1. RECOMMENDATION

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.8 Section 184 Proceedings - Long-Term Outstanding Rates, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(a) .

   ☒ Minutes

   ☒ Report

   ☒ Attachment

   - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)

   because Enter text
   This order shall operate:

   - Until revoked by the Chief Executive Officer

   and be reviewed every 12 months (if the confidentiality period is longer than 12 months in duration)

2. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power to revoke this order in whole or in part.

DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION - ASSESSMENT OF CHIEF EXECUTIVE OFFICER'S 2025/26 PERFORMANCE
ITEM NUMBER:	7.10
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	LARA GREGORY, EXECUTIVE ASSISTANT TO THE CEO & MAYOR
DIVISION:	OFFICE OF THE CEO

1. RECOMMENDATION

That:

1. Pursuant to section 90(2) and (3)(a) of the *Local Government Act 1999,* the Council orders that the public be excluded from attendance at the part of the meeting relating to Agenda item 7.11 , except for the following persons:
   - Natasha Jones, Executive Manager Strategy, Risk & Governance
   - Danielle Edwards, Principal Governance & Policy Officer
   - External Consultant - Richard Altman, Richard Altman Consulting

   To enable the Council to consider Item 7.11 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 7.11.

   because
   - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

ITEM 7.11

Confidential – removed from the Public Agenda – pages 214-229

DECISION REPORT

REPORT TITLE:	CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE - ASSESSMENT OF CHIEF EXECUTIVE OFFICER'S 2025/26 PERFORMANCE
ITEM NUMBER:	7.12
DATE OF MEETING:	28 SEPTEMBER 2026
AUTHOR:	LARA GREGORY, EXECUTIVE ASSISTANT TO THE CEO & MAYOR
DIVISION:	OFFICE OF THE CEO

1. RECOMMENDATION

That:

1. Pursuant to section 91(7) of the *Local Government Act 1999* the Council orders that the following document(s) relating to Agenda Item 7.11 Assessment of Chief Executive Officer's 2025/26 Performance, shall be kept confidential, being document(s) relating to a matter dealt with by the Council on a confidential basis under sections 90(2) and 90(3)(a).

   ☒ Minutes

   ☒ Report

   ☒ Attachments

2. This order is on the grounds that the document relates to legal advice, being advice from the Council's solicitors
   - The order shall operate for the duration of the employment of the CEO, and not available for public inspection until the cessation of that period and be reviewed every twelve (12) months.

3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power to revoke this order in whole or in part.