COUNCIL MEETING

A G E N D A

Meeting to be held in the
Unley Civic Centre
181 Unley Road Unley
On Monday 23 March 2015 at 7.00 pm

MEMBERS

His Worship the Mayor L Clyne (Presiding Member)
Councillor M Hudson
Councillor J Koumi
Councillor A Lapidge
Councillor P Hughes
Councillor R Sangster
Councillor M Rabbitt
Councillor M Hewitson
Councillor R Salaman
Councillor R Schnell
Councillor L Smolucha
Councillor J Boisvert
Councillor D Palmer

ACKNOWLEDGEMENT

We acknowledge that the land we meet on today is the traditional land of the
Aboriginal people and that we respect their spiritual relationship with their
country.

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

PRAYER AND SERVICE ACKNOWLEDGEMENT

Almighty God, we humbly beseech Thee to bestow Thy blessing upon this
Council. Direct and prosper our deliberations for the advancement of Thy
Kingdom and true welfare of the people of this city.

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

Lest We Forget.
COUNCIL MEETING – ORDER OF BUSINESS

WELCOME

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>PAGE NO</th>
<th>APOLOGIES</th>
</tr>
</thead>
</table>

CONFLICT OF INTEREST

74 MINUTES 1

Minutes of the Council meeting held on Monday 23 February 2015

Minutes issued separately

DEFERRED / ADJOURNED ITEMS

Nil

PETITION

Nil

PRESENTATION

Nil

DEPUTATIONS

Nil

REPORTS OF COMMITTEES

To receive and adopt or otherwise the reports and recommendations of the undermentioned Committees

75 Audit and Governance Committee 2

Minutes of the meeting held Tuesday 24 February
2015 Minutes Attached

**REPORTS**

**GENERAL MANAGER PEOPLE AND GOVERNANCE – Stephen Faulkner**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>PAGE NO</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>76</td>
<td>3 – 4</td>
<td>Revised Audit and Governance Committee Terms of Reference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1a</td>
</tr>
<tr>
<td>77</td>
<td>5 – 8</td>
<td>Future of Reference Groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
<tr>
<td>78</td>
<td>9 – 11</td>
<td>Election for Metropolitan Representatives to the LGA Board</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
<tr>
<td>79</td>
<td>12 – 14</td>
<td>To Establish the CEO Performance Review Panel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
</tbody>
</table>

**GENERAL MANAGER ECONOMIC DEVELOPMENT AND PLANNING (David Litchfield)**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>PAGE NO</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>15 – 17</td>
<td>Delegations Update – Development Regulations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 2</td>
</tr>
<tr>
<td>81</td>
<td>18 – 26</td>
<td>A Mothers Milk Outdoor Dining Options</td>
</tr>
</tbody>
</table>

**CHIEF EXECUTIVE OFFICER (Peter Tsokas)**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>PAGE NO</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>27 – 35</td>
<td>City of Unley Library Service Review</td>
</tr>
<tr>
<td>ITEM NO</td>
<td>PAGE NO</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>83</td>
<td>36 – 38</td>
<td>Review of Confidentiality Orders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 2</td>
</tr>
<tr>
<td>84</td>
<td>39 – 40</td>
<td>Quarterly Report – Centennial park Cemetery Authority</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
<tr>
<td>85</td>
<td>41</td>
<td>Council Action Records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attachment 1</td>
</tr>
<tr>
<td>86</td>
<td>42</td>
<td>Question on Notice – Councillor Hewitson re Bicycle Path</td>
</tr>
<tr>
<td>87</td>
<td>43</td>
<td>Correspondence received.</td>
</tr>
<tr>
<td>88</td>
<td>44</td>
<td>MAYOR’S REPORT</td>
</tr>
<tr>
<td>89</td>
<td>45</td>
<td>DEPUTY MAYOR’S REPORT</td>
</tr>
<tr>
<td>90</td>
<td>46</td>
<td>REPORT OF MEMBERS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Councillor Hughes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Councillor Rabbitt</td>
</tr>
<tr>
<td>91</td>
<td>47</td>
<td>Motion on Notice from Councillor Schnell re Rates</td>
</tr>
<tr>
<td>ITEM NO</td>
<td>MOTIONS WITHOUT NOTICE</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONFIDENTIAL ITEMS</td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Confidentiality Motion for Item 93 Appointment of Independent Members to the Section 41 Committees</td>
<td></td>
</tr>
<tr>
<td>93</td>
<td>Confidential Item - Appointment of Independent Members to the Section 41 Committees</td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Confidentiality Motion to remain in confidence for Item 93 Appointment of Independent Members to the Section 41 Committees</td>
<td></td>
</tr>
</tbody>
</table>
## SUGGESTED ITEMS FOR NEXT AGENDA

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Corporate Report</td>
<td>Corporate report for January to March</td>
</tr>
<tr>
<td>Proposed by-laws prior to public consultation</td>
<td>To consider any proposed by-laws prior to public consultation</td>
</tr>
<tr>
<td>Pay for Use Parking</td>
<td>To present Council with options for the introduction of paid parking in designated areas of the Council.</td>
</tr>
<tr>
<td>Finance Report for Quarter ending 31 March 2015</td>
<td>To inform progress against Budget (1 Jan – 31 Mar 2014)</td>
</tr>
<tr>
<td>Community Events Grants and Sponsorship review</td>
<td>An outline of proposed initiatives to improve Council’s processes for providing financial support for community events.</td>
</tr>
<tr>
<td>Draft ABP &amp; Budget for Consultation - 2015/16</td>
<td>To provide information regarding the Draft Annual Business Plan &amp; Budget and proposed community consultation process.</td>
</tr>
<tr>
<td>Glen Osmond creek shared use path options for connecting King William Road, Simpson Parade and beyond.</td>
<td>To seek Council direction on draft options for the bike route and crossing at King William Road.</td>
</tr>
<tr>
<td>Dover Street</td>
<td>Revocation of Community Land status / possible sale of land – outcomes of public consultation.</td>
</tr>
<tr>
<td>Goodwood Oval &amp; Millswood Sporting Complex</td>
<td>Community consultation on a staged implementation plan for Goodwood Oval and Millswood Sporting Complex in accordance with the resolution of Council on August 2014 and outlining the approach for further community engagement, detailed design, priority projects and funding options.</td>
</tr>
<tr>
<td>Code of Practice for Procedures at Meetings (check if going up this month or June)</td>
<td>Legislative requirement to bring the Code to Council for endorsement within 12 months of an election</td>
</tr>
<tr>
<td>Outdoor Dining Policy</td>
<td>Policy for shops along Goodwood Road, King William Road and Duthy Street</td>
</tr>
<tr>
<td>Goodwood Oval Grandstand Naming</td>
<td>Naming of the grandstand the “Colin Nelson Grandstand”</td>
</tr>
<tr>
<td>Council Action Report</td>
<td>To report on the status of actions from Council meetings</td>
</tr>
<tr>
<td>Everard Park Forestville LATM draft</td>
<td>To seek Council direction on community engagement for LATM plan including up to 3 options.</td>
</tr>
</tbody>
</table>

## NEXT MEETING

**Monday 27 April 2015 – 7.00pm**

Civic Centre, Unley

---

Peter Tsokas
Chief Executive Officer
CONFIRMATION OF MINUTES

TITLE: CONFIRMATION OF MINUTES FOR COUNCIL MEETING HELD ON 23 FEBRUARY 2015

ITEM NUMBER: 74
DATE OF MEETING: 23 MARCH 2015
ATTACHMENTS: NIL

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The minutes of the Council Meeting held on Monday 23 February 2015, as printed and circulated, be taken as read and signed as a correct record.
REPORT OF COMMITTEE

TITLE: MINUTES OF AUDIT AND GOVERNANCE COMMITTEE

ITEM NUMBER: 75

DATE OF MEETING: 23 MARCH 2015

ATTACHMENTS: 1. MINUTES OF AUDIT & GOVERNANCE COMMITTEE – 24 FEBRUARY 2015

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The minutes of the Audit and Governance Committee meeting held on Tuesday 24 February 2015, be received.

2. The recommendations listed under:

   Item 1
   2014-15 Long Term Financial Plan

   Item 2
   Future Asset Re-valuation Schedule

   Item 3
   Draft Internal Audit Plan and Financial Delegations and Credit Card Audit Report

   Item 4
   2014-15 External Audit Plan and Certification of the Annual Financial Statements

   Item 5
   Revised Audit and Governance Committee Terms of Reference

inclusive, be adopted.
AUDIT AND GOVERNANCE COMMITTEE

Minutes of the Audit and Governance Committee Meeting
held Tuesday 24 February 2015 at 7.04pm
at the Unley Civic Centre
181 Unley Road Unley

PRESENT

Mr John Rawson (Presiding Member)
Mr Ed Parker
Councillor Michael Rabbitt
Councillor Rob Sangster

OFFICERS PRESENT

Mr Stephen Faulkner, General Manager People and Governance
Mr Mike Carey, Manager Finance and ICT
Ms Rebecca Wilson, Manager Governance and Risk
Ms Ruth Box, Executive Assistant to GM People and Governance

APOLOGIES

Mr Shaun Matters

CONFLICT OF INTEREST

Nil

REPORT TO COUNCIL

24 March 2015

CONFIRMATION OF MINUTES

MOVED R Sangster
SECONDED E Parker

That the minutes of the Audit and Governance Committee meeting held on 13 October 2014 as printed and circulated, be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY
The Presiding Member welcomed Cr Michael Rabbitt who is attending his first meeting this evening.

The Committee offered their best wishes to Shaun Matters and his family.

REPORT OF OFFICERS

ITEM 1
2015-15 LONG TERM FINANCIAL PLAN

MOVED    E Parker
SECONDED    R Sangster

That:

1. The report be received.

2. The Summary Long Term Financial Plan 2014-15 to 2023-24 (Attachment 1 to report 1/15) be noted.

3. Comments from the Audit and Governance Committee relating to the Draft Long Term Financial Plan be noted.

SUSPENSION OF MEETING PROCEDURES
The Presiding Member advised members he thought the meeting would benefit from a suspension of meeting procedures for up to 30 minutes to discuss this item.

This was agreed with a two thirds majority.
Meeting procedures were suspended at 7:07 pm

EXTENSION OF SUSPENSION OF MEETING PROCEDURES
The Presiding Member suggested a further extension of suspension of meeting procedures for up to 15 minutes to discuss this item.

This was agreed with a two thirds majority.
Meeting procedures were suspended at 7:32 pm

A FURTHER EXTENSION OF SUSPENSION OF MEETING PROCEDURES
The Presiding Member suggested a further extension of suspension of meeting procedures for up to 10 minutes to discuss this item.

This was agreed with a two thirds majority.
Meeting procedures were suspended at 7:47 pm

Meeting procedures resumed at 7:57 pm

**Denotes Change
J Rawson MOVED as an AMENDMENT, SECONDED by M Rabbit

That:

1. The report be received.

2. The Summary Long Term Financial Plan 2014-15 to 2023-24 (Attachment 1 to report 1/15) be noted.

3. Comments from the Audit and Governance Committee relating to the Draft Long Term Financial Plan be noted.

The Audit and Governance Committee would bring it to the attention of Council to be cognisant of any material deviations from planned Capital Expenditure.

The AMENDMENT was put and CARRIED UNANIMOUSLY

The AMENDMENT then became the MOTION and was put and CARRIED UNANIMOUSLY

ITEM 2
FUTURE ASSET RE-VALUATION SCHEDULE

MOVED R Sangster
SECONDED E Parker

That:

1. The report be received.

CARRIED UNANIMOUSLY

ITEM 3
DRAFT INTERNAL AUDIT PLAN AND FINANCIAL DELEGATIONS AND CREDIT CARD AUDIT REPORT

MOVED M Rabbitt
SECONDED E Parker

That:

1. The report and attachments be received.

CARRIED UNANIMOUSLY
CHANGE TO ORDER OF AGENDA

The Presiding Member advised that it would be beneficial to the meeting to move forward Item 5 – Revised Audit and Governance Committee Terms of Reference. This was agreed with a two thirds majority.

ITEM 5
REVISED AUDIT AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

MOVED    R Sangster
SECONDED   M Rabbitt

That:

1. The report be received.

2. The Committee recommend to Council for adoption at the meeting to be held on the 23 March 2015 the revised Audit and Governance Committee Terms of Reference at Attachment 1 to item 5, as amended**.

CARRIED UNANIMOUSLY

ITEM 4
2014-15 EXTERNAL AUDIT PLAN AND CERTIFICATION OF THE ANNUAL FINANCIAL STATEMENTS

MOVED    M Rabbitt
SECONDED   E Parker

That:

1. The report be received.

2. The Audit and Governance Committee recommends to Council that:

   2.1 The Annual Audit Plan (Attachment 1 to Item 4) confirms consistency with the scope of the External Audit engagement and relevant legislation.

   2.2 The Financial Statements including the Audit Report for the year ended 30 June 2015 be presented to Council no later than 31 October 2015.

   2.3 Authorisation be given to the Mayor and the Chief Executive Officer to sign the certification of the statements in their final form once the annual audited financial statements have been completed.

CARRIED UNANIMOUSLY
OTHER BUSINESS

A draft motion was tabled for consideration by administration to undertake a service and organisational review of the City of Unley

The Committee requests a response from administration as soon as possible, but to be no later than 31 May 2015.

CLOSURE

The Presiding Member closed the meeting at 9:34 pm

MEETING DATES – 2015**

Next meeting date to be advised

........................................
PRESIDING MEMBER

........................................DATE
PURPOSE

To review and endorse, as recommended from the Audit and Governance Committee, the revised Audit and Governance Committee Terms of Reference.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.
2. Council adopts the Audit and Governance Committee Terms of Reference (provided at Attachment 1 to Item 76/15)

BACKGROUND

Council is required under Section 126 of the Local Government Act 1999 (the Act) to establish an Audit Committee (the Committee). The Section 41 Committees including the “Audit and Governance Committee” are required to be reviewed after the November 2014 Local Government elections.

The Terms of Reference are also required to be reviewed to reflect any changes the new Council would like to make to the Section 41 Committees including the appointment of Elected Members to the Committee membership.
The Audit and Governance Committee reviewed the Terms of Reference at their meeting held 24 February 2015 and now present to Council for their adoption.

DISCUSSION

The initial review of the Terms of Reference was undertaken by the General Manager People and Governance, Manager Finance and ICT and Manager Governance and Risk. Some changes included minor edits including removal of ambiguities and corrections to better reflect the intention or wording of the legislation and the evolvement of the Committee’s role.

Council resolution from the meeting held 27 January 2015 appointed Councillors Rabbitt and Sangster to serve on the Audit and Governance Committee for the period of two years commencing from 28 January 2015.

As the Terms of Reference are required to be adopted by the new Council, this was an opportune time to make any recommended changes to the Terms of Reference and the role that the Audit and Governance Committee has apart from the legislative requirements.

COMMUNITY ENGAGEMENT

Community engagement is not required.

RECOMMENDED OPTION

Option 1 – Council adopts the Audit and Governance Committee Terms of Reference (provided at Attachment 1 to Item 76/15).

The Committee’s Terms of Reference be reviewed and adopted.

Option 2 – Council adopts the Audit and Governance Committee Terms of Reference as amended (provided at Attachment 1 to Item 76/15).

The Committee’s Terms of Reference be reviewed, amended and adopted.

Option 1 is the preferred option.

CONCLUSION

The Audit and Governance Committee have reviewed the revised Audit and Governance Committee’s Terms of Reference and now recommends Council endorse them with the recommended changes.
REVISED DRAFT 03/03/2015

AUDIT AND GOVERNANCE COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

1.1. The Audit and Governance Committee is established pursuant to Sections 41 and 126 of the Local Government Act 1999 ("the Act").

1.2. This Terms of Reference was adopted by Council on xx March 2015.

2. OBJECTIVES

2.1. The Committee is established to fulfil the following functions:

In accordance with Section 126(4): The functions of an audit committee include —

(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and

(ab) proposing, and providing information relevant to, a review of the council’s strategic management plans or annual business plan; and

(ac) proposing, and reviewing, the exercise of powers under section 130A; and

(b) liaising with the council's auditor; and

(c) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

Financial Reporting & Sustainability

2.1.1 review the annual financial statements of the Council to ensure that they present fairly the state of affairs of the Council, reviewing significant financial reporting issues and judgements which they contain.

2.1.2 review and make recommendations to the Council regarding the assumptions, financial indicators and targets in the Long Term Financial Plan, including financial sustainability of Council and any risks in relation to the adoption of the Long Term Financial Plan and Annual Budget.

2.1.3 review, make recommendations and comment to Council on the financial outcomes of the Asset Management Plans.
2.1.4 propose and provide information relevant to, a review of the Council’s strategic management plans or annual business plans.

2.1.5 review and make recommendations to the Council regarding any other significant financial, accounting and reporting issues as deemed necessary by the Committee, Council or Management.

Risk Management and Internal Control

The Committee shall:

2.1.6 monitor and review the performance and adequacy of Council’s Risk and Opportunity Management Policy for identifying, monitoring and managing significant business risks, including Work Health and Safety and Council’s Business Continuity Planning.

2.1.7 review and comment of the adequacy of internal controls, internal audit, financial management systems and practices.

2.1.8 ensure an appropriate legislative compliance framework exists to identify risks and controls over compliance with applicable legislation and regulations.

Internal Audit and Compliance

The Committee shall:

2.1.1 monitor and review the effectiveness of the Council’s internal audit function and program in the context of the Council’s overall risk management system.

2.1.2 Have input into the development of Council’s Internal Audit Plan, review internal audit reports on completion of internal audits and meet with Internal Auditors as and if required.

2.1.3 obtain regular updates from Management and / or Internal Auditors regarding compliance matters in relation to the Council’s significant statutory requirements and provide comment to Council where necessary as part of the Committees reporting responsibilities.

2.1.4 review the operation of the internal audit function and make recommendations as appropriate.

External Audit

The Committee shall:

2.1.5 liaise and meet with Council’s external auditor(s). The Committee shall meet the external auditor at least once a year.

2.1.6 consider and make recommendations to the Council, in relation to the selection, appointment, and removal of the External Auditor.

2.1.7 review and make recommendations to Council on the scope of work, reports and activities of the External Auditor, including interaction with any internal audit capability.
2.1.8 review the findings of the annual and interim audits with the External Auditor.

2.1.9 review the response by Management to reviews, recommendations and audit letters provided by the External Auditors.

**Governance and Other**

The Committee shall:

2.1.10 review and comment on the overall adequacy of Council’s Policy and Procedure Framework.

2.1.11 propose and review the exercise of powers under section 130A of the Local Government Act 1999 “Other Investigations” if required by Council and/or deemed necessary by the Committee.

2.1.12 consider monitor and review the operation of Council’s subsidiaries in relation to the minutes and recommendations from their respective Committees and any other matter which is within the powers of the Council and is appropriate to be referred to the Committee by the Council.

2.1.13 to do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives.

3. **MEMBERSHIP**

3.1. The Committee will comprise 5 members as follows:

(a) 3 independent members appointed by the Council;

(b) 2 Elected Member(s) nominated by the Council;

3.2. It is desirable that the independent members of the Committee have recent and relevant experience in professions such as, but not limited to, accounting, audit, financial, legal, risk management and governance.

3.3. Criteria used to select independent representatives and group representatives will have regard to gender balance, youth and cultural representations and seek to maintain and build upon a group voice that is broadly representative of the community.

3.4. The current members of the Committee are listed at Schedule 1 to these Terms of Reference.

3.5. Membership of the Committee is as listed on Schedule 1, unless a member resigns or is otherwise incapable of continuing as a member or is removed from office by resolution of the Council.

3.6. Members of the Committee are eligible for reappointment at the expiration of their term of office.

3.7. The Committee may, by a vote supported by at least 4 members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.
3.8. Independent Members of the Committee are eligible for re-appointment at the expiration of their term of office.

3.9. It is desirable for an Elected Member appointee to have a sound understanding of financial management expertise and principles and/or skills such as, but not limited to, risk management and governance.

3.10. Elected Members are eligible for re-appointment if they are re-elected at a general or periodic election of Council.

3.11. Independent members are required to complete the Register of Interests forms.

3.12. Council will determine the sitting fees for independent members for meetings attended.

3.13. In accordance with Division 2 of Part 4 of Chapter 5 of the “Act”, all independent members of this section 41 Committee will be required to complete and submit primary and/or ordinary returns.

4. **PRESIDING MEMBER**

4.1. The Council will appoint the Presiding Member of the Committee.

4.2. The Council authorises the Committee to determine if there will be a Deputy Presiding Member of the Committee and, if so, authorises, the Committee to make the appointment to that position for a term determined by the Committee.

4.3. If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.

4.4. The Presiding Member, with the CEO, has responsibility for execution of the Independence of External Auditor declaration as part of the end of financial year audit process.

4.5. The role of the Presiding Member includes:

   4.5.1 overseeing and facilitating the conduct of meetings in accordance with the *Local Government Act 1999, the Local Government (Procedures at Meetings) Regulations 2013*.

   4.5.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and

   4.5.3 where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

5. **DELEGATION**
5.1 The Committee does not have delegated powers from Council. Accordingly, all decisions of the Committee constitute recommendations to the Council.

6. NOTICE OF MEETINGS

6.1 Notice of the meetings of the Committee will be given in accordance with sections 87 and 88 of the Act. Accordingly, notice will be given:-

6.1.1 to members of the Committee by email or as otherwise agreed by Committee members at least 3 clear days before the date of the meeting; and

6.1.2 to the public as soon as practicable after the time that notice of the meeting is given to members by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

7. REPORTING

7.1 For the purposes of s41(8) of the Act, the Council’s reporting and other accountability requirements are satisfied by the delivery of a copy of the minutes of each meeting of the Committee to each Elected Member of the Council within 5 days after the Committee meeting and the inclusion of those minutes in the agenda papers for the next ordinary meeting of the Council.

7.2. Recommendations emanating from the meeting and reported to Council will include a summary outlining the reasoning that underpins the recommendation.

7.3. At the request of the CEO, the Presiding Member (and other Independent Members as required) shall provide a report and presentation to Council relating to Strategic Financial, Risk or Governance matters.

8. OPERATIONAL MATTERS

8.1. The Committee shall meet at least 4 times per year at appropriate times in the financial reporting cycle, and when the Committee may otherwise deem necessary.

8.2. If after considering advice from the CEO or delegate, the Presiding Member of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting.

9. PUBLIC ACCESS TO MEETINGS

9.1. The Committee shall meet at the Offices of the Council located at 181 Unley Road, Unley SA 5061.

9.2. Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

10. MEETING PROCEDURE
10.1. The Council has resolved to apply Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* to this Committee.

10.2. Insofar as the Act, the Regulations, the Code of Practice - Meeting Procedures or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.

10.3. Subject to clause 8.4 of these Terms of Reference, all decisions of the Committee shall be made on the basis of a majority of the members present.

10.4. A quorum for a meeting of the Committee is 3 members.

10.5. Any Elected Member who is not a member of the Committee is able to address members of the Committee and provide contribution at any Committee meeting of which they are not a member in accordance with the Code of Practice - Meeting Procedures, Clause 44.

10.6. All members of the Committee must (subject to a provision of the Act or Regulations to the contrary) vote on any matter arising for decision at a meeting of the Committee.

10.7. Every member of the Committee has a deliberative vote only. In the event of a tied vote the person presiding at the meeting does not have a second or casting vote.

10.8. Any decision of the Committee which does not arise from a recommendation of a Council officer must be supported in the minutes of the meeting by clear reasons for the decision.

10.9. The Council will provide a support officer for the purposes of co-ordination and preparation of agendas and reports for and minutes of Committee meetings and as a point of contact for all Committee members.

Responsible Officer: General Manager People and Governance

Attendance by: Chief Executive Officer and General Managers or Managers (as required)
SCHEDULE 1

MEMBERSHIP

1. Presiding Member: Mr John Rawson (TBC)

2. Members of the Committee:
   - Cr Michael Rabbitt (appointed 28/01/15 for a period of two years)
   - Cr Rob Sangster (appointed 28/01/15 for a period of two years)
   - Mr Shaun Matters (Deputy Presiding Member from 28/10/2013) (TBC)
   - Mr Ed Parker (TBC)

3. Term:
   
   Elected Members: For a period of two years commencing 28 January 2015, unless such appointment is revoked by Council (Council, Item 43/2015, 27 January 2015)

   Independent Members: For a period of 4 years until May 2019.

4. Sitting fees for independent members per meeting attended:
   
   a. Presiding Member; $450 per meeting attended.
   
   b. Independent Members; $300 per meeting attended.
   
   c. If Independent Members are required to attend a workshop; $150 per workshop.
NAME OF COMMITTEE

AGENDA

Meeting to be held
(Date and Time)
Civic Centre
181 Unley Road, Unley SA 5061

MEMBERS:
- Presiding Member
- Committee Members

REPORT TO COUNCIL:

ACKNOWLEDGEMENT (Optional)
We acknowledge that the land we meet
on today is the traditional land of the
Aboriginal people and that we respect
their spiritual relationship with their
country.

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

APOLOGIES:

CONFIRMATION OF COMMITTEE
MINUTES:

CONFLICT OF INTEREST:

DEPUTATIONS:

REPORTS OF OFFICERS:

ITEM NO. PAGE NO.
1.

NEXT MEETING:

Formatted: Right, Level 1, Space
After: 12 pt, Tab stops: 1.27 cm, Left
AUDIT AND GOVERNANCE COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

1.1. The Audit and Governance Committee is established pursuant to Sections 41 and 126 of the Local Government Act 1999 ("the Act").

1.2. This Terms of Reference was adopted by Council on xx March 2015

2. OBJECTIVES

2.1. The Committee is established to fulfil the following functions:

In accordance with Section 126(4); The functions of an audit committee include —

(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and

(ab) proposing, and providing information relevant to, a review of the council’s strategic management plans or annual business plan; and

(ac) proposing, and reviewing, the exercise of powers under section 130A; and

(b) liaising with the council’s auditor; and

(c) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

Financial Reporting & Sustainability

2.1.1 review the annual financial statements of the Council to ensure that they present fairly the state of affairs of the Council, reviewing significant financial reporting issues and judgements which they contain.

2.1.2 review and make recommendations to the Council regarding the assumptions, financial indicators and targets in the Long Term Financial Plan, including financial sustainability of Council and any risks in relation to the adoption of the Long Term Financial Plan and Annual Budget.

2.1.3 review, make recommendations and comment to Council on the financial outcomes of the Asset Management Plans.
2.1.4 propose and provide information relevant to, a review of the Council’s strategic management plans or annual business plans.

2.1.5 review and make recommendations to the Council regarding any other significant financial, accounting and reporting issues as deemed necessary by the Committee, Council or Management.

Risk Management and Internal Control

The Committee shall:

2.1.6 monitor and review the performance and adequacy of Council’s Risk and Opportunity Management Policy for identifying, monitoring and managing significant business risks, including Work Health and Safety and Council’s Business Continuity Planning.

2.1.7 review and comment of the adequacy of internal controls, internal audit, financial management systems and practices.

2.1.8 ensure an appropriate legislative compliance framework exists to identify risks and controls over compliance with applicable legislation and regulations.

Internal Audit and Compliance

The Committee shall:

2.1.1 monitor and review the effectiveness of the Council’s internal audit function and program in the context of the Council’s overall risk management system.

2.1.2 Have input into the development of Council’s Internal Audit Plan, review internal audit reports on completion of internal audits and meet with Internal Auditors as and if required.

2.1.3 obtain regular updates from Management and / or Internal Auditors regarding compliance matters in relation to the Council’s significant statutory requirements and provide comment to Council where necessary as part of the Committees reporting responsibilities.

2.1.4 review the operation of the internal audit function and make recommendations as appropriate.

External Audit

The Committee shall:

2.1.5 liaise and meet with Council’s external auditor(s). The Committee shall meet the external auditor at least once a year.

2.1.6 consider and make recommendations to the Council, in relation to the selection, appointment, and removal of the External Auditor.

2.1.7 review and make recommendations to Council on the scope of work, reports and activities of the External Auditor, including interaction with any internal audit capability.
2.1.8 review the findings of the annual and interim audits with the External Auditor.

2.1.9 review the response by Management to reviews, recommendations and audit letters provided by the External Auditors.

**Governance and Other**

The Committee shall:

2.1.10 review and comment on the overall adequacy of Council's Policy and Procedure Framework.

2.1.11 propose and review the exercise of powers under section 130A of the Local Government Act 1999 “Other Investigations” if required by Council and/or deemed necessary by the Committee.

2.1.12 consider monitor and review the operation of Council's subsidiaries in relation to the minutes and recommendations from their respective Committees and any other matter which is within the powers of the Council and is appropriate to be referred to the Committee by the Council.

2.1.13 to do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives.

3. **MEMBERSHIP**

3.1. The Committee will comprise 5 members as follows:

   (a) 3 independent members appointed by the Council;

   (b) 2 Elected Member(s) nominated by the Council;

3.2. It is desirable that the independent members of the Committee have recent and relevant experience in professions such as, but not limited to, accounting, audit, financial, legal, risk management and governance.

3.3. Criteria used to select independent representatives and group representatives will have regard to gender balance, youth and cultural representations and seek to maintain and build upon a group voice that is broadly representative of the community.

3.4. The current members of the Committee are listed at Schedule 1 to these Terms of Reference.

3.5. Membership of the Committee is as listed on Schedule 1, unless a member resigns or is otherwise incapable of continuing as a member or is removed from office by resolution of the Council.

3.6. Members of the Committee are eligible for reappointment at the expiration of their term of office.

3.7. The Committee may, by a vote supported by at least 4 members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.
3.8. Independent Members of the Committee are eligible for re-appointment at the expiration of their term of office.

3.9. It is desirable for an Elected Member appointee to have a sound understanding of financial management expertise and principles and/or skills such as, but not limited to, risk management and governance.

3.10. Elected Members are eligible for re-appointment if they are re-elected at a general or periodic election of Council.

3.11. Independent members are required to complete the Register of Interests forms.

3.12. Council will determine the sitting fees for independent members for meetings attended.

3.13. In accordance with Division 2 of Part 4 of Chapter 5 of the “Act”, all independent members of this section 41 Committee will be required to complete and submit primary and/or ordinary returns.

4. **PRESIDING MEMBER**

4.1. The Council will appoint the Presiding Member of the Committee.

4.2. The Council authorises the Committee to determine if there will be a Deputy Presiding Member of the Committee and, if so, authorises, the Committee to make the appointment to that position for a term determined by the Committee.

4.3. If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.

4.4. The Presiding Member, with the CEO, has responsibility for execution of the Independence of External Auditor declaration as part of the end of financial year audit process.

4.5. The role of the Presiding Member includes:

4.5.1 overseeing and facilitating the conduct of meetings in accordance with the Local Government Act 1999, the Local Government (Procedures at Meetings) Regulations 2013.

4.5.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and

4.5.3 where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

5. **DELEGATION**
5.1 The Committee does not have delegated powers from Council. Accordingly, all decisions of the Committee constitute recommendations to the Council.

6. NOTICE OF MEETINGS

6.1 Notice of the meetings of the Committee will be given in accordance with sections 87 and 88 of the Act. Accordingly, notice will be given:-

6.1.1 to members of the Committee by email or as otherwise agreed by Committee members at least 3 clear days before the date of the meeting; and

6.1.2 to the public as soon as practicable after the time that notice of the meeting is given to members by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

7. REPORTING

7.1 For the purposes of s41(8) of the Act, the Council's reporting and other accountability requirements are satisfied by the delivery of a copy of the minutes of each meeting of the Committee to each Elected Member of the Council within 5 days after the Committee meeting and the inclusion of those minutes in the agenda papers for the next ordinary meeting of the Council.

7.2 Recommendations emanating from the meeting and reported to Council will include a summary outlining the reasoning that underpins the recommendation.

7.3 At the request of the CEO, the Presiding Member (and other Independent Members as required) shall provide a report and presentation to Council relating to Strategic Financial, Risk or Governance matters.

8. OPERATIONAL MATTERS

8.1 The Committee shall meet at least 4 times per year at appropriate times in the financial reporting cycle, and when the Committee may otherwise deem necessary.

8.2 If after considering advice from the CEO or delegate, the Presiding Member of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting.

9. PUBLIC ACCESS TO MEETINGS

9.1 The Committee shall meet at the Offices of the Council located at 181 Unley Road, Unley SA 5061.

9.2 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

10. MEETING PROCEDURE
10.1. The Council has resolved to apply Part 2 of the Local Government (Procedures at Meetings) Regulations 2013 to this Committee.

10.2. Insofar as the Act, the Regulations, the Code of Practice - Meeting Procedures or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.

10.3. Subject to clause 8.4 of these Terms of Reference, all decisions of the Committee shall be made on the basis of a majority of the members present.

10.4. A quorum for a meeting of the Committee is 3 members.

10.5. Any Elected Member who is not a member of the Committee is able to address members of the Committee and provide contribution at any Committee meeting of which they are not a member in accordance with the Code of Practice - Meeting Procedures, Clause 44.

10.6. All members of the Committee must (subject to a provision of the Act or Regulations to the contrary) vote on any matter arising for decision at a meeting of the Committee.

10.7. Every member of the Committee has a deliberative vote only. In the event of a tied vote the person presiding at the meeting does not have a second or casting vote.

10.8. Any decision of the Committee which does not arise from a recommendation of a Council officer must be supported in the minutes of the meeting by clear reasons for the decision.

10.9. The Council will provide a support officer for the purposes of co-ordination and preparation of agendas and reports for and minutes of Committee meetings and as a point of contact for all Committee members.

Responsible Officer: General Manager People and Governance

Attendance by: Chief Executive Officer and General Managers or Managers (as required)
MEMBERSHIP

1. Presiding Member: Mr John Rawson (TBC)

2. Members of the Committee:
   Cr Michael Rabbitt (appointed 28/01/15 for a period of two years)
   Cr Rob Sangster (appointed 28/01/15 for a period of two years)
   Mr Shaun Matters (Deputy Presiding Member from 28/10/2013) (TBC)
   Mr Ed Parker (TBC)

3. Term:
   Elected Members: For a period of two years commencing 28 January 2015, unless such appointment is revoked by Council (Council, Item 43/2015, 27 January 2015)
   Independent Members: For a period of 4 years until May 2019.

4. Sitting fees for independent members per meeting attended:
   a. Presiding Member; $450 per meeting attended.
   b. Independent Members; $300 per meeting attended.
   c. If Independent Members are required to attend a workshop; $150 per workshop.
PURPOSE
To consider the future of Community Reference Groups.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.

2. The following Reference Groups be disbanded:
   - Community Sustainability
   - Goodwood Oval
   - Road Safety
   - Unley Gourmet Gala and Tour Down Under Stage Start
   - Unley Oval.

3. The Reference Group Protocols for the Groups referred to in 2 above be revoked.

4. The Community Reference Group Policy be revoked.

5. The Reference Group members be advised of Council's decision.
BACKGROUND

Reference Groups (the Groups) were established as a means of engaging with the community over matters of common interest and/or concern. They were not established as formal Council Committees under Section 41 of the Local Government Act 1999 (the Act) and had previously been known as “Advisory” Groups. Membership comprised Elected Members, community representatives, and in some Groups, local business people. Following information provided by Kelledy Jones Lawyers at an Elected Member Briefing\(^1\) in November 2012, which alerted Council to the governance risks involved with supporting such groups, a review was undertaken.

Subsequently, a report (Item 657) was provided to the Council Meeting of 29 January 2013. A further report (Item 703) was brought to the Council Meeting of 25 March 2013, and Council resolved that five “Community Reference” Groups be set up. A Community Reference Group Policy and Protocols were adopted which state that the Groups were “established at the pleasure of Council”. The documents clearly establish the difference between the role and structure of the Groups and that of a formal Section 41 Council Committee. The report noted that the role of the Reference Groups should be to:

- “provide a forum for interaction between community, Elected Members and Administration
- be a community ‘sounding board’ at the scoping stage of projects
- bring together a diverse range of views, experiences and skills
- be in touch with and reflect community sentiment
- contribute to project planning consultation.”

DISCUSSION

Council has now had almost two years to observe the activities of the five Groups established in March 2013 by resolution 703. As with all Council activities, a review and assessment of the value of the activity should be undertaken at suitable intervals.

Communication
The role of the Elected Members is to facilitate two-way communication between the community and the elected Council and its Administration. This has successfully occurred historically both with and without the Reference/Advisory Groups.

Elected Members have continued to be the main conduit to Council, or a Council Committee, for issues raised by the Groups’ community representatives, and operational matters have been progressed by the Administration. For example, as part of their role, the Recreation Planner continually liaises and engages with local sports clubs. These pathways are appropriate for the conduct of Council business and communication with the community, and would continue with or without Reference Groups.
On the other hand, if a particular project would benefit from some community input, then a Working Party could be set up with a defined purpose and finite timeline, and be disbanded on project completion. The Unley Gourmet Gala / Tour Down Under event is an example of a Working Party that would be established for a specific purpose.

Also, this approach does not preclude the establishment of advisory bodies to support Council’s Community Centres and other related services to ensure representation and input to effectively guide program development.

Financial / budget
There are no financial implications in disbanding Reference Groups.

Property maintenance, capital works etc, affecting council-owned sporting club premises will continue to be considered as part of the Council’s annual budget process.

Legislative / Risk Management
Reference Groups have no legal status and no authority to make recommendations to or decisions on behalf of Council.

The Groups are not a legal entity of Council, and therefore do not have the legal protection provided by the Act as applies to Council meetings and activities.

Assessment of effectiveness
Some Groups have been more active than others. Factors influencing the viability and value of the Groups include:

- composition and stability of membership
- meeting frequency
- the nature of issues raised
- degree of urgency of response to same, and
- was the issue under discussion the responsibility of Council or State or Federal Government.

The objectives, role and functions of some Reference Groups are closely aligned with some of the Section 41 Committees. For example, in the new Committee structure, road safety/traffic management matters have been included in the Terms of Reference of the Infrastructure and Sustainability Committee. This will ensure that matters raised have a formal conduit to Council.

On the other hand, while the Goodwood and Unley Oval Groups could be disbanded, the club representatives for each site could continue to meet as a “joint management committee” at a club venue with or without attendance by, and administrative support from, Council staff. The same can apply for the establishment of the Bicycle user Group (Item 53/2015). There is no impediment to the groups setting their own meeting schedule and structure. Issues which needed consideration by Council could be raised with the relevant Elected Members and operational matters brought to the attention of the Administration. Council staff could attend by invitation of the group on an as
needs basis, in order to support their activities. Elected Members would not be formally appointed to the group by Council but they could attend as community members or as observers by invitation of the group.

Policy
Should Council decide to disband the Groups, the Community Reference Group Policy and Protocols for each Group would not be needed and should be revoked.

COMMUNITY ENGAGEMENT

General community engagement is not required on this matter. However, the groups will need to be advised of Council’s decision to disband the formal Reference Group structure and be reassured that the lines of communication with Elected Members and the Administration will remain strong and open.

ANALYSIS OF OPTIONS

Option 1 – Disband the Reference Groups

All of the Reference Groups would be disbanded under this option. Council will operate with a simpler and improved governance model and continue to have access to relevant expertise and community input to assist with its decision making.

Under this model, the Community Reference Group Policy and Protocols would no longer be required and should be revoked.

RECOMMENDED OPTION

Option 1 is the recommended option.

CONCLUSION

Reference Groups’ main role of communication with Council is undertaken on an on-going basis by the Elected Members and/or staff according to the matter under discussion.

Where a particular project would benefit from community input, then Working Parties could be established. On-going liaison and engagement will continue to occur with the community groups and clubs as required.

1 City of Unley; Section 41 Committees (and Working Parties) and the importance of understanding roles and responsibilities.
Kelley Jones Lawyers. 5 November 2012
Community Reference Groups

Policy Type: Council
Reference Number: 
Responsible Department: Chief Executive Officer
Responsible Officer: Chief Executive Officer
Legislation Local Government Act 1999
Relevant Delegations: nil
Related Policies and Procedures nil

Community Goal
GOE/2; Generate an approach to all Council operations which maintains the principles of good governance such as public accountability, transparency, integrity, leadership, cooperation with other levels of government and social equity.

Council Resolution: 25/3/2013; 703/13
Date Adopted: 25/3/2013
Review Date: 25/3/2014

1. POLICY STATEMENT

1.1 This Policy applies to Community Reference Groups (hereafter referred to as Reference Groups) that operate within the Council area. Reference Groups operate for the purposes of facilitating communication between the community and the Council in relation to discreet matters that are relevant to the functions of the Council and to otherwise bring local matters to the Council’s attention.

1.2 The Policy seeks to address and clarify:

1.2.1 the purpose and legal status of Reference Groups in the context of the Council’s decision-making framework;

1.2.2 the extent of Council’s interactions and involvement with Reference Groups; and

1.2.3 various operational matters including the procedures that should apply to meetings of Reference Groups and the manner in which the matters discussed at such meetings are communicated to the Council.
1.3 The Reference Groups are not (and are not intended to be) a Committee of the Council.

1.4 The Reference Groups do not have any delegated decision making powers from the Council.

1.5 A Reference Group is established at the pleasure of Council.

1.6 The Reference Groups to which this Policy applies (and the purpose for which they operate) are listed in Appendix A to this Policy. This list may be amended from time to time.

2. **PRINCIPLES**

2.1 Reference Groups provide an opportunity for members of the public to meet, including with elected members to discuss various community issues, the outcomes of which discussions may subsequently be communicated directly to the Council or to a Council committee for the purpose of Council decision-making.

2.2 The Council considers that the Reference Groups constitute a valuable link between Council and the community.

2.3 A Reference Group may only deal with matters relevant to its purpose as determined by the Council.

2.4 Council has established operating procedures to ensure that each Reference Group operates in a consistent manner, each is dealt with fairly and consistently by the Council and that the matters discussed at Reference Group meetings are properly communicated to the Council through the appropriate decision-making mechanisms.

2.5 This Policy, therefore:

2.5.1 assists the Council in acting as a representative, informed, transparent and responsible decision maker in the interests of the community; and

2.5.2 assists elected members in fulfilling their role under section 59(1)(b) of the *Local Government Act 1999* to represent the interests of residents and ratepayers, to provide community leadership and to facilitate communication between the community and the Council.

3. **OPERATIONAL MATTERS**

3.1. Membership of each Reference Group is to comprise residents and/or ratepayers of the Council area and elected members as follows:

3.1.1 Council will request nominations from the public from persons who wish to be members of a Reference Group. This will occur by way of notice in the Messenger newspaper and on the Council’s website. Only persons who fulfil the relevant selection criteria determined by the Council may nominate;
3.1.2 in the event 5 or less nominations are received, each of the persons nominated who satisfy the selection criteria will become a member of the Reference Group;

3.1.3 in the event more than 5 nominations are received, the Chief Executive Officer of the Council will appoint 5 of those persons who best fulfil the relevant selection criteria to be members of the Reference Group and will inform them accordingly. The Chief Executive Officer’s determination in this regard is final; and

3.1.4 each Reference Group will be assigned up to two elected members. The elected members may attend and participate in meetings of the Reference Group at their discretion.

3.2. Each Reference Group will be assigned a Council Liaison Officer who will attend meetings of the Reference Group on an as needs basis.

3.3. At the first meeting of each Reference Group a Chairperson must be appointed from amongst the Reference Group’s numbers. The Chairperson will chair meetings of the Reference Group and is the person with whom Council staff will directly liaise.

3.4. The role of the Chairperson includes:

3.4.1 overseeing and facilitating the conduct of meetings of the Reference Group in a timely and efficient manner;

3.4.2 ensuring that the business discussed at Reference Group meetings is limited to the matters listed for discussion at that meeting;

3.4.3 ensuring all persons present have an opportunity to participate in discussions;

3.4.4 determining the time and place of the next meeting of the Reference Group in consultation with the members and the Council Liaison Officer; and

3.5. Items for discussion at meetings of Reference Groups will be finalised as follows:

3.5.1 members of the Reference Group may request, in writing, that the Chairperson include a matter on the list of items for discussion;

3.5.2 such requests must be received by the Chairperson no less than 8 business days before a scheduled meeting of the Reference Group;

3.5.3 the Chairperson is responsible for compiling the list of items for discussion which should include all matters contained in
requests by members and may include any other matters the Chairperson considers fit and providing it to the Council Liaison Officer for comment and finalisation.

3.5.4 in conjunction with the Council Liaison Officer, finalising the list of items for discussion at the Reference Group meetings.

3.5.5 The proforma for the meeting format and list of items is shown at Appendix B.

3.6. The proceedings for Reference Group meetings are as determined by the Reference Group. However, the actions to be taken by a Reference Group in relation to various matters discussed at meetings will be determined by consensus of the members present.

3.7 Each Reference Group is responsible for ensuring a record of its meeting is kept. At a minimum such record must contain:

3.7.1 the persons present at the meeting;

3.7.2 a summary of matters discussed; and

3.7.3 actions arising from discussion at the meeting and details of the person who is responsible for implementing them.

3.8. The Reference Group must ensure a copy of the record of each meeting is provided to the Council Liaison Officer within 7 days of the meeting.

3.9. The level of support provided to a Reference Group is at the absolute discretion of the Council.

4. COMMUNICATION TO COUNCIL

4.1. Reference Group meetings are a means of gathering information to inform report writing and Council decision making.

4.2. Operational matters identified by the Reference Group are to be raised with the Chief Executive Officer in the first instance.

4.3. Separately, if an elected member attends a meeting of a Reference Group, he/she may individually seek to bring to the Council’s or Council Committee’s attention any matters discussed at the Reference Group meeting by way of a motion with or without notice.
# COMMUNITY REFERENCE GROUPS

<table>
<thead>
<tr>
<th>Name of Group</th>
<th>Purpose</th>
<th>Date established</th>
<th>Council Report reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Sustainability</td>
<td>To improve awareness &amp; uptake of principles &amp; practices of sustainability by local community.</td>
<td>25/3/2013</td>
<td>703/13</td>
</tr>
<tr>
<td>Goodwood Oval</td>
<td>To provide a forum for liaison between Council, oval user groups &amp; residents.</td>
<td>25/3/2013</td>
<td>703/13</td>
</tr>
<tr>
<td>Road Safety</td>
<td>To provide a forum for liaison with Council on localised road safety matters.</td>
<td>25/3/2013</td>
<td>703/13</td>
</tr>
<tr>
<td>Unley Gourmet Gala and Tour Down Under Stage Start</td>
<td>To provide a forum for liaison between Council &amp; event stakeholders.</td>
<td>25/3/2013</td>
<td>703/13</td>
</tr>
<tr>
<td>Unley Oval</td>
<td>To provide a forum for liaison between Council, oval user groups &amp; residents.</td>
<td>25/3/2013</td>
<td>703/13</td>
</tr>
</tbody>
</table>
City of Unley Reference Group

Items for discussion

Meeting date (day/month/year)

1. MEETING OPENED:

2. PRESENT:

3. APOLOGIES:

4. ITEMS FOR DISCUSSION
   4.1
   4.2
   etc

5. NEXT MEETING: time/date/venue

6. MEETING CLOSED:
DECISION REPORT

REPORT TITLE: ELECTION FOR METROPOLITAN REPRESENTATIVES TO THE LGA BOARD

ITEM NUMBER: 78

DATE OF MEETING: 23 MARCH 2015

AUTHOR: SUE BAYLY

RESPONSIBLE OFFICER: STEPHEN FAULKNER

JOB TITLE: GENERAL MANAGER PEOPLE & GOVERNANCE

ATTACHMENTS: 1. LGA LETTER – 20 FEBRUARY 2015

PURPOSE

For Council to endorse its preferred candidates for election as the Metropolitan Local Government Group representatives on the Local Government Association of South Australia (LGA) Board.

RECOMMENDATION

MOVED:

SECONDED:

That:

1. The report be received.

2. Council endorse the following persons as Metropolitan Local Government Group representatives to the Local Government Association of South Australia Board in the following order of preference:

   (1) Mayor Lachlan Clyne
   (2)
   (3)
   (4)
   (5)
   (6)
   (7)
   (8)
   (9)
   (10)
   (11)
   (12)
   (13)
   (14)

(This is page 9 of the Council Agenda Reports for 23 March 2015)
**BACKGROUND**

The term of office of the current Local Government Association (LGA) Board, including the President, will finish at the LGA Ordinary General Meeting on 1 May 2015.

At the Council meeting of 27 January 2015, by resolution 44/2015, Mayor Lachlan Clyne was nominated as a Metropolitan Local Government Group (MLGG) representative on the LGA Board.

Correspondence dated 20 February 2015 from Ms Wendy Campana, LGA Chief Executive Officer, advises that 14 nominations for the MLGG representative positions were received for the 12 vacancies, and so an election will be necessary. Ms Campana is the Returning Officer for the election.  

Attachment 1

Mayor David Burgess from Mid-Murray Council was elected unopposed to the LGA Presidency, and he will assume office at the conclusion of the LGA Ordinary General Meeting on 1 May 2015.

**DISCUSSION**

**Metropolitan Representatives**

The election will be for eight MLGG Members and four Deputy Members. The eight candidates with the highest number of votes will be elected as Board Members and the next four will become the Deputy Members. The candidates are as follows (in Ballot Paper order):

<table>
<thead>
<tr>
<th>Name</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Robert Bria</td>
<td>City of Norwood, Payneham &amp; St Peters</td>
</tr>
<tr>
<td>Mayor Angela Keneally</td>
<td>City of Charles Sturt</td>
</tr>
<tr>
<td>Cr Sue Clearihan</td>
<td>Adelaide City Council</td>
</tr>
<tr>
<td>Mayor Lachlan Clyne</td>
<td>Corporation of the City of Unley</td>
</tr>
<tr>
<td>Cr Peter Jamieson</td>
<td>City of Port Adelaide Enfield</td>
</tr>
<tr>
<td>Cr Alison Bowman</td>
<td>City of Prospect</td>
</tr>
<tr>
<td>Cr Jillian Whittaker</td>
<td>Campbelltown City Council</td>
</tr>
<tr>
<td>Mayor Glen Spear</td>
<td>City of Mitcham</td>
</tr>
<tr>
<td>Cr David Shetliffe</td>
<td>Corporation of the Town of Walkerville</td>
</tr>
<tr>
<td>Mayor William Spragg</td>
<td>Adelaide Hills Council</td>
</tr>
<tr>
<td>Mayor Kevin Knight</td>
<td>City of Tea Tree Gully</td>
</tr>
<tr>
<td>Mayor David Parkin</td>
<td>City of Burnside</td>
</tr>
<tr>
<td>Mayor Gillian Aldridge</td>
<td>City of Salisbury</td>
</tr>
<tr>
<td>Mayor Lorraine Rosenberg</td>
<td>City of Onkaparinga</td>
</tr>
</tbody>
</table>

(This is page 10 of the Council Agenda Reports for 23 March 2015)
Metropolitan Councils only are eligible to vote in this election.

Details have been supplied by each candidate to assist Council in determining for whom they wish to vote. These have been sent out to Elected Members under separate cover.

All votes must be received by the Returning Officer by 5.00pm on Tuesday 7 April 2015. A copy of the Council Minutes, certified by the Chief Executive Officer, must be provided to the LGA with the completed ballot paper. Counting of the vote will commence at 9.00am on Wednesday 8 April 2015 at Local Government House and candidates or their nominated scrutineer may attend the count.

Successful candidates will take office at the conclusion of the LGA Ordinary General Meeting on 1 May 2015 for a term of two years.

COMMUNITY ENGAGEMENT

No community consultation is required on this matter.

ANALYSIS OF OPTIONS

Option 1- Council votes for the following persons in order of preference for the positions as Metropolitan Representatives to the LGA Board:

(1) Mayor Lachlan Clyne
(2)
(3)
(4)
(5)
(6)
(7)
(8)
(9)
(10)
(11)
(12)
(13)
(14)

CONCLUSION

The LGA has notified Council that an election is required to select eight Members and four Deputy Members as Metropolitan Local Government Group (MLGG) representatives on the LGA Board. Council must determine, by resolution, its order of preference for the candidates and return the voting paper to the LGA by 5pm on Tuesday 7 April 2015.
20 February 2015

METROPOLITAN COUNCIL CEOS (COUNCILS IN FIRST SCHEDULE OF LGA CONSTITUTION)

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

Dear Peter:

Election of Board Members and Deputy Board Members representing Metropolitan Local Government Group to the LGA Board

On 18 December 2014, I wrote to all metropolitan Councils inviting nominations for metropolitan representatives to the LGA Board and, via email on Monday 16 February 2015, I advised of the candidates and the processes going forward. As you are aware, nominations have now closed and this letter outlines the election process and attaches relevant documents, including the candidate information that has been received.

I received 14 nominations from Councils for the 12 positions available (comprising 8 members and 4 deputy members). Each Metropolitan Council is entitled to vote in this election.

VOTING INSTRUCTIONS

Pursuant to Rules 64 and 65 of the LGA Constitution, the casting of the vote by your Council must be conducted as follows:

1. The voting must be on the enclosed “voting paper” (Rule 64.3) which has the candidates listed in the order as drawn by lot.

2. The Council must determine its order of preference for the candidates listed on the enclosed voting paper (Rule 64.1.3). The Council must mark the voting paper by placing the number 1 in the square opposite the name of the first candidate of the Council’s choice and must continue (using consecutive numbers) until a vote has been indicated for 12 candidates in the order of the Council’s preference.

3. Pursuant to Rule 64.1.3, to cast a valid vote, the voting paper must be accompanied by:
   3.1. a copy of the minutes of the meeting held by the Council in relation to the election duly certified by the chief executive officer of the Council or a person acting in the position of chief executive officer; or
   3.2. a certified copy of a decision of a delegate,

in either case clearly indicating the order of preference of the candidates for whom the Council is voting.
4. The following must then occur:

4.1. the voting paper accompanied by the certified copy of the minutes (or certified copy of a delegate's decision as the case may be), must be inserted into the envelope provided marked "Voting Paper" and sealed;

4.2. the sealed "VOTING PAPER" envelope must then be inserted into the second larger envelope marked "RETURNING OFFICER – LGA ELECTION" (Rule 64.3). Before sealing this envelope, the name of the Council must be written on the inside flap of this envelope; and

4.3. the sealed envelope must then be delivered to the LGA by way of post or placed in the ballot box made available by the LGA at its offices for this purpose.

5. To be included in the count, all votes must be received by the Returning Officer by 5.00pm on Tuesday 7 April 2015.

6. Use only the voting paper I have enclosed with my initials, or those of the Deputy Returning Officer, on the back. If an error is made, please return the spoilt voting paper to the LGA and another will be forwarded to you.

Please also find attached candidate nomination forms and candidate profiles, which are in the same order as the candidates appear on the voting paper.

Under Rule 66 of the LGA Constitution, the counting of votes shall occur in accordance with the method set out in Section 48 of the Local Government (Elections) Act 1999 (i.e. for the same method utilised for Council elections). The counting of votes will take place at Local Government House on Wednesday 8 April 2015, commencing at 9:00am. Each candidate and another person nominated as the candidate’s scrutineer may be present at the counting of the votes.

In accordance with Rule 59.5.3 of the Constitution, the eight candidates with the highest number of votes will be elected as Board Members and the four candidates with the next highest votes will be elected as Deputy Board Members.

The provisional declaration of the result of the election will be announced at the completion of the counting of the votes, and will be confirmed by the making of the final declaration by the Returning Officer after 48 hours (subject to any recount of the votes cast) pursuant to Rule 68 of the Constitution. I anticipate that I will be making the provisional declaration announcement at 12 noon on Wednesday 8 April 2015.

For your information, I have attached a list of the current Metropolitan Local Government Group members and deputy members.

If you have any questions please contact the Returning Officer, Wendy Campana on 8224 2022, or Deputy Returning Officer, Michael Stewart on 8224 2037.

Yours sincerely

Wendy Campana
Returning Officer

Telephone: 8224 2022
Email: wendy.campana@lga.sa.gov.au

Attach: Current Metropolitan Local Government Group Members/Deputy Members
Voting Paper (ECM 617876)
Voting Paper Envelope
Returning Officer Envelope
Candidate Nomination Forms and Profiles (13)
METROPOLITAN LOCAL GOVERNMENT GROUP MEMBERS AND DEPUTY MEMBERS
(as at February 2015)

Board Members

Mayor Bill Spragg (Adelaide Hills)
Mayor David Parkin (Burnside)
*Cr Jill Whittaker (Campbelltown)
Mayor Robert Bria (Norwood Payneham & St Peters)
*Mayor Lorraine Rosenberg (Onkaparinga)
Mayor Gillian Aldridge (Salisbury)
Mayor Lachlan Clyne (Unley)

(*current LGA Vice President)

Deputy Board Members

Mayor Glenn Spear (Mitcham)
Mayor Kevin Knight (Tea Tree Gully)
2 Vacant positions currently exist
# VOTING PAPER

**ELECTION FOR METROPOLITAN LOCAL GOVERNMENT GROUP**

8 MEMBERS and 4 DEPUTY MEMBERS REQUIRED

Votes must be received by 5pm Tuesday 7 April 2015

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRIA, Robert</td>
<td>Mayor</td>
<td>City of Norwood, Payneham &amp; St Peters</td>
</tr>
<tr>
<td>KENEALLY, Angela</td>
<td>Mayor</td>
<td>City of Charles Sturt</td>
</tr>
<tr>
<td>CLEARIHAN, Sue</td>
<td>Councillor</td>
<td>Adelaide City Council</td>
</tr>
<tr>
<td>CLYNE, Lachlan</td>
<td>Mayor</td>
<td>Corporation of the City of Unley</td>
</tr>
<tr>
<td>JAMIESON, Peter</td>
<td>Councillor</td>
<td>City of Port Adelaide Enfield</td>
</tr>
<tr>
<td>BOWMAN, Alison</td>
<td>Councillor</td>
<td>City of Prospect</td>
</tr>
<tr>
<td>WHITTAKER, Jill</td>
<td>Councillor</td>
<td>Campbelltown City Council</td>
</tr>
<tr>
<td>SPEAR, Glen</td>
<td>Mayor</td>
<td>City of Mitcham</td>
</tr>
<tr>
<td>SHETLIFFE, David</td>
<td>Councillor</td>
<td>Corporation of the Town of Walkerville</td>
</tr>
<tr>
<td>SPRAGG, Bill</td>
<td>Mayor</td>
<td>Adelaide Hills Council</td>
</tr>
<tr>
<td>KNIGHT, Kevin</td>
<td>Mayor</td>
<td>City of Tea Tree Gully</td>
</tr>
<tr>
<td>PARKIN, David</td>
<td>Mayor</td>
<td>City of Burnside</td>
</tr>
<tr>
<td>ALDRIDGE, Gillian</td>
<td>Mayor</td>
<td>City of Salisbury</td>
</tr>
<tr>
<td>ROSENBERG, Lorraine</td>
<td>Mayor</td>
<td>City of Onkaparinga</td>
</tr>
</tbody>
</table>

Important note: Mark the numbers 1 to 14 in the squares opposite the names of the candidates in the order of preference.

This voting paper is not valid unless completed in accordance with the above instructions, and initialed by the returning officer or deputy returning officer on the reverse side.
PURPOSE

To establish the Chief Executive Officer Performance Review Panel, and to appoint the Panel members.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.

2. Council adopt the Principles for the Chief Executive Officer Performance Review Panel as shown at Attachment 1 to Item 79/15.

3. The Mayor be appointed to the Chief Executive Officer Performance Review Panel for a period commencing 24 March 2015 until the end of the term of Council unless such appointment is revoked by Council.

4. Councillors……….. be appointed to the Chief Executive Officer Performance Review Panel for a period commencing 24 March 2015 until June 2017, unless such appointment is revoked by Council.
BACKGROUND

Council considered its Committee structure at the meeting of 27 January 2015 (Item 43) and resolved to establish four Committees under Section 41 of the Local Government Act 1999. The report noted that the Chief Executive Officer (CEO) Performance Review Committee which had existed under the previous Council would continue, but not as a Section 41 Committee, and its Terms of Reference would be revised.

To distinguish the CEO Performance Review “Committee” from the Section 41 Committees, it is proposed that it be called the “Chief Executive Officer Performance Review Panel” (the Panel).

The appointment of the CEO and the review of that officer’s performance are the responsibility of the Council as set out in Part 1 of Chapter 7 of the Local Government Act 1999 (the Act). The proposed Principles for the Panel are focussed on the establishment of Key Result Areas, Key Performance Indicators and performance against those criteria. It does not include a recruitment and selection role.

DISCUSSION

The revised Principles for the Panel are shown at Attachment 1 to Item 79/15.

The key changes are as follows:

- The requirement to operate under Part 2 of the Local Government (Procedures at meetings) Regulations 2013 has been dropped. This is to allow for a less formal meeting format which is more suited to the role of the Panel.

- As the Panel is not constituted under Section 41 of the Act, there is no requirement to advertise its meetings which will not be open to the public.

- The objectives (previously “Specific functions”) have been expanded to better reflect the role and responsibilities of the Panel.

- The previous Committee comprised the Mayor and two Elected Members. It is proposed that membership of the Panel be the Mayor and four Elected Members. This is for practical purposes such as obtaining a quorum, and to bring broader input from the elected body.

- A human resource consultant will provide support to the Panel as required.

- The requirement to preserve records of the Panel’s meetings and consultant’s reports to the Panel is in accordance with the State Records Act 1997. These are official records of Council and must be retained for
the period specified in the General Disposal Schedule No. 20 as it applies to local government.

The proposed Panel and its Principles will provide a robust and accountable structure for the on-going performance review of Council’s Chief Executive Officer.

COMMUNITY ENGAGEMENT

Not required.

ANALYSIS OF OPTIONS

Option 1 – The Principles for the CEO Performance Review Panel be adopted.

Following the 2014 local government elections, the Council undertook a review of its Committee structure and indicated a preference for change to the CEO Committee protocols.

The revised Principles for the Panel provide the framework for regular review by the Council of the CEO’s performance against agreed indicators. The increased membership of the Panel will allow a wider cross-section of views to be considered.

RECOMMENDED OPTION

Option1 is the recommended option.

CONCLUSION

The revised Principles for the Chief Executive Officer Performance Review Panel are presented for adoption by Council, to be followed by the election of Panel members.
Establishment: The Council has established the Chief Executive Officer Performance Review Panel.

The Panel may be wound up at any time by resolution of Council.

These Principles were adopted by Council on 23 March 2015 (C…)

Membership: His Worship the Mayor
Cr TBA
Cr TBA
Cr TBA
Cr TBA
Membership should, insofar as is reasonably practicable, ensure that at least one member of the Panel is a woman and at least one member is a man.

Presiding Member: His Worship the Mayor

Attended by: Consultant (TBD) and Chief Executive Officer (as required).

Responsible Officer: Chief Executive Officer

Meeting Times: The Panel meets as required but must meet at least once in every calendar year and at intervals of not more than thirteen months.

Meeting Procedures: The Panel may establish its own meeting procedures.

Reporting: The Chief Executive Officer Performance Review Panel (the Panel) is responsible to and reports direct to
Council. This is by way of report and recommendations documented as minutes of the Panel’s meeting.

**Record keeping:**

The records of the Panel and reports provided to the Panel by any consultants are official records of Council and are subject to the State Records Act 1997 and the General Disposal Schedule No. 20 as it applies to local government.

**Quorum:**

A quorum is ascertained by dividing the total number of Panel members by two, ignoring any fraction resulting from the division, and adding one.

**Term of appointment:**

The term of membership of the Panel is until the end of June 2017, unless such appointment is revoked by the Council.

**Attendance:**

Any Elected Member not on the Panel who attends the meeting, will be able to participate in debate at the invitation of the Presiding Member.

**Objectives:**

The objectives of the Panel are:

1. To engage with the CEO in undertaking a developmental process to determine relevant key performance criteria for, and formal performance review of, the CEO.

2. Establish strategic Key Result Areas (KRA’s) aligned to the 4 Year Plan and Community Plan. The KRAs should be broad in context. Likely KRAs may include Finance, Strategic Projects, Customer Service, Stakeholder relations, People and Governance.

3. In conjunction with the CEO, determine agreed Key Performance Indicators (KPIs) that align with strategic KRAs and enable progress and measurement of performance. KPIs may span multiple years.

4. Provide opportunities for the CEO to undertake development that supports the maintenance and improvement of the CEO’s professional capability.

5. Support and encourage the CEO in maintaining key stakeholder relationships that maximise Council’s objectives.

6. Negotiate with the CEO an in-principle agreement in relation to the CEO’s remuneration and provide recommendations to Council.
DECISION REPORT

REPORT TITLE: DELEGATIONS UPDATE – DEVELOPMENT REGULATIONS
ITEM NUMBER: 80
DATE OF MEETING: 23 MARCH 2015
AUTHOR: PAUL WEYMOUTH
RESPONSIBLE OFFICER: DAVID LITCHFIELD
JOB TITLE: GENERAL MANAGER ECONOMIC DEVELOPMENT AND PLANNING
REPRESENTOR/S: NIL
ATTACHMENTS:
1. LOCAL GOVERNMENT ASSOCIATION CIRCULAR 10.1
2. DEVELOPMENT ACT 1993 AND DEVELOPMENT REGULATIONS 2008 DELEGATIONS TEMPLATE

PURPOSE

To provide the Chief Executive Officer with the new delegations under the Development Regulations 2008.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.

2. Delegations

2.1 In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993, the powers and functions under Development Regulations 2008, Regulation 47A, as follows;

“The power pursuant to Regulation 47A of the Regulations, if a person requests the variation of a development authorisation previously given under the Act (including by seeking the variation of a condition imposed with respect to the development authorisation) to form the opinion that the variation is minor in nature and, if the delegate is satisfied that the variation is minor in nature, to approve the variation”
are hereby delegated this 23rd day of March 2015 to the Chief Executive Officer (or the person acting in that capacity) subject to the conditions contained in the proposed Instrument of delegation.

2.2 Such powers and functions may be further delegated by the Chief Executive Officer (or the person acting in that capacity) as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

BACKGROUND

Council has powers under the Development Act 1993 and Development Regulations 2008 to enable it to perform its roles and responsibilities as a local government body. Some of these responsibilities may be delegated by Council to the Chief Executive Officer and further sub-delegated for operational purposes.

COMMUNITY ENGAGEMENT

There is no requirement to undertake community consultation in relation to this matter.

DISCUSSION

There has been an amendment to the Development Regulations 2008 as indicated at paragraph 81A of the attached delegation template prepared by the Local Government Association. The new regulation 47A specifically provides that where a relevant authority is satisfied that a variation is minor, the variation can be approved without requiring a new application for development authorisation. The amendment provides that a decision notification form does not need to be issued in these circumstances.

ANALYSIS OF OPTIONS

Option 1 – Endorse the instruments of delegation as shown in Attachment 2

Endorsing the proposed delegation will ensure Council is complying with legislation and Council staff are legally able to carry out the duties and functions that they perform under delegated authority.

Option 2 – Endorse the instruments of delegation as shown in Attachment 2 with amendments

(This is page 16 of the Council Agenda Reports for 23 March 2015)
Elected members may wish to make amendments to the delegation instrument to either not delegate a particular power or function or duty or impose a condition or limitation in relation to a particular power, function or duty.

**RECOMMENDED OPTION**

Option 1 is the recommended option.

**POLICY IMPLICATIONS**

As per the requirements of the *Local Government Act 1999*, the Delegations Register will be made available to the public at the front counter and on-line via the Council web site.

**CONCLUSION**

The addition of Regulation 47A to the Development Regulations 2008 necessitate the making of new delegations by Council to the Chief Executive Officer.
New Delegation Template for Development Regulations - Circular 10.1

To
Chief Executive Officer
Governance Officers
Planning - Building Staff
Policy and Strategic Planning Staff

Contact
Andrea Malone
Email: andrea.malone@lga.sa.gov.au

Date
26 February 2015

Response
No

Required

Summary
Norman Waterhouse has provided an update for the delegations template for new regulation 47A of the Development Regulations. Access to the new template is now available.

Normans have provided an update for the delegations template for new regulation 47A of the Development Regulations. Access to the new template is now available here.

The new regulations deal with a situation where, if a person requests the variation of a development authorisation previously given under the Act (including by seeking the variation of a condition imposed with respect to the development authorisation) to form the opinion that the variation is minor in nature and, if the delegate is satisfied that the variation is minor in nature, to approve the variation.

The Table of Updates is available here.

For further information please contact Andrea Malone on andrea.malone@lga.sa.gov.au.
<table>
<thead>
<tr>
<th>81A. <strong>Minor Variation of Development Authorisation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>81A.1 The power pursuant to Regulation 47A of the Regulations, if a person requests the variation of a development authorisation previously given under the Act (including by seeking the variation of a condition imposed with respect to the development authorisation) to form the opinion that the variation is minor in nature and, if the delegate is satisfied that the variation is minor in nature, to approve the variation.</td>
</tr>
</tbody>
</table>
DECISION REPORT

REPORT TITLE: A MOTHERS MILK OUTDOOR DINING OPTIONS

ITEM NUMBER: 81
DATE OF MEETING: 23 MARCH 2015
AUTHOR: SATYEN GANDHI
MANAGER TRANSPORT AND TRAFFIC
RESPONSIBLE OFFICER: DAVID LITCHFIELD
JOB TITLE: GENERAL MANAGER ECONOMIC DEVELOPMENT AND PLANNING
REPRESENTOIR/S: NIL
ATTACHMENTS: NIL

PURPOSE
To provide information on potential outdoor dining options for A Mother's Milk café’s outdoor dining permit.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.

2. Administration be granted approval to have discussions with the owners of A Mother’s Milk café in regard to Options 1 or 4. Option _____ be the preferred option.

3. The infrastructure cost (if any) involved in implementing the preferred option be borne by the A Mother's Milk Café, operator of the Outdoor Dining Area at the location.

4. Appropriate community engagement be undertaken with the local community if the owners wish to pursue Option 1.
BACKGROUND

Following a serious car accident, where a car crashed into the side wall of “A Mother’s Milk” café, in November 2014 at the intersection of Maud Street and Unley Road, Council revoked the café’s outdoor dining permit for the footpath area on Maud Street. This led to significant representations from the café owners and their customers.

Administration agreed to jointly share with the business the cost of the temporary installation of water filled crash barriers, to allow outdoor dining to resume. However, these barriers are unsightly and are considered a short term solution only. The cost of leasing these safety barriers is $174.50 per week.

A Mother’s Milk café had previously been issued with an outdoor dining permit by the Administration, to place tables and chairs on the southern footpath of Maud Street. The crash in November 2014 highlighted existing concerns over outdoor dining on Unley Road.

The latest crash data (2007-2013) indicates that two crashes have been reported at the intersection of Maud Street and Unley Road. Both of these involved a motorist turning right from Maud Street into Unley Road. This does not include the crash in November 2014 at the intersection which caused damage to the building at 105 Unley Road. No crashes were reported along the remainder of Maud Street.

Administration was already reviewing the Outdoor Dining Policy prior to the November 2014 accident, as there are a number of inconsistencies and issues requiring greater clarity in the existing policy. Whilst the topic of Outdoor Dining
generally will be the subject of a future report, this report specifically addresses the situation at A Mother’s Milk café.

DISCUSSION

Since A Mother’s Milk café opened in 2012, it has become immensely popular as a coffee and light dining venue, and the footpath dining has been a major part of that popularity.

Maud Street is a local street in Unley extending from Unley Road to Henry Codd Reserve, east of Duthy Street. The street is part of the City of Unley’s 40km/h area speed limit. The section of the street of interest is from Unley Road to the road closure at Porter Street. The street also intersects with Rugby Street, which, along with Porter Street, forms part of an important north-south cyclist route. In terms of the road hierarchy, Maud Street is predominantly used for access to residential properties and local businesses, and should ideally experience little through traffic.

Development on Maud Street is a mix of residential, retail, services and community groups, and Unley Road in the vicinity is predominantly retail. On the southern side of the intersection with Unley Road is A Mother’s Milk café, and on the northern side is the Unley Motor Bodies crash repair business. A removals business and the office of a building company are located toward the western end of the street. A Salvation Army hall and Meals on Wheels Unley are located further down the street; however the remainder of Maud Street is residential in nature as highlighted on the following map.

The current parking limits are 2 hours between 9 am to 5 pm, Monday to Friday, at Maud Street, except for approximately the first 70 metres from the intersection with Unley Road. This 70 metre section of Maud Street has a No Parking Zone on the northern side and a 1 hour parking limit on the south side. Council has collected peak period traffic data at the Maud Street / Unley Road intersection. The traffic volumes during AM peak hour and PM peak hour, are

(This is page 20 of the Council Agenda Reports for 23 March 2015)
81 vehicles (40 coming out of Maud Street, 39 coming into Maud Street and 2 U turns) and 88 vehicles (49 coming out of Maud Street, 37 coming into Maud Street and 2 U turns) respectively.

The policy review has identified that where outdoor dining is to occur on, or close to, 60kph speed limit roads, diners should be protected by energy absorbing crash bollards unless the dining is situated on a side street adjacent to an intersection, and the intersection is a controlled one.

Consequently, requirements for the re-issue of a dining permit would ordinarily include the provision of suitable safety barrier/s to protect the diners and general community. However, the current footpath width is not sufficient to accommodate all activities (i.e. pedestrian access, outdoor dining and safety barriers) and therefore will require changes if outdoor dining is to continue. This report provides information on the options that Council may wish to consider for redevelopment of the footpath adjacent to A Mother's Milk café to provide additional footpath space for pedestrians and outdoor dining.

If Council endorses any of the options as being suitable for further investigation, discussions will be held with the business owners in relation to the funding of such redevelopment and the installation of the bollards.

Options include a partial road closure or full road closure at the intersection or a partial narrowing of the road carriageway. A partial road closure would allow traffic to enter Maud Street from Unley Road, but provide no exit movements from Maud Street to Unley Road. A full road closure would not allow entry or exit movements by motorists at the intersection, but provision could be made for cyclists.

These options would allow the kerb and footpath to be built out onto the Maud Street road reserve, providing additional space for outdoor dining. Note that approval for outdoor dining within the build outs would require installation of energy absorbing bollards.

Any form of road closure at the intersection will reduce the traffic volume on Maud Street and improve safety at the intersection. However, traffic volumes and crash data suggests that the measures are not required for safety reasons, and the current traffic volume is appropriate for the street. That being said, a reduction in traffic volume would improve the amenity of the street for residents, for example, reducing traffic noise, improving ease of crossing, as well as potentially improving access to parking. This would also provide a more desirable environment for cyclists at the intersection of Maud Street and Rugby Street.

The full or partial road closure options would however cause inconvenience for local residents and businesses in Maud Street, as well as add additional traffic to both Marion Street and Rugby Street. Changes to Maud Street also have the potential to impact businesses located on Unley Road. Visitors to these businesses may park in Maud Street on occasion, and restricting entry to the
street would effectively reduce the accessible supply of parking in the vicinity for these businesses.

For these reasons measures such as this are usually considered as part of an area wide scheme following a local area traffic management study. A program of local area traffic management (LATM) studies was endorsed by Council in May 2014 and the area including Maud Street is part of the second LATM study that will occur, subject to funding. Outcomes of the study would then be carried out in subsequent years. In addition to this, significant road network changes in this area should ideally be considered in the context of the Unley Central Precinct Plan.

The least disruptive option to be considered, which will not restrict entry or exit movements to the street or impact other streets, is a kerb build-out on the southern side of Maud Street, set back 10 metres from the intersection. This would allow outdoor dining in the built out area and on the existing footpath, with protection provided by energy absorbing bollards. The road width adjacent to the build-out would reduce to 6.5 metres and would necessitate changes to the lane configuration at the intersection. The lane width for entry movements would be reduced from approximately 4.35 metres to 3.5 metres. This reduced lane width will require additional speed reduction by southbound motorists entering the street, and may marginally increase potential for conflict between those entering and exiting the street. From a traffic management perspective, this is the preferred option from Administration. The kerb built out will be 2.2 meters in width which is the existing parking space, and provision of safety bollards would provide added protection for the diners. Because the kerb build out effectively replaces two on street parking spaces, a risk assessment for this option is not considered necessary.

The other option that Council can choose is simply to not issue an outdoor dining permit for the footpath area in question. This would mean there are no traffic and parking implications associated with infrastructure/traffic changes. This would also mean that the café will have to cease its outdoor dining activities.

**COMMUNITY ENGAGEMENT**

There has been no community engagement undertaken on the matter. Subject to Council endorsement of Options 1, 2 or 3 discussed below, appropriate Community Engagement will be undertaken with local stakeholders.
ANALYSIS OF OPTIONS

Option 1 – Kerb build-out

Advantages
- Provides additional footpath space to be used for outdoor dining or for community use.
- There are no negative impacts on the surrounding streets.
- Maintains existing access arrangements at the intersection.

Disadvantages
- Reduces lane width which will require realignment of the dividing white line in the middle of road.
- Results in a loss of two on-street parking spaces.
- Maintains the existing number of traffic movements and existing (and possibly marginally increased) potential for conflict at the location.
- The approximate order of cost of the work will be $50,000 plus the cost of bollards.

(This is page 23 of the Council Agenda Reports for 23 March 2015)
Option 2 - Full road closure

Advantages
- Provides additional footpath space to be used for outdoor dining or for community use.
- Reduces traffic volumes on Maud Street.
- Potentially reduces parking demand in the street, thus improving availability for residents.
- Improves traffic safety at the intersection by reducing the number of conflict points.

Disadvantages
- Creates inconvenience for residents and businesses located on the street.
- Increases traffic volumes in Marion Street and Rugby Street.
- Potentially increases parking demand in the surrounding streets.
- Impacts access to parking for businesses on Unley Road.
- Results in a loss of two on-street parking spaces.
- The approximate cost of the work will be $100,000 plus the cost of bollards
Option 3 - Partial road closure

Advantages
- Provides additional footpath space to be used for outdoor dining or for community use.
- Maintains entry movements from Unley Road.
- Reduces traffic volumes on Maud Street.
- Improves traffic safety at the intersection by reducing the number of conflict points.

Disadvantages
- Creates inconvenience for residents and businesses located in the street.
- Increases traffic volumes in Marion Street and Rugby Street.
- Some increases in parking demand within the surrounding streets.
- Results in a loss of two on-street parking spaces to allow turn around area for vehicles.
- The approximate cost of the work will be $78,000 plus the cost of bollards

Option 4 – Retain existing access arrangement at the intersection

Advantages
- Maintains the existing traffic/access arrangements, thus having minimal impact on residents/businesses in the vicinity.
- Results in no cost/resource commitment from Council.

(This is page 25 of the Council Agenda Reports for 23 March 2015)
Disadvantages
- A Mother’s Milk will not be able to continue outdoor dining due to the crash history and potential for conflict at the intersection. This is likely to have a negative impact on the business.
- Maintains the existing number of traffic movements and existing potential for conflict at the location.

RECOMMENDED OPTION

Council may wish to choose a preferred option from the above list or put forward an alternative. If Council determines that it wants to offer a solution to A Mother’s Milk that will allow them to continue Outdoor Dining, then Option 1 would be the recommended option.

POLICY IMPLICATIONS

Financial/budget
- There is no budget provision for these project works within the current budget. Current policy requires that the operator of the outdoor dining area meet all costs associated with this type of project.

Legislative / Risk Management
- Following a serious crash at the Unley Road / Maud Street intersection, Council revoked the outdoor dining permit for the area. Subsequently, a temporary permit was issued after the installation of temporary water filled barriers. All options requiring infrastructure changes recommend the installation of energy absorbing bollards for the safety of diners and the general public.
- The Outdoor Dining Policy has been undergoing review, and following a Council workshop the revised policy will be presented to the April meeting of Council. The policy will recommend the installation of energy absorbing bollards for all outdoor dining where the speed limit of the primary road is 60kph.

CONCLUSION

The current temporary arrangements at Maud Street/Unley Road are only a short term measure. If Council wishes to support outdoor dining at this location, then Option 1 is the preferred option. Alternatively, Council can prohibit outdoor dining altogether. This is likely to have a negative impact on the business.
PURPOSE

To present the key findings and Council recommendations of the City of Unley Library Service Review.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. The report be received.

2. The Fullarton Park Library continue as a service point whereby library members can order resources on-line, and collect and return borrowed library materials from 1 July 2015. The Fullarton Park Library service point will no longer offer the small library collection for customer perusal.

3. Council supports the shift from “Community Computing” to a “Knowledge Hub” that includes the education in smart and specialist technologies that encourages sharing, creation and learning.

4. An investigation be undertaken to determine the feasibility of one service point for a Toy Library Service within the City of Unley, and discussions occur with the Goodwood Community Centre Board to achieve potential efficiency gains and cost savings by September 2015.

5. An investigation be undertaken to determine the feasibility of the Council’s Library Service being reduced to one centrally located service point within the City. The investigation will consider a purpose built library that co-locates, possibly with other community type services.
BACKGROUND

The Local Government Act 1999 places an obligation on both the Council and CEO to continuously review the efficiency and effectiveness of service delivery and operations.

In August 2013, the Chief Executive Officer (CEO) directed a review of the Library Service. The objective was to examine the service model and operations. More specifically it considered:

- The library service model continued to be accessible to the community.
- How best to meet the emerging needs of the community based on research and benchmark findings.
- The staffing structure in order to align to changes in service delivery and community needs.
- Identification of efficiency gains as well as professional opportunities arising from joining the One Card Consortium and implementation of technology to improve systems and processes.

The structure of the recommendations contained within the report are supported by the following levels of decision-making - those recommendations whereby:

- **Council** decides on any changes to the current service level;
- **CEO** decides on changes that may have an impact across the organisation rather than just the current reviewed services;
- **The Business Unit** decides on process improvements that can be implemented within the normal day to day operations of the service (with no funding implications).

DISCUSSION

The Council allocates approximately $1.7 million per annum in funding for the delivery of its Library Service. This service is supported by 16 FTEs and a team of volunteers who provide approximately 116 hours of support each year.

The City of Unley Library Service currently provides service points at the Unley Civic Centre, Goodwood and at the Fullarton Park Community Centre. It also offers a Toy Library, Home Library Service, Family History Service and a 24 hour/7 days a week online presence.

The Service attracts over 300,000 visits per year, which is over eight times the size of the City's population.

The following table provides an overview of the Service in 2013-14 and compares it to the benchmark average.

(This is page 28 of the Council Agenda Reports for 23 March 2015)
<table>
<thead>
<tr>
<th>Variable</th>
<th>City of Unley Library Service</th>
<th>Benchmark Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of active members</td>
<td>21,431</td>
<td>26,759</td>
</tr>
<tr>
<td>% of members residing in the council area</td>
<td>64%</td>
<td>75%</td>
</tr>
<tr>
<td>Number of annual visits</td>
<td>316,201</td>
<td>280,677</td>
</tr>
<tr>
<td>Average number of visits per week</td>
<td>6,081</td>
<td>5,398</td>
</tr>
<tr>
<td>Total number of annual loans</td>
<td>545,683</td>
<td>590,462</td>
</tr>
<tr>
<td>Average number of loans per member</td>
<td>25</td>
<td>22</td>
</tr>
<tr>
<td>Council financial contribution per active member</td>
<td>$83</td>
<td>$83</td>
</tr>
<tr>
<td>Number of FTE’s (not including the Toy Library)</td>
<td>16.96</td>
<td>18.35</td>
</tr>
</tbody>
</table>

Note: The benchmark average was obtained from eight local government public libraries

The City of Unley Library Service Review was conducted over a 12-month period and had three main stages. These were:

**Stage One:**

This Stage involved developing a snapshot of the current service profile and conducting an analysis of library benchmark information obtained from eight other local government public libraries in South Australia.

The findings indicate that the City of Unley provides a similar library service to its eight benchmark partners when comparing the following key library elements: membership; visits; collections and loans; resources.

In May 2014, an overview of the benchmark findings was provided to Elected Members at a Briefing Session.

**Stage Two**

This Stage involved researching industry trends at a local, national and international level that may have an impact on the current and future library service.

The research highlighted four key industry trends and these have been used to frame the review recommendations:

1. Technology is changing the way libraries operate.
2. Libraries are becoming ‘people places’ rather than repositories of material. “Libraries offer third places… places that are free or inexpensive, highly accessible and welcoming”.

3. Knowledge, information and literacy are essential platforms for a strong functioning society. This is shaping expectations for customised, on-demand library experiences.

4. Libraries are at the centre of assisting communities to learn and grow.

These trends were discussed at a briefing in February 2015.

**Stage Three:**

This stage was to provide Council with recommendations for consideration as to the future service delivery model of Council’s Library Service. The recommendations were developed in consideration of the following key areas:

- Community demand for services and programs
- Sustainability, efficiency and cost effectiveness
- Equity and access
- Technology changes and information needs
- Social and spatial changes in Unley’s demographic profile
- Partnerships
- Cultural diversification

The review proposes seventeen (17) recommendations for consideration which have been grouped into five (5) key objectives/focus areas. These are considered within a value-for-money and social and economic benefit lens/framework.

Of the seventeen (17) recommendations, there are four (4) recommendations which require Council endorsement. These recommendations will likely result in a change to the level of service and the way in which the service will be delivered. These are:

**Recommendation One:**

The Fullarton Park Library continue as a service point whereby library members can order resources on-line, and collect and return borrowed library materials from 1 July 2015. The Fullarton Park Library service point will no longer offer the small library collection for customer perusal.

Currently the Fullarton Park Library has a small collection of materials, is open 7.5 hours per week and attracts about 2,497 visits over the course of the year. Most users make library requests or order materials from other branches, and use Fullarton Park as a pick-up or drop-off location. As this service already offers a minimal service, it is proposed that the collection be removed. This will result in savings of $10,700 per annum.
Library customers will still be able to order materials on-line and use the location for collection and return of borrowed materials. The removal of the small collection will also provide an opportunity for the Council to derive some additional hire income at the Fullarton Park Community Centre by making the space available to other users.

**Financial implications:** this recommendation will result in savings of $10,700, and an opportunity to increase hire income by making the space available to other users.

**Recommendation Two:**

Council supports the shift from “Community Computing” to a “Knowledge Hub” that includes the education in smart and specialist technologies that encourages sharing, creation and learning.

By 2020, it is expected that the average person will have up to 10 devices connected to the internet. The digital universe will be 44 times bigger than it is now and 34% of this universe will be in the ‘cloud’.

To keep pace with this changing environment and the demands of our current customers, it is recommended to transform the existing Community Computing room into a multi-purpose, flexible “Knowledge Hub”. Customers will be able to have access to and learn basic skills in a greater variety of software, social media and new technologies.

**Financial implications:** this recommendation is at no additional expense to the Council. It is proposed that when existing equipment is due for replacement, it is replaced with various mobile technologies.

**Recommendation Three:**

An investigation be undertaken to determine the feasibility of one service point for a Toy Library Service within the City of Unley, and discussions occur with the Goodwood Community Centre Board to achieve potential efficiency gains and cost savings by September 2015.

There are currently two Toy Libraries within the City of Unley area. One is managed and maintained by the Council while the other is an independent service offered by the Goodwood Community Centre Board at the Goodwood Library.

Both are well used services and currently no collaboration exists between the two. An opportunity exists to provide an improved service through one location that considers better customer service, level of service offered, access to members, cost of service and the reduction of duplicate business processes.
At the completion of the investigation the findings will be brought back to Council for consideration.

**Financial implications:** this recommendation should result in further savings of approximately $21,000 and deliver efficiencies through the increased collaboration and management of staff and collection materials.

**Recommendation Four:**

An investigation be undertaken to determine the feasibility of the Council’s Library Service being reduced to one centrally located service point within the City. The study will consider a purpose built library that co-locates, possibly with other community type services.

The City of Unley has 3 Library Service locations in a relatively small area compared to other local government catchment areas.

The State Library of NSW has developed planning documents to assist councils in the design, location and size of libraries. These guidelines consider effective location criteria which closely align to an effective retail site and appropriate size for population numbers.

The City of Unley has two main service points that collectively are about 2,256sqm. The guidelines described above recommend a base size of between 2,200sqm and 2,750sqm. The current footprint over two locations does not present an opportunity to reduce to one location without a significant change to the level of service provided.

The Unley Central initiative offers Council an opportunity to consider whether one library service location within the City in a newly developed retail precinct would be feasible. The opportunity should consider a co-located site that includes a purpose built library that will assist Council to meet the four key industry trends identified in the review (refer previous page of this report) and the current expectations of Library Members.

At the completion of the investigation the findings will be brought back to Council for consideration. This is expected to be within the next 12 months.

**Financial implications:** this recommendation should result in further savings and efficiencies through the reduction of duplication that exists in supporting multiple service points. These include utility, cleaning and security costs, the number of staff required to support multiple customer service desks, the reduction in management overhead, the duplication of collection costs and the cost of supporting technologies in more than one location. Potential savings have not been quantified at this stage.

(This is page 32 of the Council Agenda Reports for 23 March 2015)
CEO Recommendations

The remaining thirteen (13) recommendations have been presented to the Chief Executive Officer for consideration. The recommendations have been linked to short, medium and longer term targets are grouped under the following outcomes:

- Building and Spaces
- Customer Service
- Technology
- Performance Monitoring

A full list of the recommendations has been provided for members’ information in Appendix One of this report.

Financial implications: these recommendations will result in approximately $2.2 million in savings over a 10 year period (today’s dollars) while improving customer service through the implementation of RFID technology, shifting ICT financial investment to smart and mobile technologies, and the implementation of operational budget savings associated with collection management and operational arrangements

COMMUNITY ENGAGEMENT

Further community engagement about the Library Service is not proposed at this stage.

In recent times the Unley Library Service has regularly engaged the community to inform a variety of outcomes. These items have been used to inform this review.

The Library community will be consulted in the coming few months on the distribution of library opening hours at both the Unley Library and Goodwood Library service points.

ANALYSIS OF OPTIONS

Option 1 – Council adopts the recommendations presented in this report.

Four recommendations have been presented to Council that meet the requirements of the project brief. They ensure the City of Unley Library Service is well placed to deliver on the future trends of library services locally, nationally and internationally, whilst meeting current customer expectations identified during consultations. The recommendations also provide Council the opportunity to realise savings over the next 10 years.
These recommendations ensure that Council maximises its ability to realise fully the identified savings while meeting community needs.

Option 2 – Council acknowledges the recommendations presented in the City of Unley Library Service Review and amends the proposed recommendations.

This option notes Council’s receipt of the recommendations, as well providing the opportunity for amendments to be made as determined.

Council should be aware that any changes to the recommendations may result in a reduced capacity to realise the identified savings.

Option 3 – Council acknowledges the recommendations presented in the City of Unley Library Service Review but does not endorse any of the proposed recommendations.

This option notes Council’s receipt of the recommendations and that the Council’s Library Service maintains status quo.

Council should be aware that this option will result in limited opportunity to realise the identified savings.

RECOMMENDED OPTION

Option 1 is the recommended option.

POLICY IMPLICATIONS

In June 2013 as part of the 2012-13 Annual Business Plan and Budget, the Council approved a 3 year funding allocation to deliver a Service Improvement Program.

The City of Unley Library Service Review formed part of the 2013-14 review program. This report is to inform Council of the outcomes.

The City of Unley Library Service Review provides an opportunity for the Council:

- To realise $2.2 million in savings over a 10 year period (today’s $’s).
- To raise an estimated additional income each year of $31,000 through additional hire income at the Fullarton Park Community Centre, Library Knowledge Hub, and potential lease fee income at Goodwood Library.

During the review a number of efficiency gains have been achieved through an extensive review of business processes.
These include process improvements to the Home Library Service, a review of the standard customer service roster and the absorption of additional business processes associated with the implementation of the One Card System. These annual productivity improvements equate to about $67,000; they are not actual financial savings.

**CONCLUSION**

The City of Unley Library Service currently provides a similar service to its eight benchmark partners when comparing the following key library elements: membership; visits; collections and loans; resources.

To ensure the service remains relevant over the next ten years and beyond, the review has made seventeen (17) recommendations that have considered four key trends whilst delivering a number of costs savings. Four of these recommendations are presented to Council for consideration and endorsement.

The potential savings over a 10 year period are estimated at over $2 million in today's dollars. This can be achieved with a significant improvement in customer service that includes the implementation of RFID for the management of the Library’s collection of materials.

Council has further opportunity to realise efficiencies in the future by considering the feasibility of developing one service point or location in the future instead of the three locations that is currently supports.

Endorsement of the recommendations presented in this report will provide the City of Unley Library Service opportunity to continue its valued service to the Library Community over the next ten years and beyond.
Appendix One

Recommendations Overview

Findings from the review have culminated in the delivery of five (5) key objectives / focus areas and sixteen (16) recommendations for an efficient and equitable delivery of public library services to the Unley community over the next ten years. These are considered within a value-for-money and social and economic benefit lens/framework.

**Short Term:** 1-2 years; **Medium Term:** 3-5 years; **Long Term:** 6-10 years

**Green:** Council recommendations; **Blue:** Chief Executive Officer (CEO) recommendations

Building and Spaces

**Council recommendations – short term**

1. The Fullarton Park Library continue as a service point whereby library members can order resources on-line, and collect and return borrowed library materials from 1 July 2015. The Fullarton Park Library service point will no longer offer the small library collection for customer perusal.

2. An investigation will be undertaken to determine the feasibility of the Council’s Library Service being reduced to one centrally located service point within the City. The investigation will consider a purpose built library that co-locates, possibly with other community type services.

**CEO recommendations – short term**

1. Investigate the necessary building works to separate out a portion at the front of the Goodwood Library to create a space for leasing by June 2015.

2. Investigate and review the footprint of the Unley Library to create flexible library spaces by December 2015.

3. Progressively replace existing shelving with mobile shelving to create multifunctional library spaces in the medium term.

Customer Services

**Council recommendations – short term**

1. An investigation be undertaken to determine the feasibility of one service point for a Toy Library Service within the City of Unley, and discussions occur with the Goodwood Community Centre Board to achieve potential efficiency gains and cost savings by September 2015.

**CEO recommendations – short term and medium**

1. Relaunch the revised Community Computing program to support the “Knowledge Hub” by
June 2015.
2. The Library Community be consulted on the proposed redistribution of library opening hours at the Unley Library and Goodwood Library service points by June 2015.
3. Implement the identified savings in the operational budget.
4. Implement the revised Home Library Service customer delivery model to improve customer service and achieve identified operational efficiencies.
5. Identify and implement changes to collection management and collection size in the medium term after replacement of the centralised procurement system at Public Library Services.

Technology

**Council recommendations – short and medium term**

1. Council supports the shift from “Community Computing” to a “Knowledge Hub” that includes the education in smart and specialist technologies that encourages sharing, creation and learning.

**CEO recommendations – short term**

1. The investment in technology shift from standard replacement to investment in smart and mobile technologies and a consideration of combination solutions.
2. The implementation of RFID technology in the 2015-16 financial year in accordance with Council’s ICT Asset Replacement Plan.

Performance Monitoring

**Council recommendations**

- nil

**CEO recommendations – short term**

1. Implement the infographical reporting format to advise Council and its community on the performance of the Unley Library Service.
2. A summary of statistical information be provided to the responsible General Manager every two years, to monitor and respond to shifts in service and customer behaviour.
PURPOSE

Section 91(9)(a) of the Local Government Act requires Council to undertake a review of its confidentiality orders that operate for a period exceeding 12 months. This report provides Council on the status of documents with confidentiality orders as per Section 91(9)(a) of the Local Government Act up to 27 February 2015.

RECOMMENDATION

MOVED:
SECONDED:

That:

1. Council note the confidential items revoked by the Chief Executive Officer.
BACKGROUND

Council last received a report on this matter on 27 October 2014, detailing confidentiality orders that had been made up to 3 October 2014.

Under Section 91(9)(a) of the Local Government Act, Council is required to review any order that has operated for a period not exceeding 12 months, at least once in every year.

DISCUSSION

Once the confidentiality orders are revoked by the Chief Executive Officer, the documents are made available on Council’s website under ‘Agenda and Minutes’ on the page named ‘Confidentiality Orders’.

A review of each confidentiality order has been undertaken on an Item by Item basis by the responsible officer and those orders which have been able to be revoked by the Chief Executive Officer are listed in Attachment 1 to Item 83/15.

Confidentiality orders which are to remain in place until the next review are detailed in Attachment 2 to Item 83/15.

A number of items need to remain confidential because they contain legal advice, personal information, or ‘commercial in confidence’. The table below shows the number of items and the reason for the confidentiality order.

<table>
<thead>
<tr>
<th>No of Items</th>
<th>Reason for confidentiality</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Section 90(2) and (3)(a) of the Local Government Act – personal affairs</td>
</tr>
<tr>
<td>5</td>
<td>Section 90(2) and (3)(h) of the Local Government Act – legal advice</td>
</tr>
<tr>
<td>11</td>
<td>Section 90(2) and (3)(d) of the Local Government Act – commercial in confidence</td>
</tr>
</tbody>
</table>

Of the above documents 12 of these are attachments only which are required to remain in confidence (some due to legal advice).
CONCLUSION

Under the Local Government Act, Council is required to review all confidential orders on an annual basis. After undertaking a five monthly review, the attachments to this report lists all the items which have been revoked by the Chief Executive Officer, together with all Items which will remain in confidence, until the next review.
<table>
<thead>
<tr>
<th>Council Meeting Date</th>
<th>Item</th>
<th>Confidentiality Order Removed</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2015</td>
<td>Item 71 Appointment of Independent Members to the DAP</td>
<td>11 March 2015</td>
</tr>
<tr>
<td>July 2014</td>
<td>Item 1180 Council Litigation Costs</td>
<td>11 March 2015</td>
</tr>
<tr>
<td>March 2014</td>
<td>Item 1100 Leasing Options 39 Oxford Terrace</td>
<td>11 March 2015</td>
</tr>
<tr>
<td>January 2014</td>
<td>Item 1034 DPTI Land</td>
<td>11 March 2015</td>
</tr>
<tr>
<td>January 2014</td>
<td>1031 Funding Compensation Rail Electrification</td>
<td>11 March 2015</td>
</tr>
<tr>
<td>September 2012</td>
<td>Item 559 Request to Purchase Land at Pasadena</td>
<td>11 March 2015</td>
</tr>
</tbody>
</table>
## CONFIDENTIALITY ORDERS AS AT 27 FEBRUARY 2015

### KEY:
- Attachments only remain confidential

<table>
<thead>
<tr>
<th>Committee and/or Council Meeting Date and Item No.</th>
<th>Topic</th>
<th>Section 90(3) Grounds for Confidentiality (Note: Amendments to Sn 90 became operative on 22 May 2003)</th>
<th>Duration of the Order or Circumstances it will cease (and comments if necessary)</th>
<th>Status of Document and Recommendation re Confidentiality Order</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2005</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2009</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee and/or Council Meeting Date and Item No.</td>
<td>Topic</td>
<td>Section 90(3) Grounds for Confidentiality (Note: Amendments to Sn 90 became operative on 22 May 2003)</td>
<td>Duration of the Order or Circumstances it will cease (and comments if necessary)</td>
<td>Status of Document and Recommendation re Confidentiality Order</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>2010</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Item 660**  
Council 27 April 2010 | Brownhill Keswick Creek Stormwater Project – Legal opinion – Stormwater Management Plan and Implications  
Attachments 3 – 7 confidential | Pursuant to Section 90(2) and (3)(h) of the Local Government Act. Information provided in confidence. | Report and attachments remain confidential until reviewed by the CEO – June 2010. | **Attachments only remain confidential as per Council resolution.**  
Reviewed – July 2010 – Attachments to remain confidential.  
Remake of confidential order May 2011. Maintain confidentiality until revoked by CEO.  
Reviewed by CEO 3/10/12 – Attachments remain confidential (information provided in confidence.)  
Reviewed by CEO 8/3/13 – Attachments remain confidential.  
Reviewed by CEO on 10/2/14 – Maintain on Attachments 3 – 7.  
Maintained on Attachments 3 – 7. | |
| **Item 731**  
Council 23 August 2010 | Centennial Park Cemetery Authority Business Plan 2010-13  
Report and attachments remain confidential | Pursuant to Section 90(3)(d)(i) LGA. | Information provided on basis it remain confidential. | **Confidentiality order removed on Minutes only – 26 August 2010.**  
Attachments still confidential.  
Reviewed by CEO 16/3/12 – Attachments report and attachments remain confidential.  
Reviewed by CEO 3/10/12 – Report and Attachments remain confidential.  
Reviewed by CEO 8/3/13 – Report and attachments remain confidential.  
Reviewed by CEO 30/8/13 – Maintain on report and attachments.  
Reviewed by CEO 10/2/14 – Maintain on report and attachments.  
Reviewed by CEO 3/10/14. Maintain on |
<table>
<thead>
<tr>
<th>Committee and/or Council Meeting Date and Item No.</th>
<th>Topic</th>
<th>Section 90(3) Grounds for Confidentiality (Note: Amendments to Sn 90 became operative on 22 May 2003)</th>
<th>Duration of the Order or Circumstances it will cease (and comments if necessary)</th>
<th>Status of Document and Recommendation re Confidentiality Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 12 CEO Recruitment Committee 15 September 2011</td>
<td>Applicants for the position of Chief Executive Officer</td>
<td>Section 90(2) and (3)(a) Keep confidential until revoked by CEO. Delegated to CEO.</td>
<td></td>
<td>Reviewed by CEO 16/3/12 – Maintain confidentiality. Reviewed by CEO 3/10/12 – Maintain confidentiality. Reviewed by CEO 8/3/13 – Maintain confidentiality. Reviewed by CEO 30/8/13 – Maintain.</td>
</tr>
<tr>
<td>Committee and/or Council Meeting Date and Item No.</td>
<td>Topic</td>
<td>Section 90(3) Grounds for Confidentiality (Note: Amendments to Sn 90 became operative on 22 May 2003)</td>
<td>Duration of the Order or Circumstances it will cease (and comments if necessary)</td>
<td>Status of Document and Recommendation re Confidentiality Order</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>2012</td>
<td>Adjourned item 132 CSP Item 556 Council 27 August 2012</td>
<td>Street Tree Removal 26 Porter Street Parkside – Attachments 6 and 7 only remain confidential</td>
<td>Pursuant to Section 90(2) and (3)(h)(i) of the LGA, Legal advice and litigation</td>
<td>Reviewed by CEO 10/2/14 – Maintain. Reviewed by CEO 3/10/14 – Maintain. Reviewed by CEO 11/3/15 – Maintain.</td>
</tr>
<tr>
<td></td>
<td>Item 780 Council May 2013</td>
<td>CPCA Operating Budget Attachment 2 only confidential.</td>
<td>Section 90(2) and (3)(d) of the LGA. Commercial advantage</td>
<td>Attachment 2 only confidential. Reviewed by CEO 30/8/13. Maintain on attachments. Reviewed by CEO 10/2/14 – Maintain on Attachment 2 only. Reviewed by CEO 3/10/14 – Maintain on Attachment 2 only.</td>
</tr>
<tr>
<td>Committee and/or Council Meeting Date and Item No.</td>
<td>Topic</td>
<td>Section 90(3) Grounds for Confidentiality (Note: Amendments to Sn 90 became operative on 22 May 2003)</td>
<td>Duration of the Order or Circumstances it will cease (and comments if necessary)</td>
<td>Status of Document and Recommendation re Confidentiality Order</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Item 808 Council 24 June 2013</td>
<td>Council Owned Property 166 – 168 Unley Road Unley</td>
<td>Section 90(2) and 3(d) of the LGA. Commercial advantage</td>
<td>Until revoked by the CEO</td>
<td>Reviewed by CEO 11/3/15 – Maintain on Attachment 2 only.</td>
</tr>
<tr>
<td>Item 842 Council 22 July 2013</td>
<td>Centennial Park Cemetery Authority Operating Budget 2013-2014</td>
<td>Section 90(2) and 3(d) of the LGA. Commercial Advantage</td>
<td>Until revoked by the CEO</td>
<td>Attachment 1 only confidential. Reviewed by CEO 10/2/14 – Maintain on Attachment 1. Reviewed by CEO 3/10/14 – Maintain. Reviewed by CEO 11/3/15 – Maintain.</td>
</tr>
<tr>
<td>Item 845 Council 22 July 2013</td>
<td>Centennial Park Cemetery Authority Annual Business Plan 2013 – 2016</td>
<td>Section 90(2) and 3(d) of the LGA. Commercial Advantage</td>
<td>Until revoked by the CEO</td>
<td>Attachment 1 only confidential. Reviewed by CEO 10/2/14 – Maintain on Attachment 1. Reviewed by CEO 3/10/14 – Maintain. Reviewed by CEO 11/3/15 – Maintain on Attachment 1 only.</td>
</tr>
<tr>
<td>Item 880 Council 26 August 2013</td>
<td>Land Encroachment Ferguson Avenue Myrtle Bank</td>
<td>Pursuant to Section 90(2) and (3)(a) of the LGA. Personal affairs</td>
<td>Until revoked by the CEO</td>
<td>Reviewed by CEO 10/2/14 – Maintain. Reviewed by CEO 3/10/14 – Maintain. Reviewed by CEO 11/3/15 – Maintain.</td>
</tr>
<tr>
<td>Item 1161 Council 26 May 2014</td>
<td>Centennial Park Cemetery Authority Draft Operating Budget 2014-15</td>
<td>Section 90(2) and (3)(d) of the LGA. Commercial advantage</td>
<td>Until revoked by the CEO</td>
<td>Attachment 2 only confidential. Reviewed by CEO 3/10/14 – Maintain on Attachment 2 only. Reviewed by CEO 11/3/15 – Maintain on Attachment 2 only.</td>
</tr>
<tr>
<td>Item 1164</td>
<td>Land Encroachment</td>
<td>Section 90(2) and (3)(i)</td>
<td>Until revoked by the CEO</td>
<td>Recommendation 2 only confidential.</td>
</tr>
<tr>
<td>Committee and/or Council Meeting Date and Item No.</td>
<td>Topic</td>
<td>Section 90(3) Grounds for Confidentiality (Note: Amendments to Sn 90 became operative on 22 May 2003)</td>
<td>Duration of the Order or Circumstances it will cease (and comments if necessary)</td>
<td>Status of Document and Recommendation re Confidentiality Order</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Council 26 May 2014</td>
<td>Recommendation 2 only confidential</td>
<td>of the LGA. Litigation</td>
<td></td>
<td>Reviewed by CEO 3/10/14 – Maintain on recommendation 2 only.</td>
</tr>
<tr>
<td>Item 1226 Council 11 August 2014</td>
<td>Unley Central Precinct Property Development Options</td>
<td>Section 90(2) and (3)(b)(i) and (ii). Commercial advantage</td>
<td>Until revoked by the CEO</td>
<td>Minutes and report confidential.</td>
</tr>
<tr>
<td>Item 1306 Council 27 October 2014</td>
<td>Palmerston Place Encroachment</td>
<td>Section 90(3)(h)(i). Legal advice and litigation</td>
<td>Until revoked by the CEO</td>
<td>Minutes, report and attachments confidential.</td>
</tr>
</tbody>
</table>
INFORMATION REPORT

REPORT TITLE: QUARTERLY REPORT – CENTENNIAL PARK CEMETERY AUTHORITY
ITEM NUMBER: 84
DATE OF MEETING: 23 MARCH 2015
AUTHOR: CAROL GOWLAND
RESPONSIBLE OFFICER: PETER TSOKAS
JOB TITLE: CHIEF EXECUTIVE OFFICER
REPRESENTOR/S:
ATTACHMENTS: 1. PROGRESS REPORT TO DECEMBER 2014

PURPOSE

To provide an update to Council on the performance of Centennial Park Cemetery Authority, for the quarter ending December 2014.

RECOMMENDATION

MOVED:
SECONDED:

That:

BACKGROUND

Centennial Park Cemetery Authority is jointly owned by the Cities of Mitcham and Unley and the Authority has provided a progress report on the activities and performance of the Authority to December 2014 (Attachment 1 to Item 84/15).

Attachment 1

DISCUSSION

As part of the agreed reporting process, the Authority provides a Progress Report to the cities of Mitcham and Unley on a quarterly basis. This provides Elected Members with a more detailed report of the activities occurring at Centennial Park.

The attached Progress Report December 2014, was considered by the Board of Management at its meeting in February 2015, and is attached for Member’s information.
20th February 2015

Mr Peter Tsokas
Chief Executive Officer
Corporation of the City of Unley
PO Box 1
UNLEY SA 5061

Dear Peter,

PROGRESS REPORT – DECEMBER 2014

In September 2013, a Progress Report was provided to you as representatives of the owners of Centennial Park. Following discussion, it was agreed that a quarterly Progress Report would be provided covering the activities and performance of Centennial Park in the interim months.

Enclosed you will find the “Progress Report December 2014” which was considered by the Board of Management at its meeting held on the evening of Thursday 5th February 2015.

Please do not hesitate to contact me if you have any questions or queries.

Yours sincerely,

Bryan Elliott
Chief Executive Officer

Enc.
CENTENNIAL PARK CEMETERY AUTHORITY

PROGRESS REPORT
DECEMBER 2014

The following updates the owner councils on recent activities and the performance of Centennial Park.

Marketing

Following the development and adoption of a Marketing and Sales Action Plan Centennial Park has commenced a program of community engagement that has included some of the established items as well as new initiatives.

During the quarter a Remembrance Day service was again held on 11th November 2014. The attendance was estimated to be between 350 to 400 people and was judged to be one of the best attended Remembrance Day services conducted by Centennial Park. This was combined with a display in the foyer of the Jubilee Complex of the “bravest of brave” display featuring eight South Australian Victoria Cross recipients from WW1.

For the first time a Christmas Tribute Service was held within the grounds of the Park on the evening of Tuesday 16th December 2014. Music was played by various artists in selected areas of the memorial gardens at different times that encouraged the public to sit and listen then move to the next venue for more music. The evening concluded with a vocal group singing Christmas carols in the forecourt of the Jubilee Complex. The event was attended quite well considering the weather conditions (rather cool and windy) with many compliments received and attendees looking forward to coming back in 2015 for the next Christmas tribute. There was a letter to the editor praising the event and quite a number indicated that they felt that the event was better than the Carols by candlelight event.

Further events are in the planning stage for 2015.

Complementary Service Provisions

Following the evaluation of the Request for Proposal for an organisation to work with Centennial Park in a proposed cafe / florist the Board agreed that work continue with the preferred Cafe operator to negotiate a Catering Agreement and a lease agreement. Once this has been completed a full viability report can be completed and presented to the Board
who will then make recommendations to the owner councils on what is considered to be an exciting opportunity to raise the service offerings at Centennial Park to a new level.

The option of a more simplified opportunity for families to pre purchase their services at Centennial Park has now been approved by the Board with effect from 1st December 2014. The strategic aim is to ensure that families do choose Centennial Park for their future needs rather than having to make that decision at a time when there are so many other decisions to be made. The impact of this initiative will be measured over the coming months as the funds created by this opportunity will be managed internally rather than being placed with a third party funds manager.

**Implementation of the Future Concepts**

A contract has been let for the prefabrication and installation of 72 concrete vaults that will form the first part of a new section on the southern boundary of the cemetery generated as space following the consolidation of buildings into the Operations Complex. It is currently planned that the new section will be developed and made available to the public prior to the end of the current financial year – weather permitting. Expressions of interest in acquiring positions in the area have already been received.

Following the awarding of granite supply contracts, that involves up to eight local masons, planning is also underway for the development of the first stage of a new garden style of burials that will involve the installation of square granite tree surrounds in an area identified in the future concepts document.

These new options are, by design, different from the current burial options available to the public and will represent higher quality options for families to choose from. As with any premium options the price for these options are yet to be finalised and approved by the Board.

**Investment Policy Implementation**

The Cash and Cash Equivalent funds held by Centennial Park represent a significant level of funds that are designed to ensure that the liabilities of the owners of Centennial Park (the Councils and ultimately the ratepayers) are limited or extinguished should the Authority cease to trade. Work has commenced on identifying and appointing a Strategic Asset Allocation Advisor (SAAA) who will provide advice to the Board on the types and level of funds to be invested in various asset categories.

Once the advice has been received the appointment of an investment advisor to act on behalf of Centennial Park can commence. This appointee will then implement the advice of the SAAA.
Jubilee Complex Upgrade

Work will be undertaken in February to upgrade the Florey Chapel and lounge that had previously been identified as in need of attention. The work is expected to be commenced and completed within the month.

Plans have been submitted to the Mitcham council for planning approval of plans for the upgrade of the amenities within the Jubilee Complex. These facilities have not been upgraded since the building was completed in 1986. Many facilities that are available to the public are refurbished to more modern and updated presentation on a more frequent basis. It is important that the Jubilee Complex is seen by funeral directors and the general public as a premium facility and the design work that has been undertaken aims to ensure that the amenities (men’s, ladies and disabled) meet the expectations of society today.

Financial Performance

The total income generated from trading operations in the six months to December 2014 was $4,883,761 which was $636,462 above the result for the corresponding period last year. This is a reflection of the actions that have been taken to promote Centennial Park to the community we serve as well as working in partnership with funeral directors. The partnership program has had a direct impact on the level of cost of goods sold however there has been a positive impact on the operating surplus of the Authority.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget Numbers</td>
<td>Actual Numbers</td>
</tr>
<tr>
<td>Burials</td>
<td>440</td>
<td>445</td>
</tr>
<tr>
<td>Cremations</td>
<td>1,820</td>
<td>1,938</td>
</tr>
<tr>
<td>Chapels</td>
<td>735</td>
<td>762</td>
</tr>
</tbody>
</table>

As can be seen from the above table the service numbers performed in the six months ending December 2014 are better than budget and also better than for the corresponding period in 2013. Improved customer service and the involvement with funeral directors who are participating in the Funeral Director Partnering Program have had a positive impact on the figures.

On the following page is the Business Success Index that is being used to gauge the overall performance of Centennial Park against specific targets with an overall Business Success Index (BSI) that takes into account the ten components.

What can be seen is that overall on a year to date basis the BSI is better than anticipated by over 5%.

A reconsideration of the budget has been performed and reported to the owner councils.
A net surplus of $307,857 has been recorded for the six which is $148,057 above the reconsidered budget and well above the deficit of $203,321 recorded in the prior year.

<table>
<thead>
<tr>
<th>YTD December 2014</th>
<th>Actual $</th>
<th>Reconsidered Budget $</th>
<th>Variance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Surplus YTD</td>
<td>307,857</td>
<td>159,800</td>
<td>148,057</td>
</tr>
<tr>
<td>Add: Future Upkeep Provision</td>
<td>58,800</td>
<td>59,000</td>
<td>(200)</td>
</tr>
<tr>
<td>Add: Liability Guarantee Payments</td>
<td>195,819</td>
<td>196,200</td>
<td>(381)</td>
</tr>
<tr>
<td>Operating Result from General Operations</td>
<td>562,476</td>
<td>415,000</td>
<td>147,476</td>
</tr>
</tbody>
</table>

The above table indicates that the underlying preliminary operating result from general operations was still a strong result.

Cash and cash equivalents totalled $11,392,660 at the end of December 2014 which represented 79.23% of the Future Upkeep provision of $14,380,000.
## Centennial Park Business Success Index - Monthly Results 2014 - 2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Income</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td>Surplus prior to infrastructure</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
<td>&lt; 45.0%</td>
</tr>
<tr>
<td>Cash &amp; Investments</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
<td>&gt; 40.0%</td>
</tr>
<tr>
<td>Expenses / Revenue</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
<td>&gt; 39.5%</td>
</tr>
<tr>
<td>Market Share Metro Burials</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
<td>&gt; 25.0%</td>
</tr>
<tr>
<td>Market Share State Cremations</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
<td>&gt; 30.0%</td>
</tr>
<tr>
<td>Chapels to Metro funerals</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
<td>&gt; 47.5%</td>
</tr>
<tr>
<td>Memorial Conversion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Metro Funerals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Success Index</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Format:
- Better than target by greater than 5%
- Better than target by less than 5%
- Lower than target by less than 5%
- Lower than target between 5% and 10%
- Lower than target by greater than 10%
INFORMATION REPORT

REPORT TITLE: COUNCIL ACTION RECORDS
ITEM NUMBER: 85
DATE OF MEETING: 23 MARCH 2015
AUTHOR: CAROL GOWLAND
RESPONSIBLE OFFICER: PETER TSOKAS
JOB TITLE: CHIEF EXECUTIVE OFFICER
REPRESENTOR/S: NIL
ATTACHMENTS: 1. COUNCIL ACTION REPORT

PURPOSE

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

RECOMMENDATION

MOVED: 
SECONDED: 

That:

1. The report be noted.
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Item</th>
<th>Subject and Council Resolution</th>
<th>Resp.</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>854</td>
<td>Trial of Ticket Parking Machines in Boffa Street Car Park</td>
<td>- 2. Installation of a ticket parking machine in the Boffa Street car park be supported for a twelve month trial. 3. A report be brought back to Council, not later than the end of the trial period, outlining the success or otherwise of the trial and recommending whether the machine remain there permanently. 4. Any costs associated with the trial be funded from the King William Road Car Parking Fund.</td>
<td>General Manager Economic Development &amp; Planning</td>
<td>Report to Council this Agenda (February 2015). This item completed. See Item 58. COMPLETED.</td>
</tr>
<tr>
<td>876</td>
<td>Notice of Motion - Cr Salaman re Unley Road</td>
<td>- 1. Council supports, in principle, the 2002 Unley Road Upgrade as initially approved by the Government of the day, but updated as necessary. 2. The administration seek support from the Minister for Transport to give the project official endorsement. 3. The administration request that the Department re-convene the former project team, which included the then Transport SA, their consultants and Unley Council. 4. The assistance of the local member, David Pisoni be sought. 5. Early enquiries be made into the availability of Federal funding for the project. 6. A report be brought to Council as soon as is practical with recommendations on fine tuning the approved 2002 plans, a review of the 2002 consultation results and the desirability of re-consulting on Stage 2 of the Upgrade Plan, prior to proceeding to the Stage 3 consultation round. 7. The Unley Road Association be informed of the decision.</td>
<td>General Manager Economic Development &amp; Planning</td>
<td>No change in DPTI position.</td>
</tr>
<tr>
<td>Meeting</td>
<td>Item</td>
<td>Subject and Council Resolution</td>
<td>Resp.</td>
<td>Status/Progress</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>--------------------------------</td>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>UBED</td>
<td>31</td>
<td>Motion Without Notice - Clean Light Industry - 1. That UBED request the Administration to prepare a report on the feasibility of attracting and introducing ‘clean light industry’ in the City of Unley. The report should identify specific areas and any policy changes required as part of the Development Plan Review currently being undertaken.</td>
<td>General Manager Economic Development &amp; Planning</td>
<td>Mike Heard to be contacted with a view to presenting to an EM Briefing.</td>
</tr>
<tr>
<td>COUNCIL</td>
<td>1217</td>
<td>Goodwood Oval and Millswood Sporting Complex Improvement Plan - The draft Goodwood Oval and Millswood Sporting Complex Improvement Plan be endorsed and further community engagement on the plan be undertaken during 2015 in accordance with the staged implementation plan. 3. A staged implementation plan be developed outlining the approach for further community engagement and detailed design, including funding options, to be presented to Council in early 2015. 4. The Administration commences discussions with Forestville Hockey Club and other key stakeholders to identify a suitable site for a new synthetic hockey pitch as outlined in Appendix B of the Draft Improvement Plan.</td>
<td>General Manager Community</td>
<td>A staged implementation plan has been developed and will be put to the April Council meeting. Discussions are continuing with the Hockey Club to progress identification of a suitable site. ONGOING</td>
</tr>
<tr>
<td>Meeting</td>
<td>Item</td>
<td>Subject and Council Resolution</td>
<td>Resp.</td>
<td>Status/Progress</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>---------------------------------</td>
<td>-------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| 1221    | Unley Central Precinct Plan | - 2. The concepts outlined in the Draft Unley Central Precinct Plan (Attachment 1) be adopted as the long term vision for the precinct and a community engagement process be undertaken to communicate the vision.  
3. A Statement of Intent be prepared seeking approval from the Minister to undertake a Development Plan Amendment of the District Centre Zone, in accord with the recommendations of the Plan.  
4. Work continue on investigating modifications to traffic flows in the local area to achieve an outcome that improves the pedestrian experience of Oxford Terrace and that prioritises walking and cycling in the precinct.  
5. A streetscape design for the entrance of Oxford Terrace from Unley Road be prepared.  
6. Administration investigate the feasibility of establishing a Precinct Authority to guide the development of the Unley Central Precinct. | General Manager Economic Development & Planning | Consultant engaged for SOI. ONGOING. |
| 1240    | Unley Oval Picket Fence | - 1. The report be received  
2. The Administration procure the installation of a picket fence once the remaining 2/3 funding has been secured.  
3. The final design allows for gates to provide access to all key features, as far as is practicable.  
4. The community and Sturt Football Club be advised of Council’s decision. | General Manager Assets & Infrastructure | The work install the picket fence has commenced and is on track to be completed by end of March. |
| 34      | Future Funding Eastwood Community Centre | - 2. Council provide $12,700 funding to Eastwood Community Centre in 2014/15, ceasing funding as of 1 July 2015.  
3. The Eastwood Community Centre be formally advised that the City of Unley will cease providing annual funding as of 1 July 2015. | General Manager Community | ECC formally advised on 2/2/2015 that annual funding will cease as of 1 July 2015. A contract is being prepared to facilitate payment of annual funding of $12,700 for 2014/2015. |
### COUNCIL ACTION REPORTS - ACTIONS TO DECEMBER 2014

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Item</th>
<th>Subject and Council Resolution</th>
<th>Resp.</th>
<th>Status/Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- 2. The Development Assessment Commission be advised that Council generally supports the redevelopment of the Cremorne Plaza site, but requests the matters raised in this report be given further consideration as part of the assessment process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Council delegate to the Chief Executive Officer or his nominee(s) the authority to negotiate appropriate outcomes with the developer in regard to public realm upgrade, zone boundary interface, car parking provision and encroachments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td>Forestville and Everard Park LATM Study - 2. Up to three technically feasible options be developed for Council’s consideration.</td>
<td>General Manager Economic Development &amp; Planning</td>
<td>Further report scheduled for Council's consideration at March 2015 Council meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Community engagement be undertaken for these options.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. A further report be presented to Council following the community engagement process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td></td>
<td>Review of Committee Structure</td>
<td>General Manager People &amp; Governance</td>
<td>Section 41 Committee structure for the 2014-2018 term, terms of reference and Elected Member membership considered and endorsed at the January 2015 meeting. COMPLETED.</td>
</tr>
<tr>
<td>53</td>
<td></td>
<td>Motion on Notice - Unley Bicycle User Group - Council call for expressions of interest amongst the community to establish a BUG (Bicycle User Group) with the purpose of promoting cycling within the City of Unley. The BUG will help identify any issues with safety and utility of the designated cycle routes in Unley. Activities could include education of the benefits of cycling, organisation of social bike rides and identification of problem locations and opportunities within the City of Unley for cyclists.</td>
<td>General Manager Economic Development &amp; Planning</td>
<td>First BUG meeting to be held on 21 April 2015 at Unley Community Centre, chaired by Cr Hewitson to form a BUG.</td>
</tr>
<tr>
<td>57</td>
<td></td>
<td>Petition re Removal of Parking Restrictions Walter Street Hyde Park - 2. The principal petitioner be notified that the petition has been received.</td>
<td>General Manager Economic Development &amp; Planning</td>
<td>A survey of residents will be undertaken in March/April 2015.</td>
</tr>
<tr>
<td>Meeting</td>
<td>Item</td>
<td>Subject and Council Resolution</td>
<td>Resp.</td>
<td>Status/Progress</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>--------------------------------</td>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>58</td>
<td>58</td>
<td><strong>Boffa Lane Parking Ticket Machine</strong> - 2. A parking fee of $1.00 for a 3 hour period be charged at the Boffa Lane car park.</td>
<td>General Manager Economic Development &amp; Planning</td>
<td>Administration working with the supplied to make the changes as per Council motion, likely completion by end of April 2015.</td>
</tr>
<tr>
<td>59</td>
<td>59</td>
<td><strong>Joint Use Agreement for Unley Primary School</strong> - Council gives approval for the Mayor and CEO to affix the Council Seal to execute the Joint Use Agreement with the Minister for Education and Child Development for community access to Unley Primary School</td>
<td>General Manager Community</td>
<td>Documents sent to CEO and Mayor's office for sealing and signing. Once completed a copy will be forwarded to DECD. COMPLETED.</td>
</tr>
<tr>
<td>60</td>
<td>60</td>
<td><strong>Broughton Arts Society Future Funding</strong> - 2. Funding of $5,000 per annum be provided to the Broughton Art Society Incorporated for 2015/16, 2016/17 and 2017/18 from the existing budget. 3. An agreement be prepared and the Chief Executive Officer be delegated to sign the agreement on behalf of Council.</td>
<td>General Manager Community</td>
<td>Negotiations continuing with Broughton Arts Society towards the preparation of a sponsorship agreement being prepared in conjunction with Managers Community Development and Governance</td>
</tr>
<tr>
<td>61</td>
<td>61</td>
<td><strong>Review of Dog Registration Fees 2015/16</strong> - 2. The current registration fee of $60 be increased to $70 for an ordinary dog for the 2015/2016 financial year, and incrementally for the following 3 years until the maximum prescribed fee is reached, with rebates and concessions to remain the same. 3. The proposed fee schedule be forwarded to the Dog and Cat Management Board prior to the due date of 13 March 2015 for the approval of the Minister. 4. The Administration continue to liaise with the Dog and Cat Management Board and the Minister to increase the expiation fees for unregistered dogs.</td>
<td>General Manager Community</td>
<td>The proposed fee schedule has been forwarded to the Dog &amp; Cat Management Board for presentation to the Minister. The Minister's approval has yet to be formally received. In anticipation of approval, the fee schedule has been updated. COMPLETED.</td>
</tr>
<tr>
<td>Meeting</td>
<td>Item</td>
<td>Subject and Council Resolution</td>
<td>Resp.</td>
<td>Status/Progress</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>--------------------------------</td>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>62</td>
<td></td>
<td><strong>Pensioner Concessions</strong> - 1. Council does not intend to subsidise the withdrawn Federal and State Government funding for pensioner concessions for rates. 2. Council agrees to participate in the LGA’s campaign to seek reinstatement of the Government funded concessions, and 3. Council agrees to insert an appropriate flyer in the next quarterly Council rates notice, and direct mail residents who pay rates annually, alerting ratepayers to the financial impact of the removal of pensioner concessions on rates.</td>
<td>General Manager People &amp; Governance</td>
<td>Advised LGA of Council’s decision. Undertake community advice via rate notices (April 2015). COMPLETED.</td>
</tr>
<tr>
<td>63</td>
<td></td>
<td><strong>Second Quarter Budget Review 2014/15</strong> - 1. The report, including Attachments 1 and 2 to Item 63/15 be received. 2. The budget variations for the Second Quarter 2014-15 Budget Review be noted. 3. The revised budgeted Financial Statements reflecting a Budgeted Operating Surplus of $627k from $718k and no change to Net Borrowings of $4.780m be adopted.</td>
<td>General Manager People &amp; Governance</td>
<td>No further action. COMPLETED.</td>
</tr>
</tbody>
</table>
ITEM 86

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

QUESTIONS ON NOTICE FROM COUNCILLOR HEWITSON RE BICYCLE PATH

The following Question on Notice have been received from Councillor Hewitson and the answers are provided:

**Question**

1. Why does the Porter / Rugby street bike way with hundreds of bikes per day stop and give way to the dead end young street?

**Answer**

Rugby Street / Porter Street bike way intersects with 30 local streets along the length of it, within Council boundaries. Out of these intersections, some intersections operate as standard ‘T junction’ intersections (e.g. Young Street/ Porter Street) due to road closures, as shown in the picture below. Therefore, routine give way requirements apply that are associated with T- junctions.

(This is page 42 of the Council Agenda Reports for 23 March 2015)
The correspondence from

- The Hon Martin Hamilton-Smith MP re State’s time zone

The following correspondence is from various Councils/Mayors asking for support of their nomination to the Metropolitan Local Government Group:

- Mayor Brewer, Campbelltown City Council
- Mayor Parking, City of Burnside
- Mayor Rosenberg, City of Onkaparinga
- City of Adelaide – Councillor Clearihan
- Mayor Bria, City of Norwood Payneham & St Peters
- Town of Walkerville, Councillor Shetliffe
- Campbelltown City Council, Councillor Whittaker
- City of Port Adelaide Enfield, Councillor Jamieson
- Mayor Knight, City of Tea Tree Gully
- Mayor Spear, City of Mitcham

be noted.
The Hon Martin Hamilton-Smith MP
Member for Waite

15MINT/38

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

Dear Mr Tsokas,

On Thursday 5 February 2015 the State Government announced that we would begin a state-wide consultation process on the merits of changing the State’s time zone.

It has long been argued that South Australia’s time-zone is a significant barrier to our economic, social and cultural engagement with Australia and the world.

South Australia’s half-hour time difference to the eastern states and 90 minute difference to Western Australia can cause confusion across many aspects of our daily lives – from sporting fixtures to public service administration and business transactions.

The government acknowledges that groups in the community may be concerned about how a change would affect them depending on where they live and work, and the lifestyle they prefer to lead.

By initiating a public discussion, the government will explore the issues with the community so together we can make a judgment about what time zone will best help South Australian people and businesses to thrive.

Premier Jay Weatherill has asked me to lead the consultation process and initial contributions to the public discussion can be made at www.yoursay.sa.gov.au.

Contributions can also be sent by e-mail to dsd.timezone@sa.gov.au; by mail to my office or direct to Time-Zone, Department of State Development, GPO Box 320, Adelaide SA 5001.
I look forward to hearing your views on this important issue.

Yours sincerely

[Signature]

Hon Martin Hamilton Smith MP
Minister for Investment and Trade

17/2/2015
Office of the Mayor

Container Ref: B264

18 February 2015

Mayor L Clyne
City of Unley
PO Box 1
UNLEY SA 5061

Dear Mayor Clyne

I write seeking the support of your Council to re-appoint Councillor Jill Whittaker as a Board Member Representative of the Metropolitan Local Government Group in the forthcoming ballot.

Jill has been a full or proxy member of the Board since 2009 and has been an LGA Vice President for the past two years. She has served the Association with distinction, particularly when elevated duties were required during late 2013/early 2014 and her fellow LGA Vice President was elevated to the LGA Acting President role.

She has been an elected member of the Campbelltown City Council since 2003 and was Deputy Mayor from 2006 to 2014. I feel that in both of these roles she has been an outstanding performer and a true ambassador for local government. Jill has extended her representation to be the local government representative on the ESCOSA Board since 2012, is a committee member of ALGWA and the LGA R&D Scheme, and is the current LGASA Disability Champion. She has served on several Committees at the local level too providing her all-round local government experience.

Jill is backed up by her background as a professional educator and subsequent career in Federal Government departments responsible for a range of policy, employment, education and childcare matters. She has had lengthy personal involvement with disabled persons too. This mix of skills and experience is quite rare in local government and I believe provides the Association an important strategic advantage at the governance level.

I am quite sure that her clear intelligence, friendly interpersonal style, excellent communication skills and ability to actively find solutions to complex issues is an asset to harmony at the top level of the Association.

Jill Whittaker has earned her esteemed position in local government and deserves to remain in the leadership group of the Association. Therefore, I urge your Council to place her at the highest order of your ballot, second only to any representative you have nominated.

Yours sincerely

Simon Brewer
Mayor
18 February 2015

Mayor Lachlan Clyne  
City of Unley  
PO Box 1  
UNLEY SA 5061

Dear Mayor Clyne,

Elections for the State Board of the Local Government Association will take place over the next few weeks. Your Councillors will be invited to select their eight preferred candidates from the list of twelve nominations.

I was elected to the Board in 2012 and I am honoured to have again been nominated as a candidate by the Elected Members of the City of Burnside.

My commercial background at board and senior management levels has given me a depth of interest in matters of probity, procedure, governance, finance and organisational efficiency. I have extensive experience in project management and organisational change. My instinct is for small, well targeted policy at the Local Government level. I have an interest in encouraging volunteering throughout the community and in promoting a healthy lifestyle through the provision of facilities which encourage active community participation. I am a strong advocate for tangible regional cooperation between Councils at all levels.

I believe I have made a constructive contribution to the LGA Board from a fresh perspective since my election two years ago and I am keen to continue the association. I will be recommending your candidature to Burnside Councillors at the appropriate time and I ask you to consider reciprocating on my behalf.

Yours sincerely,

[Signature]

David Parkin  
Mayor
18 February 2015

Mayor Lachlan Clyne
City of Unley
PO Box 1
UNLEY SA 5061

Dear Mayor Clyne

Local Government Association Board Member nomination - Mayor Lorraine Rosenberg

On behalf of the City of Onkaparinga, we seek your support towards our recent nomination of Mayor Lorraine Rosenberg for the position of Board Member on the Local Government Association of SA (LGA).

Mayor Rosenberg's commitment to local government is evident through the positions she has held as Acting LGA President, Vice President, Board Member and representation on Local Government Association committees. Mayor Rosenberg's local government experience spans over 20 years and she has actively served as Mayor of the City of Onkaparinga since 2006.

If re-elected, Mayor Rosenberg will continue to contribute to the business of the LGA Board with passion and dedication. She will represent local government with her sound ability to think broadly and clearly on matters impacting local government. Her strong belief in local government provides a solid foundation for advocacy on important issues for all of local government.

Mayor Rosenberg's key local government views and interests are:
- The review of the Local Government Act and Federal White Papers
- Being proactive on matters that make a difference to local government
- Continue to make local government matters heard at State and Federal government levels
- Clear delineation between all spheres of government particularly planning and economic development
- Dedicated debate on which sphere of government is the most efficient and adequately funding to deliver specific services
- Continue to ensure that local government is a clear leader in climate change, water management and energy
- The importance of strong financial accountability and autonomy.
The LGA will shortly be distributing ballot papers and candidate profiles to all metropolitan councils seeking your Council’s endorsed vote for Board Members to the Local Government Association. Voting will close at 5pm on 7 April 2015.

I ask for your consideration towards Mayor Rosenberg's nomination to the LGA Board, I have no hesitation in assuring her commitment and experience to this role.

Yours sincerely

Mark Dowd
Chief Executive Officer

cc: CEO of City of Unley
Mayor Lachlan Clyne  
Mayor  
City of Unley  
PO Box 1  
UNLEY SA 5061

Dear Mayor Clyne

Local Government Association Board Member nomination – Councillor Susan Clearihan

On behalf of the City of Adelaide, I write to seek your support in the upcoming LGA (SA) Board election for our Council’s nominee, Councillor Susan Clearihan.

A former educator working across the metropolitan area and with an extensive track record in community affairs, Susan has a continuous 17 year association with local government beginning in 1997 when she began work at the City of Charles Sturt and then in 2003, when she was elected to Adelaide City Council.

Susan has served the City of Adelaide as an Area Councillor (2003-007), a Ward Councillor (2007-) and as Deputy Lord Mayor (2007-2008).

She has chaired numerous Council Committees, including the Corporate Governance and Finance Committee and the Community Services, Events and Facilities Committee. Susan has also served on Council’s Development Assessment Panel (DAP) and more recently represented Council on the Capital City Development Assessment Commission (CCDAC).

Susan has extensive Board experience, and is Council’s representative on the Education Adelaide (StudyAdelaide) Board and the Adelaide Festival Centre Trust.

She also represents the Local Government Association of SA on the State Mitigation Advisory Group in Emergency Management and the Adelaide Cemeteries Authority. Susan has been and is currently Adelaide City Council’s voting delegate for the LGA of SA’s Annual General Meeting.

Susan’s extensive and broad local government experience and involvement at the local, state and national level positions her well to represent the Capital City Council, metropolitan councils and SA councils generally on the LGA Board.
Councillor Clearihan’s key local government views and interests include:

- Shared services and greater collaboration amongst Councils with no forced amalgamations;
- The review of the Local Government Act, ensuring comprehensive consultation with Councils;
- The Federal Government’s White Paper on the Reform of the Federation, particularly in relation to the role and funding of local government;
- The return of indexation for Financial Assistance Grants and adequate funding for Emergency Management, flood mitigation and community infrastructure;

Susan is passionate, dedicated and a natural communicator. I believe she will make a sterling contribution to the LGA Board and I encourage you to consider her nomination in the ballot.

Yours sincerely

[Signature]

Martin Haese
LORD MAYOR

27 February 2015
2 March 2015

Mayor Lachlan Clyne
City of Unley
PO Box 1
UNLEY SA 5061

Dear Lachlan,

MAYOR ROBERT BRIA - NOMINATION TO THE BOARD OF THE LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA

On behalf of the City of Norwood Payneham & St Peters, I am seeking your support of Mayor Robert Bria’s nomination for appointment to the Board of the Local Government Association of South Australia.

Mayor Bria’s commitment to Local Government is demonstrated by his long standing service to the sector, having commenced with the City of Norwood Payneham & St Peters as an Elected Member in 1997. In 2005, he was elected as Mayor, a position which he has held since then.

Mayor Bria has held a number of positions within Local Government, including Chair of the Metropolitan Local Government Group in 2008 and a Member of the State Executive in 2009-2010 and 2013-2014.

He is a strong advocate for Local Government and passionate about ensuring the best possible outcomes for the community. Mayor Bria is dedicated to representing the views of Local Government and providing leadership for the sector to ensure the outcomes of the LGA are achieved.

In this respect, Mayor Bria is a strong advocate for Local Government’s role in planning and economic development. In addition, he is a strong advocate for financial sustainability and ensuring that Local Government is able to successfully continue to provide the services and programs to our respective communities.

I have no hesitation in recommending Mayor Bria for appointment to the LGA Board and ask that you give favourable consideration to his nomination.

Yours sincerely,

Mario Barone
CHIEF EXECUTIVE OFFICER
3 March 2015

Mayor Lachlan Clyne
City of Unley
PO Box 1
UNLEY SA 5061

Dear Mayor Clyne

I write to seek your Council’s support for our nomination of Councillor David Shetcliffe, for the position of Board Member on the Local Government Association of SA.

Councillor David Shetcliffe was elected to Council in November 2014, where he was also chosen for the role of Deputy Mayor. Since being elected Councillor has played an integral role in the business of Council as a member of the:

- Development Assessment Panel
- Strategic Planning & Development Policy Committee
- CEO Performance
- Eastern Health Authority

Prior to his election to Council, David Shetcliffe worked with, and for, local Government for more than three decades, as a management and economic development consultant. He has also spent many years as a consultant, industry leader and CEO and chairman in the not-for-profit sector and has extensive experience in development public policy positions across a range of issues.

David Shetcliffe has extensive knowledge and experience across areas governance, planning & heritage, land management, community engagement, strategic planning and policy development.

I am confident that David Shetcliffe’s knowledge, experience and integrity make him an ideal candidate as a Board Member. I hope you will give his nomination every consideration.

Yours sincerely,

Raymond Grigg
Mayor
5 March 2015

Mayor L Clyne
City of Unley
PO Box 1
UNLEY SA 5061

Dear Mayor Clyne

I renominated to be a member of the Local Government Association Executive because of my strong belief that the Local Government community must be dynamic and deliver results.

I was first elected to Campbelltown Council in 2003 and have spent eight years as Deputy Mayor. As a member of the Local Government Association Executive since 2009 and as a Vice President since 2013 I have been fully involved in the many issues Local Government has managed. I was elected as the Chairperson of the Local Government Research and Development Scheme in January this year.

I have broad experience having served on the full breadth of Council Committees including the Development Assessment Panel and Infrastructure Committees.

Many of the issues facing Local Government are perennial but others require immediate decisions and action.

The main areas which require action are as follows:

1. To maintain funding for the sector and to find new funding sources. Without additional funding the important work of councils will be limited and will fail to meet the needs of modern infrastructure and development demanded by communities. I am a strong advocate for pursuing our current funding levels with State and Federal Government to develop new revenue streams.

2. The need to engage with other levels of government is essential to find common goals and ways of working together. My experience as an LGA representative is broad and effective. The use of school facilities by the broader community and transport plans are two areas which need better cooperation. I am passionate about partnering with Local Governments to deliver positive outcomes for our Community.

3. Local Government is central to the provision of Essential Services where structures and pricing are under constant review with potentially serious consequences for council budgets and strong voices are required to get the best outcomes. I have experience in negotiating better deals for local government in the areas of electricity, gas and water.
4. As the Urban Planning Development Reforms and proposals are implemented strong representation from local government is essential to ensure that the city of the future represents the needs of residents. I will strongly represent metropolitan views on the impact of planning changes as I have in the lead up to the final report of the Expert Panel.

5. I am a strong advocate for people with disabilities and older citizens. New ways are developing to make inclusion a natural part of planning policies which benefits everyone. This is a key part of making cities vibrant and future focussed.

I welcome your support in my nomination and I would be honoured to continue to represent you on the LGA to ensure Local Government continues to develop a wide range of excellent services to the Community.

Thank you for your support.

Yours sincerely

[Signature]

Jill Whittaker (Cr)
To: Mayor Lachlan Clyne, City of Unley

From: Councillor Peter Jamieson, City of Port Adelaide Enfield

Date: 9th March 2015

Election of Councillor Peter Jamieson to the LGA Board

I write to you asking for your support for my re-appointment to the position of Local Government SA Board member, representing the Metropolitan Local Government Group, in the upcoming election, with voting closing on 7th April 2015 at 5.00pm.

I have been an LGA board member since 2009 and in that time I have gained extensive experience in dealing with a wide range of local government issues. I have a high rate of attendance at Metropolitan and Country LGA Board Meetings and also Metropolitan Local Government Group Meetings. I have also represented Local Government on the Local Government Research and Development Advisory Committee and many State Government Advisory Boards and Committees. I have been an elected member since 2003.

The City of Port Adelaide Enfield is one of the largest Councils in SA and I believe I have a good understanding of the issues throughout the Metropolitan area, if elected I will energetically represent the interests of all SA Metropolitan Councils.

Local Government needs to be formally recognised in the Federal Constitution. It needs more equitable distribution of Government taxation such as FAGs and less cost shifting. SA Councils need to work together more to reduce the cost and improve services to the Community. Councils and the LGA SA will need to show more leadership and be advocates for the issues of Climate Change, water recovery, flood and other disaster mitigation, State Government changes to planning regulations, greater open space and the needs of an ageing population. I would like Councils to have a more cost-efficient and environmentally-friendly system of waste disposal.

Importantly, I ask for support in order to represent you on issues that are unique to the Metropolitan Adelaide Councils.

I respectfully ask your Council to vote for me at the highest position on your ballot paper.

Yours sincerely,

Councillor Peter Jamieson
LGA BOARD MEMBER 
CANDIDATE INFORMATION

Position Sought: Board member representative of the Metropolitan Local Government

1. NAME: PETER JAMIESON
2. COUNCIL: CITY OF PORT ADELAIDE ENFIELD (CoPAE)
3. CURRENT COUNCIL POSITION(S): COUNCILLOR, OUTER HARBOUR WARD

4. LOCAL GOVERNMENT EXPERIENCE/KNOWLEDGE
   I have been a CoPAE Councillor from 2003-2015.
   I have been a member of the LGA Board since April 2009. I have a high attendance rate at both LGA Board and MLGG meetings and have developed a close relationship with many Metropolitan and Country Mayors, Councillors and CEOs.
   I am currently the local government member on the SA Asbestos Advisory Committee.
   I have represented Local Government (LG) on the ESCOSA Consumer Advisory Committee, the SA Water Customer Council, the State Level Crossing Strategy Advisory Committee and the LG Research and Development Scheme.
   I am the CoPAE representative on the Western Region Waste Management Board, the Metropolitan Seaside Councils Committee, the Western Adelaide Climate Adaption Committee and the Murray Darling Association (MDA). I am the Chair of the MDA SA Metropolitan Group, a MDA National Board member and its Treasurer.
   I am a member of the CoPAE Audit, Grants, Tourism and EBA Committees.
   I was Deputy Mayor in 2008-7 and 2011.

5. LOCAL GOVERNMENT POLICY VIEWS & INTERESTS
   "No issue too big or too small" - I have an interest and open mind for all Local Government issues.
   If elected I will also energetically represent the interests of all SA Metropolitan Councils.
   Local Government needs to be formally recognised in the Federal Constitution. It needs more equitable distribution of Government taxation such as FAGs and less cost shifting. SA Councils need to work together more to reduce the cost and improve services to the Community. Some will need ongoing support to improve their financial sustainability.
   Councils and the LGA SA will need to show more leadership and be advocates for the issues of Climate Change, water recovery, flood and other disaster mitigation, State Government changes to planning regulations, greater open space and the needs of an ageing population.
   I would like Councils to have a more cost-efficient and environmentally-friendly system of waste disposal.
   I have a very high attendance rate at Council Meetings and functions, and SA Local Government and national Conferences.

6. OTHER INFORMATION
   I hold a Bachelor of Applied Science (Chemistry/Microbiology).
   I am currently employed by the Department for Education and Childhood Development (DECD) as a Laboratory Manager and worked at the S.A Brewing Co. for 37 years as a Plant Manager and Analytical Chemist.
   I am a life member of both the North Haven Surf Life Saving Club and Surf Life Saving SA. I was the President of the North Haven SLSC and a board member of Surf Life Saving SA for 5 years.
   My involvement in Surf Life Saving and sporting clubs has taught me the absolute need to work together as a team to achieve the best result.
10 March 2015

Refer Enquiries: Deana Taglierini, Governance Officer
8397 7263

Mayor Lachlan Clyne
City of Unley

Dear Mayor Lachlan Clyne,

Our Ref: D15/11793
Local Government Association Board Member – Mayor Kevin Knight’s Nomination

I write seeking your support for the City of Tea Tree Gully’s nomination of Mayor Kevin Knight for the position of Board Member on the Local Government Association of South Australia (LGA). Mayor Knight was unanimously voted by his fellow Elected Members as the City of Tea Tree Gully’s nomination.

Mayor Knight’s service to local government has spanned over 18 years and he now serves as a full-time Mayor at the City of Tea Tree Gully. Mayor Knight has been a member of numerous boards and committees both locally and at a State level. Importantly, he has shown clear leadership in his previous roles as Deputy Mayor and chairman of our Council’s Development Assessment Panel.

If elected, Mayor Knight is committed to representing the interests of metropolitan and regional councils of South Australia in accordance with their needs and the LGA’s vision and strategic directions. He came to his new role with an enormous amount of energy and enthusiasm in representing his local community and the local government community more generally within this state.

Mayor Knight has a strong vision in making local government more meaningful to the everyday person in the street. He is a keen supporter of reducing unnecessary red tape and making it simpler for businesses to engage in meaningful outcomes with local government. He is passionate about supporting appropriate development and local governments role in assisting development.
I commend Mayor Knight to you as an excellent candidate, having all the credentials required to serve on the LGA Board, and I would appreciate your council giving favourable consideration to his nomination.

Yours sincerely

[Signature]

John Moyle
Chief Executive Officer
Dear Mayor Lachlan Clyne and Elected Members

Re: Local Government Association Board Member Nomination – Mayor Glenn Spear

On behalf of the City of Mitcham we seek your support towards our recent nomination of Mayor Glenn Spear for the position of Board Member on the Local Government Association of SA (LGA)

On 27 January 2015, at the City of Mitcham's Council meeting, Council voted unanimously to support Mayor Glenn Spear's nomination.

Mayor Glenn Spear was elected as the Mayor for the City of Mitcham in November 2014 and since that time has been a Deputy Board Member representing the Metropolitan Local Government Group.

Mayor Spear has had a long term interest in local government issues and community affairs especially in regards to education, sporting facilities and an active participation in community engagement.

As a company founder and director for thirty two years, Glenn comes to local government with a strong business background and strong financial skills. If elected he would offer a fresh and independent perspective to the LGA.

The LGA have circulated ballot papers and candidates profiles to all metropolitan councils seeking your Council’s endorsed vote for Board Members to the Local Government Association. Voting will close on 7 April 2015.

I ask for your consideration of Mayor Spear's nomination to the LGA Board and I fully support his commitment to the role.

Yours sincerely

[Signature]

MATTHEW PEARS
CHIEF EXECUTIVE OFFICER

Cc Chief Executive Officer
MAYOR’S REPORT

TITLE: MAYOR’S REPORT FOR MONTH OF MARCH 2015
ITEM NUMBER: 88
DATE OF MEETING: 25 MARCH 2015
ATTACHMENTS: 1. MAYOR’S REPORT

RECOMMENDATION

MOVED: 
SECONDED:

That:

1. The report be received.
## MAYOR’S CALENDAR FOR MARCH 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 23 Feb</td>
<td>Council meeting</td>
</tr>
<tr>
<td>Tues 24 Feb</td>
<td>Interviews for Community &amp; Culture Independent Members</td>
</tr>
<tr>
<td></td>
<td>Interviews for Infrastructure &amp; Sustainability Independent Members</td>
</tr>
<tr>
<td>Thur 26 Feb</td>
<td>PLEC meeting</td>
</tr>
<tr>
<td></td>
<td>Meeting with resident – Kevin Stevens</td>
</tr>
<tr>
<td></td>
<td>Gave an oral history to Unley Museum re ANZAC commemorations.</td>
</tr>
<tr>
<td></td>
<td>ACBC Business Migration Agent Forum.</td>
</tr>
<tr>
<td>Fri 27 Feb</td>
<td>Clipsal 500 – Invitation from Premier</td>
</tr>
<tr>
<td>Sat 28 Feb</td>
<td>Attended Graduation Ceremony at Bible College of SA</td>
</tr>
<tr>
<td>Mon 2 Mar</td>
<td>Kaurna Living Culture Centre</td>
</tr>
<tr>
<td></td>
<td>EM Briefing</td>
</tr>
<tr>
<td>Wed 4 Mar</td>
<td>CPCA – Presentation to Councils</td>
</tr>
<tr>
<td></td>
<td>Meet with Minister Hunter re BHKC</td>
</tr>
<tr>
<td></td>
<td>Meeting to discuss ANZAC Parade with representatives from 10/27 RSAR,</td>
</tr>
<tr>
<td></td>
<td>Unley Salvos and Unley RSL.</td>
</tr>
<tr>
<td>Thur 5 Mar</td>
<td>Met with Nicholas Rundle from Effective Living Centre</td>
</tr>
<tr>
<td></td>
<td>Met with President of Indian / Australia Association.</td>
</tr>
<tr>
<td>Fri 6 Mar</td>
<td>Sign and Seal documents.</td>
</tr>
<tr>
<td></td>
<td>Meeting to discuss street trees and DAPN Community &amp; Culture Interviews</td>
</tr>
<tr>
<td>Wed 11 Mar</td>
<td>Unley Prayer Breakfast</td>
</tr>
<tr>
<td></td>
<td>Metro Mayor’s Luncheon</td>
</tr>
<tr>
<td></td>
<td>MLGG Meeting</td>
</tr>
<tr>
<td></td>
<td>Met with EPA representative</td>
</tr>
<tr>
<td>Fri 13 Mar</td>
<td>Premier’s Adelaide Reception and official opening of the Adelaide</td>
</tr>
<tr>
<td></td>
<td>Convention Centre West Building</td>
</tr>
<tr>
<td>Mon 16 Mar</td>
<td>Met with Alison Ashby re CEO Performance</td>
</tr>
<tr>
<td>Review</td>
<td>DSP Interviews</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>EM Briefing</td>
</tr>
</tbody>
</table>

**Tue 17 Mar**  
Breakfast with Hon John Anderson AO  
Unley RSL  
Interviews UBED

**Thur 19 Mar**  
LGA Board Meeting

Every Wednesday – Planning meeting for Unley Prayer Breakfast.  
Every Wednesday – ‘Coffee with the Mayor’

During the month I also attended various meetings with residents, staff and members of the community.  
I have been part of the interview panels for various independent members on Council’s committees.
Mayor's Report

Council's Direction

A number of complex challenges will confront the City of Unley over the coming months. A large lynch pin in this equation will come down to how we shape the $42 million dollar council budget, (over 80% of which will be receipted from rates). The fact that Unley is so reliant on rates as our primary source of revenue underpins the need for us to maintain our progressive stance in finding new sources of revenue. Whilst on a national comparison SA Councils are exceedingly hard done by in relation to Federal Government grants we should be wary of looking to grants as our silver bullet. Instead we should continue endeavoured to find a longer term solutions to ease the rates burden.

By comparison Adelaide City Council generates just over 50% of their total income from rates largely by capitalising on people’s need to park in the CBD. South Perth Council generates over 25% of its revenue from “Fees and Charges” which includes $6 million associated with “Community Amenities”, $3 million from “Recreation and Culture”, $2 million from “Housing”, and $1 million from “Transport”. Holdfast Bay Council which is comparable in size if not geography generates 45% of its revenue from sources other than rates. These sources of revenue include $3 million from “aged care residential fees and rentals”, almost $2 million from “commercial leases/caravan park” and $2 million from paid parking and parking fines.

We must find ways of easing the rates burden.

Our largest challenge is in setting the direction in which this Council sails over the next 4 years. Fundamentally we need to swiftly determine if we are a Council that will go back to basics or one that will deliver on key strategic projects.

Theoretically life will be straight forward and very simple if we choose the back to basics agenda. If we choose however; to deliver key strategic projects we must quickly resolve what those projects are to be and then all put our professional energies into ensuring we maximise for our community the best possible outcome from these projects.

Will this four year term be the time in which? Will the Unley or Millswood Sporting Complexes go ahead? Will King William, Unley, Goodwood Roads or Oxford Terrace receive multi-million dollar upgrades? What appetite does this Council have to complete footpath replacement program in two rather than ten years or to conduct all of our Local Area Traffic Management plans in two rather than six years? Can we do all of this and more?

It is arguably easier to talk the talk and create the plans than it is to back the talk up with action and tangible outcomes.
THE CLOSING OF THE MALVERN “COP SHOP”

Council has little control over the broader sweep of serious law and order issues which impact upon the community. For the last twenty years the Malvern Police station has been the reference point for policing in Unley. This station has offered a convenient location for Unley residents to report crime. And it is wonderful to note that crime has been on the decline with 1,000 fewer offences in 2012 compared to 2008. So it was a shock to learn that the Malvern Police Station would close. The shock mainly came about because we did not learn about it closure from SAPOL but through the media. There is little point in my personal pontificating about the effect that the closure will have on the crime in Unley. I remain optimistic that it may well be a cause for celebration, that our streets and society is so honest and filled with integrity that we no longer need a cop shop. I have every faith in our Police force to know best how to police us but like everything the proof will be in the outcome and we won’t be able to realise that until the passing of time allows us enough measurable data to determine effect of the closure.

ANZAC COMMEMORATIONS

The commemorations marking the centenary of the landing at Gallipoli on and around Anzac Day are almost upon us. This is a huge moment in time for the entire Unley community and I am exceedingly encouraged by the efforts of many in the community to make this a poignant occasion. Council staff recently pulled together the, “City of Unley ANZAC Centenary Program 2015 – Unley Remembers 1915 - 2015”. This program of events lists 20 exhibitions, walks, tours, activities and events that should allow everyone in our community to be involved. It is important that all Australians feel encouraged and are welcome to participate in these events regardless of ancestral connections to people who served Australia during the conflict. Whilst it will be particularly emotional for descendants of the Anzacs it is the lessons which are to be derived from the contemplation of these events which must reverberate through the soul of every Australian. It will only be if the clear majority of people today can deeply understanding the cultural pain which the First World War inflicted that we will perhaps be able to better understand the futile nature of war and be better prepared to guard against following a similar course of action in a modern context. The First World War also serves as a time in which people were able to overcome significant adversity and whilst we think of this adversity occurring away from home it was perhaps in the homes around places such as Unley that the most tears were shed and the greatest anguish felt. The way in which Australian’s overcame this adversity is a lesson to us and should inspire us.

UNLEY PRAYER BREAKFAST

Former Deputy Prime Minister of Australia Hon. John Anderson gave an incredibly thought provoking, stimulating and inspiring key note address at the second Unley Prayer Breakfast on Wednesday morning the 8th of March before a sell out 380 people in the Wayville Showground.
The event was wonderfully MCd by statesman and former Premier of SA Rev Dr Lynn Arnold AO.

The indefatigable chair of the Unley Ministers Fellowship Nick Handley is to be congratulated alongside the brilliant Marshall family for their incredible generosity of time, and spirit to help bring this together.

The transfixing vocals of Senior SA of the Year John Swan provided a great musical number to keep everyone entertained.

All money raised went to the William Wilberforce Foundation (WWF) and the Schools Ministry Group (SMG). Students spoke about the positive effect the SMG has had on their lives and the CEO of the WWF Jonathan Green informed us about the great changes that have occurred in people’s lives.

It was terrific to see so many people from the Unley community such as Reno, Chris, my mum Leonie, Krystal, Ingo, and hundreds of others in the one spot all with a big heart Unley.

Vincent Tarzia MP represented the Leader of the Liberals, Russell Wortley the Premier and there was also Senator the Hon Bob Day, and Dennis Hood MLC from the Family First Party and Hon Mick Atkinson MP and Hon Jennifer Rankin MP from Labor.

It was great to see Local Government representatives such as Mayor of Playford Glenn Docherty, Mayor of Mitcham Glenn Spear, Deputy Mayor of Gawler, Adelaide City Councillor Priscilla Corbell not to mention the Unley City Councillors Don Palmer and Michael Hewitson.

Many Ministers and Church Wardens were there as were numerous school principals, teachers and student. An incredible community event that will be remembered for many years.

**UNLEY AND THE FRINGE**

Unley has been considerably involved with the Fringe this year and there have been numerous events across our humble Council Area. A number of Elected Members saw the community benefit to our residents of trying to engage more with the Fringe which has seen these good community outcomes.

The Fringe event, Dogapalooza was exceedingly well supported by the South Australian dog loving community who arrived to enjoy musicians, dog washers, info stalls and each other’s company on a day for which the weather could not have been more perfect. Early reports show that over $12,000 was raised for SA Dog Rescue and Oscar’s Law. From speaking with event volunteers on the day it is estimated that over the 4 hours of the event some 1,000 people came through the gates.

The Goodwood Institute hosted a couple of shows, the Unley Museum was listed, the Adelaide Potters’ Club Gallery on our cultural boulevard had an exhibition opened by Peter Goers, and the Unley Soldiers Memorial Gardens was the venue for An evening Under the Stars and the Double Shot Fiesta. As a result it is
estimated that over 3,000 “visitations” were made to Unley. The economic flow on effect to local businesses would be hard to gauge but it would be tangible. The greater benefit however must be to the positive impact these events have on the lives of people who attend. We often criticise ourselves for not having any culture but we do and it is fun, enjoyable, progressive and clearly understood through these events.

I think we must progressively explore how to keep building on our involvement with the Fringe. It would be good for us all to think about how we can take another step towards being even more involved in the Fringe over the coming three years. Perhaps each of our Community Centres and libraries could be challenged to open themselves up to “local” performers at a heavily discounted rate? Perhaps Unley might be able to sponsor an act to visit a number of retirement villages? Regardless, the Fringe has been great for Unley this year.

STREET TREES

Up until the 1950s the South Australian street scape was uniquely dominated by stobie poles and the wires that passed between them that reliably carried the power to our homes and businesses, powering our lifestyle. Unley was the first South Australian council to formalise a policy of planting a street tree in front of residential houses and this policy was extended to all premises (shop, religious and factories) shortly after that. Today street trees in Unley are wonderfully mature and dominate the streetscape, creating a brilliant urban forest that often conceals the poles and wires.

I am extremely concerned with the fate of Unley’s street trees and how our street scape will ultimately look.

South Australia Power Networks (SAPN) own the poles that stand alongside of and wires that pass through the branches of our street trees. Understandably the SAPN priority is the effective transmission of power across this network of poles and wires. For the most part, as a society our priority has also been the effective transmission of power to homes and businesses but we are also far more mindful of not just the environment but the aesthetic look of our neighbourhoods.

SAPN are legislatively bound to create a 3m diameter clearance around the power lines that pass through the branches of the street trees. Based on the standard 4-5 wires strung across the stobie poles passing through the street trees, our street trees are about to be energetically cut back and run the risk of being devastated. I don’t get the impression that SAPN have a great deal of sympathy for the shape of our street trees. Understanding the importance to the community of how our street trees look doesn’t seem to overtly be in their corporate DNA. As far as I can tell none of the board members of SAPN live in any suburban area of Adelaide or indeed Australia. They don’t have to look at the street trees when they come home nor speak to people as they shop in Adelaide’s suburban supermarkets.

The street trees when planted were only a couple of meters tall and have taken a couple of decades to reach the maturity of height they have now attained. So the issue of finding a resolution to this impending conflict between tree limbs and power lines has not occurred overnight but has been foreseen as coming for many
years, decades in fact. For one of the largest companies in the state, SAPN seems to have clearly demonstrated their blatant resistance to acknowledge community standards and neglected to adequately investigate alternative methods to finding a solution which is acceptable within the community.

I ask us all to seek from SAPN that they immediately halt their planned power line cut back in sensitive areas and work with the Council and State Government to better investigate how we can collaborate to get a better outcome.

Aerial bundling for one would dramatically reduce the area of branch clearance. Whilst the undergrounding of power lines at $2,000/m is too expensive perhaps is could be done at a reduced cost when we repave our footpaths.

And the State Government must question the logic for the regulatory requirements for the 3m cut back. These measures were brought in as the result of changes made after the 1983 Ash Wednesday bushfires but their practical application in suburban areas is highly questionable.

With tree limb removal scheduled to commence in April this issue is at our doorstep. Who are the good people who will work towards a solution that may not be the easiest but that will be the best?

**EAST WEST ACCESS AROUND SOUTHERN BOUNDARY OF UNLEY OVAL DURING MATCH AND TRAINING TIMES.**

Well done to Cllrs Hudson and Salaman bringing the issue of community access around the southern end of the oval during match and training times to the attention of Council. It is important to the residential community and to me. Even as a kid I thought it was a failing of the design of the oval that you couldn’t walk around the southern end of the oval during a game.

On this issue, we must look to have both a short term and long term solution. Unless there is an inexpensive short term solution that I have not imagined I support us leaving the matter as it stands in the short term. As is pointed out, the residents have never had the ability to walk the southern edge during game days and have done so during practices at risk to players and their own safety (however, I trust common sense has prevailed on 99% of occasions and people have only walked that part when players have been off the field or at the northern end).

What about a long term solution? Again I want to emphasise, “long term”. How about we refer back to the “masterplan”?

That masterplan talked about access to the Oval from Edmund Ave (access from the South) by removing a tennis court and creating a BBQ/community area, reshaping the southern egg shape of the oval and even eating into Fredrick Street (in the north) and moving the playing surface north.

I’m not suggesting anyone put in a budget bid for these measures 15/16 but we must concurrently talk about long term solutions alongside our discussions about fixing immediate issues.
MAYOR’S REPORT

TITLE:  DEPUTY MAYOR’S REPORT FOR MONTH OF MARCH 2015
ITEM NUMBER:  89
DATE OF MEETING:  23 MARCH 2015
ATTACHMENTS:  1. DEPUTY MAYOR’S REPORT

RECOMMENDATION

MOVED:  
SECONDED:  

That:

1. The report be received.
Deputy Mayor’s report for March 2015

Meetings with the Mayor, CEO and GMs.
Discussions with EMs.
Various discussions.

The list below mostly excludes events and activities that I would normally attend as an Elected Member eg. Council meetings, briefing sessions, Ward discussions with staff and community events.

Attended 14 Fringe events during feverish February and mad March.
A fantastic range of Unley events during this period!

Friday 20 February
A working lunch with Mayor Clyne.
Discussion on a range of subjects.

Friday 27 February
Site visit to the Royal Croquet Club (Fringe venue) in Victoria Square with Councillor Hughes to inspect the waterfall swing. We assessed its suitability as a feature at a future event in Unley. Would be great, but it requires significant footings and ongoing supervision.

Saturday 28 February
Site visit to Gluttony (Fringe venue) with Councillor Hughes to inspect the sky light, a wandering spotlight that illuminates the clouds and night sky during the Fringe festival period. A relatively low cost possibility for Unley to highlight future events. The light could be mounted on the roof of the Civic Centre. It could be illuminated for the duration of Council meetings.

Wednesday 04 March
Attended Centennial Park Cemetery for a joint presentation to Mitcham and Unley Council elected members.
Networked with Mitcham Elected Members and their CEO. I was interested to learn about their regular Council Agenda item for a 30 minutes Q&A session where residents can ask questions. It’s not restricted to Mitcham residents; anyone can turn up and ask a question. I was invited to attend and ask a question. I might do that. It’s an initiative that I would like Unley to consider.

Thursday 05 March
Attended the film 'Gemma Bovery’ screened at the opening of the Alliance Française French Film Festival.
It was a beautiful film; it was about love, its pursuit and its outcomes.
It ended unexpectedly, but as expected; I won’t reveal the ending for those yet to see the film.
Drinks and networking before and followed by an after party.
Very generous hospitality.
During the pre-film speeches, the City of Unley received an acknowledgement for its support for Alliance Française.
In attendance were Councillors Boisvert, Hughes, Koumi and Rabbitt.
I joined Councillors Koumi and Hughes for a late night pizza. Discussion included the 30 year plan, population growth, ageing and its impact on jobs for the youth.

Friday 06 March
Attended the Waymouth Street (Adelaide) party with Councillor Hughes.
A fringe event sponsored by Adelaide City Council.
A big disappointment. It was just a big booze up. Lots of repetitious loud noise (rather than music), long line-ups for drinks, crowded with difficulty to move along the street and food that didn't excite.
We attended to see if a street closure with similar activities would be appropriate for Unley. Most definitely not!
Moved on for a meal elsewhere and then a stroll along the banks of the Torrens to view Blinc and the 3D elephant.
Surprised to see the for-hire pedal boats out on the Torrens in the dark.

Saturday 07 March
Site visit to the new West Torrens Council dog park @ Moss Avenue, Marlston on a linear recreation trail. There are two adjoining sections; one sign-posted for small dogs and the other sign-posted for all dogs. The fences are surprisingly high; there's probably an Australian standard for dog parks. There is a shelter and landscaping. It's quite a compact facility. It was well attended by people and dogs socialising. Excellent. Worth a visit.

Friday 13 March
Invited to trial the new public facing Council website for Customer Requests.
In attendance was Councillor Peter Hughes. (Councillor Palmer attended a later training session.)
A great initiative. We gave feedback for modifications and enhancements.
The list of request types needs to expand; need to avoid having to make a phone call for some types of enquires/complaints.
Expected to go-live soon for Elected Members and later for the public.

Friday 13 March
Shared a car ride to the CBD with Mayor Clyne; I was attending a Fringe event.
We discussed the impact of the mad March Fringe on the City of Adelaide and wondered if it would be viable for Unley to have a greater participation. Would it work? Would the residents attend or bypass Unley and head to Tuxedo Cat, Royal Croquet Club, Gluttony and the Garden of Unearthly Delights in the Adelaide CBD? I suspect that they would head for the CBD.

Sunday 15 March
Attended the Sri Lankan Food and Cultural Day event @ Fullarton Park Centre to help open the event.
An absolutely fantastic experience; very hospitable hosts.
Tantalising food; a wide range; typical street food; intrigued by the crispy hoppers with an egg inside.
Traditional dance and the music ranged from traditional Sri Lankan to INXS Pretty Vegas.
A guest Sri Lankan chef gave a lengthy demonstration of how to prepare and cook chilli (curry) blue swimmer crabs. There was a huge line-up of people for the tasting afterwards.
There was a tea stall selling leaf and bag tea. A huge range of tea from Sri Lankan based Akbar. I bought lots of leaf tea to take home; probably too much.
Importantly, it was all for a good cause. It was a charity event with funds raised being used to support a Blind Children’s school in Sri Lanka.

Sunday 15 March
Attended the Dogapalooza Fringe event at Orphanage Park.
The entrance fee of $13 was a worthwhile contribution to the cause of helping re-home abandoned dogs. The charity music event raised funds and awareness for local animal rescue organisations. There were dogs of all shapes and sizes; all were very well behaved. I was tempted to adopt one of the dogs available.
In attendance (whilst I was there) was Councillor Rabbitt.

I’m a bit Fringed out. Looking forward to a quieter time in April.
Council to note the attached reports from Members

1. Report from Councillor Hughes

(a) Items of particular interest, concern or urgency

(b) Development Matters
REPORTS OF MEMBERS

TITLE: REPORT FROM COUNCILLOR PETER HUGHES

(a) Items of particular interest, concern or urgency
Nil

(b) Functions Attended

26 February – Fullarton Ladies Probus Club’s 24th Anniversary. Club leaders asked me to sincerely thank the City of Unley for their active support through provision of the Fullarton Park Community Centre (which is the envy of visiting Probus club members) and for general support of older residents.

2 March – French Film Festival Preview Screening for sponsors and benefactors as guest of Alliance Francaise d’Adelaide.
REPORTS OF MEMBERS

TITLE: REPORT FROM COUNCILLOR RABBITT

(a) Items of particular interest, concern or urgency

1 March
Met with residents of Jarvis Street, Millswood re undergrowth of trees occluding light from road and footpaths. I was advised that a resident had fallen in the dark and injured her shoulder.

Reported non-functioning light to SAPN and discussed the pruning of foliage with Depot Staff. It was agreed that minor pruning of foliage (below and clear of power lines) be undertaken by Council staff.

13 March
Received phone call from resident of Dover Street, Malvern re building work undertaken in Winchester Street (at rear of her property). Concern (in part) was in relation to her claim that work at the property had commenced before a required survey of the property had been undertaken. I referred the matter to Planning Department Staff and was advised that approval for the building work was given subject to a survey being undertaken, but there was no requirement for a copy of the survey report to be presented to Council.

At our Ward Briefing on 17 March, I asked if it would not be wise in cases where a survey was deemed necessary, that a copy of the report be provided to Council prior to commencement of the work.

I returned the call to the resident explaining the situation. Although our staff had visited her on 16 March, she was still not happy and continues to claim that Council has allowed work to commence prematurely.

In speaking to staff again, I was advised that the builder has provided a copy of the report to Council.

17 March
Met with residents of Malcolm Street Millswood to view Brown Hill Creek running through their property and discuss proposed Community Consultation scheduled for May/June.

(b) Functions Attended

27 Feb  ARTiculate Exhibition Opening
4 Mar  Centennial Park Authority – Presentation to Councils
5 Mar  French Film Festival – Opening Gala Night
10 Mar  FOCUS Meeting – Presentation by Lee Anderson
15 Mar  Doggapalooza Event
ITEM 91
MOTION OF WHICH NOTICE HAS BEEN GIVEN

NOTICE OF MOTION FROM COUNCILLOR SCHNELL RE RATES

Councillor Schnell has given notice of intention to move the following motion at the Council meeting to be held on 23 March 2015.

PREAMBLE:

There is inequity and inconsistency in the differential separate rate that is applied across the main streets in Unley. On King William Road and Glen Osmond Road, there are significant numbers of businesses not included in the rate and yet they enjoy the business vibrancy generated by the rates. (The number of businesses impacted are approximately 120 on King William Road and 90 on Glen Osmond Road.)
Should not the rate base for King William Road businesses be similar to that for Goodwood Road? I believe it should.
This motion will facilitate consideration of the matter in a transparent approach and enable changes (if any) to be introduced in 2016/2017.

MOTION

That council direct the Unley Business Economic & Development Committee to engage and consult with main street traders and businesses to discuss and investigate the existing arrangements for the application of Differential Separate Rates and provide recommendations to Council as to any changes that may be prudent. It is envisaged that any proposed broadening of application of the Differential Separate Rate beyond current arrangements would be implemented in the 2016-17 financial year to enable appropriate consultation and transparency.

OFFICER’S COMMENTS

The Administration would see the proposed motion as a prudent approach to understanding the reasoning behind the current Differential Rate allocation and agrees the Unley Business Economic & Development Committee is an appropriate forum for initial discussions to take place, and particularly with the Main Street Trader Associations. Further, the timing of any adjustments to the Differential Rate allocation targeted for implementation in the 16/17 financial year will enable a more appropriate and transparent consultation process.
PURPOSE

To recommend that Item 93 be considered in confidence at the 23 March 2015 Council meeting and that the report and minutes referring to this report remain confidential until the item is revoked by the Chief Executive Officer once all applicants have been advised.

RECOMMENDATION

MOVED:  
SECONDED:  

That:

1. Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999 the Council orders the public be excluded, with the exception of the following:

Mr P Tsokas, Chief Executive Officer  
Mr D Litchfield, General Manager Economic Development and Planning  
Mr S Faulkner, General Manager People and Governance  
Ms M Berghuis, General Manager Community  
Mr J Devine, General Manager Assets & Infrastructure  
Ms R Wilson, Manager Governance  
Ms C Gowland, Executive Assistant to CEO & Mayor

on the basis that it will receive and consider the report on the appointment of independent members to the Section 41 Committees, and that the Council is satisfied that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

The report contains information with regard to the appointment of independent members to the Section 41 Committees and until this matter is endorsed by Council and the appointed Members advised the matter should be considered in confidence at this point in time.
DECISION REPORT

REPORT TITLE: CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE ITEM 93 – APPOINTMENT OF INDEPENDENT MEMBERS TO THE SECTION 41 COMMITTEES

ITEM NUMBER: 94
DATE OF MEETING: 23 MARCH 2015
AUTHOR: CAROL GOWLAND
RESPONSIBLE OFFICER: PETER TSOKAS
JOB TITLE: CHIEF EXECUTIVE OFFICER
REPRESENTORS: NIL
ATTACHMENTS: NIL

PURPOSE

To recommend that the Report and Minutes relating to Item 93 remain in confidence at the 23 March 2015 Council meeting until the order is revoked by the Chief Executive Officer.

RECOMMENDATION

MOVED: 
SECONDED:

That:

1. The report be received.

2. Pursuant to Section 91(7), 90(9) and 90(3) of the Local Government Act:

   2.1 The

   ☑ Report
   ☑ Minutes

   remain confidential on the basis that the information contained in this report contains information with regard to the appointment of Members,

   and

   2.2 the minutes and report will be kept confidential until all applicants have been advised of the Council’s decision.