

His Worship the Mayor
Councillors
CITY OF MARION



**NOTICE OF
GENERAL COUNCIL MEETING**

Notice is hereby given pursuant to the provisions under Section 83 of the Local Government Act 1999 that a General Council meeting will be held

Tuesday 24 May 2016

Commencing at 6.30 p.m.

In the Council Chamber

Council Administration Centre

245 Sturt Road, Sturt

A copy of the Agenda for this meeting is attached in accordance with Section 83 of the Act.

Meetings of the Council are open to the public and interested members of this community are welcome to attend. Access to the Council Chamber is via the main entrance to the Administration building on Sturt Road, Sturt.

A handwritten signature in dark ink, appearing to read "Adrian Skull", is positioned above the printed name and title.

**Adrian Skull
CHIEF EXECUTIVE OFFICER**

19 May 2016

**CITY OF MARION
GENERAL COUNCIL AGENDA
FOR MEETING TO BE HELD ON
TUESDAY 24 MAY 2016
COMMENCING AT 6.30PM**



1. OPEN MEETING

2. KAURNA ACKNOWLEDGEMENT

We acknowledge the Kurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3. DISCLOSURES

All persons in attendance are advised that the audio of this General Council meeting will be recorded and will be made available on the City of Marion website.

4. ELECTED MEMBER'S DECLARATION OF INTEREST (if any)

5. CONFIRMATION OF MINUTES

Confirmation of the Minutes for the Council Meeting held on 26 April 2016 6

Confirmation of the Minutes for the Special General Council Meeting
held on 10 May 2016 21

6. COMMUNICATIONS

Mayoral Report..... 25

Deputy Mayor Report 27

CEO and Executive Report 28

7. DEPUTATIONS

Nil

8. PETITIONS

Nil

9. WORKSHOP / PRESENTATION ITEMS / PUBLIC SUBMISSIONS

Public Submissions on the Draft Annual Business Plan 2016/17

- Mr Ron Pannell - Submission

GC240516R01	30
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10. COMMITTEE RECOMMENDATIONS

Confirmation of the Minutes for the People and Culture Committee Meeting held on 3 May 2016

GC240516R02	59
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Confirmation of the Minutes for the Infrastructure Committee Meeting held on 3 May 2016

GC240516R03	68
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11. ADJOURNED ITEMS

Nil

12. CORPORATE REPORTS FOR INFORMATION/NOTING

Finance Report – March 2016

GC240516R04	75
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Finance Report – April 2016

GC240516R05	91
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13. CORPORATE REPORTS FOR DECISION**The following reports could be considered en-bloc:**

Reconciliation Action Plan

GC240516R06	107
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Nominations sought for the State Bushfire Coordinating Committee

GC240516R07	108
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Fraud and Corruption Management Policy

GC240516R08	112
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Review of Confidential Orders

GC240516R09	117
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3rd Quarter Corporate Performance Review

GC240516R10	163
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3rd Quarter Budget Review

GC240516R11	177
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Community Grants Round 2015/2016

GC240516R12	192
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2016/17 Budget related items:

Energy Efficient Council Buildings Project GC240516R14	212
Ceasing Participation in GreenFleet Program GC240516R15	216
ANZAC Centenary Marion Veterans' Documentary Project GC240516R16	220
Streetscape Project – funding of 'Design Guide' in 2016/17 GC240516R17	224

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Morphettville Racecourse Development GC240516R19	231
Castle Plaza – Contamination – Legal Advice on Council Liability GC240516R20	237
Defibrillators for the Community GC240516R21	243
CEO Annual Performance Review - Approach and Timeline GC240516R22	249
Cove Sports & Community Club - Netball Court Resurfacing GC240516R23	259

MATTERS RAISED BY MEMBERS

14. Questions with Notice

Lorenzin Site GC240516Q01	263
Election Signs GC240516Q02	265

15. Motions with Notice

Rates Fairness and Equity GC240516M01	267
Proposed AdeLINK Light Rail Network GC240516M02	270

Marion Outdoor Pool GC240516M03	272
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16. Questions without Notice

Nil

17. Motions without Notice

Nil

18. CONFIDENTIAL ITEMS - Reports Distributed Separately

Marion Leisure & Fitness Centre
GC240516F01

Soccer Facilities in Southern Marion
GC240516F02

CEO Interim Performance Review
GC240516F03

19. LATE ITEMS

20. OTHER BUSINESS

21. MEETING CLOSURE

Council shall conclude on or before 9.30pm unless there is a specific motion adopted at the meeting to continue beyond that time.

**MINUTES OF THE GENERAL COUNCIL MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 26 APRIL 2016**



PRESENT

His Worship the Mayor Kris Hanna

Councillors

Coastal Ward

Ian Crossland
Tim Gard

Mullawirra Ward

Jerome Appleby
Jason Veliskou

Southern Hills

Janet Byram
Nick Westwood

Warracowie Ward

Bruce Hull
Nathan Prior

Warriparinga Ward

Raelene Telfer

Woodlands Ward

Nick Kerry
Tim Pfeiffer

In Attendance

Mr Adrian Skull
Mr Vincent Mifsud
Ms Abby Dickson
Mr Tony Lines
Ms Kate McKenzie
Ms Jaimie Thwaites
Ms Yvette Zaric

CEO
General Manager Corporate Services
General Manager City Development
General Manager Operations
Manager Corporate Governance
Unit Manager Governance and Records
Governance Officer

COMMENCEMENT

The meeting commenced at 6.32pm.

KAURNA ACKNOWLEDGEMENT

We acknowledge the Kurna people, the traditional custodians of this land and pay our respects to their elders past and present.

DISCLOSURE

All persons in attendance are advised that the audio of this General Council meeting will be recorded and will be made available on the City of Marion website.

MEMBERS DECLARATION OF INTEREST

The Chair asked if any Member wished to disclose an interest in relation to any item being considered at the meeting.

No declarations were made.

PUBLIC APOLOGY

6.33pm Mayor Kris Hanna provided a public apology to Councillor Kerry regarding the mispronunciation of Councillor Kerry's surname during the General Council Meeting held on 12 April 2016. The Mayor stated that the mispronunciation was accidental and the apology was accepted by Councillor Kerry.

CONFIRMATION OF MINUTES

6.38pm Moved Councillor Prior, Seconded Councillor Appleby that the minutes of the General Council Meeting held on 12 April 2016 be taken as read and confirmed with the following addition to the minutes:

- Cr Appleby entering the meeting at 6.32pm.

Carried Unanimously

COMMUNICATION – HIS WORSHIP THE MAYOR

Report on Mayoral Activities for March to April 2016

Date	Event	Comment
23/03/16	Rotary Exchange Student Nataly Lozano of Mexico and Edwardstown Roatry Club "host parents"	Hosted Luncheon at Parliament House
24/03/16	Coast FM Radio Segment	Attended
24/03/16	Oaklands Crossing Video Shoot	Attended
25/03/16 – 27/03/16	National Band Championships	Attended
01/04/16	Hallett Cove Little Athletics Presentation Night	Attended
02/04/16	Marion Cricket Club presentation	Attended
02/04/16	Beachside Food and Wine Festival	Attended with the Mayoress
03/04/16	Attended the Official Greek Orthodox Doxology Service	Commemorating Greek Independence Day
03/04/16	Morphettville Park Football Season Launch	Attended
03/04/16	Music in the Park - Duncan Avenue Reserve, Park Holme	Attended

04/04/16	Meeting with Mr Rod Winter, Full Gospel Business Australia	Attended
05/04/16	Independent DAP Recruitment Interview Panel	Attended
06/04/16	Meeting with Shadow Finance Minister – Tony Burke	Attended
06/04/16	Oaklands Crossing Video voice over	Attended
06/04/16	Marion City Band AGM	Attended
08/04/16	National Youth Week 2016 Launch MYSA (Multicultural Youth SA)	Attended
09/04/16	Westminster Fun Fair	Attended
10/04/16	Oaklands Estate Residents Association BBQ	Attended
10/04/16	Christ the King School Fete	Attended
11/04/16	Youth Recognition Awards	Attended & Officially welcomed guests.
12/04/16	Meeting of the Southern Mayors	Attended
12/04/16	Meeting with the President and Manager of the Cove Sport & Community Club	Attended
13/04/16	2016 LGA Presidents forum	Attended
15/04/16	Hallett Cove Business Breakfast	Attended
15/04/16	LGA Ordinary General Meeting	Attended
18/04/16	Oaklands Crossing Campaign Launch	Attended and addressed Channels 7, 9, 10 & ABC
In addition, the Mayor has met with residents, MP's, Political candidates and also with the CEO and Council staff regarding various issues.		

Moved Councillor Gard, Seconded Councillor Appleby that the report by the Mayor be received.

Carried Unanimously

COMMUNICATION – DEPUTY MAYOR

Report on Deputy Mayoral Activities for April 2016

Date	Event	Comment
3 April 2016	Music in the Park - Park Holme CCB Event	Attended
3 April 2016	Greek Independence Day - Wreath Laying Ceremony	Attended on behalf of the Mayor
3 April 2016	Exhibition Launch of Replica Greek Marbles – Festival Centre	Attended on behalf of the Mayor

6 April 2016	Glengowrie Neighbourhood Watch Meeting	Attended with the CEO
11 April 2016	Youth Recognition Awards	Attended
13 April 2016	Working with Communities Launch LG Professionals Community Managers	Attended on behalf of the Mayor
15 April 2016	Gallery and Exhibition Opening Think Art	Attended
18 April 2016	Official Opening of Flinders University Student Hub	Representing the Mayor
18 April 2016	Launch Exhibition Celebration of Harmony Day 2016	Opened Exhibition on behalf of Mayor
18 April 2016	Mayor and Deputy Mayor Meeting	Attended
In addition, the Deputy Mayor has met with residents, various groups and also with the CEO and Council staff regarding various issues.		

Moved Councillor Gard, Seconded Councillor Appleby that the Deputy Mayoral report be received. With the deletion of the reference of meeting with “MP’s and political candidates” and inserting “various groups” in the last sentence of the report.

Carried Unanimously

COMMUNICATION – ELECTED MEMBERS

Councillor Raelene Telfer for April 2016
File No: 9.33.3.33

Date	Event	Comment
1 April 2016	Review leasing and licensing policy	
5 April 2016	Warriparinga Ward Briefing	
5 April 2016	DAP Independent member recruitment	
6 April 2016	Conflict of Interest Training	
7 April 2016	Mitchell Park Clubs re building	
11 April 2016	Youth Awards	
12 April 2016	DAP Independent member recruitment	
24 April 2016	Anzac Vigil Edwardstown	
25 April 2016	Anzac Dawn Service Edwardstown wreath laying	

Energy Efficiency and Sustainability Conference held in Melbourne on the 16th and 17th March 2016 as provided on page 24 of the Agenda.

Moved Councillor Gard, Seconded Councillor Appleby that the Elected Member report be received.

Carried Unanimously

COMMUNICATION – CEO AND EXECUTIVE REPORTS

Report on CEO and Executive Activities for April 2016

Date	Activity	Attended by	Comments
21/03/16	Council Solutions CEO Interview Panel	Adrian Skull	
22/03/16	Meeting with Nature Play and University SA	Adrian Skull	
23/03/16	Micro-X opening, Tonsley	Adrian Skull	
25/03/16	SA Aquatic and Leisure Centre Governance Committee Meeting	Adrian Skull	
29/03/16	Met with David Speirs MP	Adrian Skull	
31/03/16	Morphettville neighbourhood renewal project meeting	Adrian Skull	
31/03/16	Renewal SA – Tonsley	Tony Lines	
01/04/16	Council Solutions - Regional Forward Procurement Plan Steering Committee (RFPP)	Vincent Mifsud	
01/04/16	Internal Audit – Meeting with KPMG	Vincent Mifsud	
05/04/16	Attended meeting with Holdfast Bay & Mitcham Councils to meet with Chair and Executive Director of the South Australian Economic Development Board	Adrian Skull	
06/04/16	Met with Manager of the Marion Sports and Community Club	Adrian Skull	
06/04/16	Guest Speaker at the Glengowrie Neighbourhood Watch meeting	Adrian Skull & Cr Veliskou	
06/04/16	Meeting with Renewal SA	Vincent Mifsud	
07/04/16	Meeting regarding Glenthorne Farm with Andrew McKeegan, DPTI	Adrian Skull	
07/04/16	Tonsley Project Steering Committee meeting	Adrian Skull	
14/04/16	LGA Showcase	Adrian Skull	Attended
15/04/16	Council Solutions - Regional Forward Procurement Plan Steering Committee (RFPP)	Vincent Mifsud	
15/04/16	LG Professional Gala Dinner and Leadership Excellence Awards	Adrian Skull and Vincent Mifsud	Attended
18/04/16	Oaklands Crossing Campaign Launch	Adrian Skull	Attended

Moved Councillor Gard, Seconded Councillor Appleby that the CEO and Executive report be received.

Carried Unanimously

DEPUTATIONS

The Mayor sought and was granted leave of meeting to enable a Deputation to be provided on the item – Signatures Café - Ref No: GC260416F01.

6.55pm Deputation – Signatures Café GC260416D01

Moved Councillor Veliskou, Seconded Councillor Byram that:

1. Pursuant to Section 90(2) and (3)(d) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Chief Executive Officer; Tony Lines, General Manager Operations; Vincent Mifsud, General Manager Corporate Services; Abby Dickson, General Manager City Development; Carol Hampton, Manager City Property; Kate McKenzie, Manager Governance; Jaimie Thwaites, Unit Manager Governance and Records; Yvette Zaric, Governance Officer; Craig Clarke, Unit Manager Communications and Tony Hoffert, Operator Signatures Café be excluded from the meeting as the Council receives and considers a deputation relating to Signatures Café, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to commercial operations of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.

Carried

6.55pm The meeting went into confidence.

Mr Tony Hoffert, Operator of Signatures Café provided a 5 minute deputation to Council in relation to Signatures Café.

7.22pm The meeting came out of confidence.

ELECTED MEMBER COMMUNICATIONS REPORT

7.22pm With leave of the meeting the Elected Members were invited to provide a verbal update as per Section 1.4 of the Code of Practice Procedures of Council Meeting.

7.26pm Councillor Kerry left the meeting.

7.27pm Councillor Pfeiffer left the meeting.

7.29pm Councillor Pfeiffer re-entered the meeting.

7.30pm Councillor Kerry re-entered the meeting.

PETITIONS

Nil

COMMITTEE RECOMMENDATIONS

7.34pm Urban Planning Committee - Confirmation of Minutes of Meeting held on 5 April 2016 Report Reference: GC260416R01

Moved Councillor Prior, Seconded Councillor Crossland that Council:

1. Receive and note the minutes of the Urban Planning Committee meeting of 5 April 2016 (Appendix 1).
2. Note that separate reports will be brought to Council for consideration of any recommendations from the Urban Planning Committee.

Carried Unanimously

7.35pm Strategy Committee - Confirmation of Minutes of Meeting held on 5 April 2016 Report Reference: GC260416R02

Moved Councillor Veliskou, Seconded Councillor Gard that Council:

1. Receive and note the minutes of the Strategy Committee meeting of 5 April 2016 (Appendix 1). Noting that Councillor Gard was not in attendance and the minutes be amended accordingly to reflect this.
2. Note that separate reports will be brought to Council for consideration of any recommendations from the Strategy Committee.

Carried Unanimously

WORKSHOP / PRESENTATION ITEMS

Nil

ADJOURNED ITEMS

7.36pm Tennis & Netball Facilities Report Reference: GC260416R03

Moved Councillor Hull, Seconded Councillor Prior that formal meeting procedures be suspended to enable discussion on the item.

Carried

7.36pm Formal meeting procedures suspended.

Moved Councillor Veliskou, Seconded Councillor Hull that formal meeting procedures be resumed.

Carried

7.50pm Formal meeting procedures resumed.

Moved Councillor Telfer, Seconded Councillor Byram that the item be deferred to 14 June 2016 General Council Meeting, to allow for consideration at Ward Briefings for the following proposed list of tennis and netball courts.

That, for a planned population of 90,000, and in line with the advice in the 'Tennis and Netball Facilities report', over the next five annual budgets, Council commits to the retention, maintenance and staged improvement (with priority in 2016/17 budget to those clubs offering matching grants under Community Partnership Program) of the following:

A. Tennis Courts (being 50 courts)

6 Warradale
 6 Hallett Cove Beach
 6 Marion, Norfolk Road, Marion
 8 Dover (Seacombe Heights)
 6 South Bank Terrace, Trott Park
 2 Aldridge Reserve, Plympton
 2 Hazelmere Reserve, Glengowrie
 2 Mulcra Reserve, Park Holme
 1 George Street Reserve, Marion
 2 Rajah Reserve, Oaklands Park
 2 Sandery Reserve, Seacombe Gardens
 2 Edwardstown Oval
 1 McConnell Reserve
 4 Woodforde, South Park Holme

B. Netball Courts (being 20 courts, and noting the use of competition courts, ETSA Park, South Parklands, Adelaide).

4 Cove Tigers Netball Club
 6 Wildcats, Clovelly Park
 2 Hazelmere
 2 Hamilton Park, Warradale
 4 Morphettville
 2 Glandore

Moved Councillor Telfer, Seconded Councillor Byram with the leave of the meeting sought to vary the motion as follows:

That the item be deferred to 14 June 2016 General Council Meeting, to allow for consideration at Ward Briefings for the following proposed list of tennis and netball courts.

That, for a planned population of 90,000, and in line with the advice in the 'Tennis and Netball Facilities report', over the next five annual budgets, Council commits to the retention, maintenance and staged improvement (with priority in 2016/17 budget to those clubs offering access to grants under the Community Facilities Partnership Program) of the following:

A. Tennis Courts (being 50 courts)

6 Warradale
 6 Hallett Cove Beach
 6 Marion, Norfolk Road, Marion
 8 Dover (Seacombe Heights)
 6 South Bank Terrace, Trott Park
 2 Aldridge Reserve, Plympton
 2 Hazelmere Reserve, Glengowrie
 2 Mulcra Reserve, Park Holme
 1 George Street Reserve, Marion
 2 Rajah Reserve, Oaklands Park
 2 Sandery Reserve, Seacombe Gardens
 2 Edwardstown Oval
 1 McConnell Reserve
 4 Woodforde, South Park Holme

B. Netball Courts (being 20 courts, and noting the use of competition courts, ETSA Park, South Parklands, Adelaide).

4 Cove Tigers Netball Club
 6 Wildcats, Clovelly Park
 2 Hazelmere
 2 Hamilton Park, Warradale
 4 Morphettville
 2 Glandore

Carried

DIVISION

Councillor Hull called for a Division:

Those for: Councillors Kerry, Telfer, Westwood, Byram, Gard and Crossland

Those against: Councillors Prior, Pfeiffer, Hull, Veliskou and Appleby

Carried

8.20pm Petition – Barking Dog Clovelly Park Report Reference: GC260416R04

Moved Councillor Veliskou, Seconded Councillor Appleby that Council:

1. Notes this report

Carried Unanimously

CORPORATE REPORTS FOR DECISION

8.20pm Draft ABP 2016/17 and Draft LTFP for Public Consultation Report Reference: GC260416R05

8.33pm Councillor Prior left the meeting.

8.35pm Councillor Prior re-entered the meeting.

Moved Councillor Veliskou, Seconded Councillor Hull that Council:

1. Endorse the City of Marion Draft Annual Business Plan 2016/17 and Draft Long Term Financial Plan for public consultation (attached as Appendix 1), subject to any changes proposed by Council, on the basis of a proposed average rate increase of 2.75%.
2. Endorse that public consultation be facilitated via the conduct of a meeting of the Council to be held on 24 May 2016 at which members of the public may ask questions and make submissions, in relation to the Draft Annual Business Plan 2016/17 and draft LTFP, for at least one hour.

Carried

8.46pm Marion Cultural Centre Plaza – Amentity Improvements Design Report Reference: GC260416R06

8.47pm Councillor Appleby left the meeting.

8.49pm Councillor Appleby re-entered the meeting.

8.50pm Councillor Kerry left the meeting.

8.55pm Councillor Kerry re-entered the meeting.

Moved Councillor Hull, Seconded Councillor Prior that Council:

1. Endorse the concept design for capital works to improve the amenity of the Marion Cultural Centre Plaza.
2. Allocate up to \$40,000 for the capital works to deliver the concept design to the 2016/17 Annual Business Plan and Budget.
3. Allocate additional annual funding in the order of \$4,000 for additional operational, maintenance and renewal requirements.

Moved by Councillor Gard, Seconded Councillor Kerry that the item be adjourned to the 26 July 2016 General Council Meeting to enable market research for the facility signage and access.

The adjournment was **Lost**
The original motion was **Carried**

9.09pm Irrigating Public Open Space
Report Reference: GC260416R07

Moved Councillor Telfer, Seconded Councillor Crossland that Council:

1. Notes the report.
2. Recommends that only reserves with a total irrigation score of 14 and above be irrigated, with additional budget allocations of \$125,000 for capital and noting an estimated savings of approximately \$122,000 pa on current water usage and a further \$16,500 in annual savings for maintenance costs.
3. Receives a report on the success and efficiency of the 2016/17 reserve irrigation program.
4. Approve a once-off funding of \$20,000 in the 2016/17 Annual Budget to deliver a Biophilic Landscaping Plan.
5. Receives the Biophilic Landscaping Plan, including operating and capital funding requirements.
6. That any scoring or data of concern on the Irrigation Decision support tool be raised with the General Manager Operations to consider amendment, if appropriate.

Moved Councillor Veliskou, Seconded Councillor Hull that the item be adjourned until the 14 June 2016 General Council Meeting to enable clarification on the itemised scoring of public open spaces.

Carried

9.24pm Councillor Crossland left the meeting.
 9.25pm Councillor Telfer left the meeting.
 9.27pm Councillor Crossland re-entered the meeting.
 9.27pm Councillor Gard left the meeting.
 9.28pm Councillor Telfer re-entered the meeting.

Meeting Extension

Moved Councillor Veliskou, Seconded Councillor Prior that the meeting be extended until the conclusion of the following items:

- Woodforde Reserve Tennis Courts - Report Ref: GC260416R08
- Open Space Works Program Options - Report Ref: GC2060416R10
- Signatures Café - Report Ref: GC2060416F01
- Marion Leisure & Fitness - Report Ref: GC2060416F02

Carried

9.28pm Meeting Extended

Adjournment of Meeting

9.29pm Councillor Gard re-entered the meeting.

Moved Councillor Veliskou, Seconded Councillor Appleby that the meeting be adjourned for a period of 5 minutes.

Carried Unanimously

9.29pm Meeting adjourned.

9.37pm Meeting resumed.

9.37pm Councillor Westwood re-entered the meeting.

9.38pm Woodforde Reserve Tennis Courts Report Reference: GC260416R08

Moved Councillor Crossland, Seconded Councillor Telfer that Council:

1. Authorise Administration to decline the Offer from South Park Holme Tennis Club and consider short term uses of the site until the outcome of the Tennis and Netball review are determined.
2. Enter into short term hire agreements with potential users of this facility as an interim arrangement.

9.38pm Councillor Veliskou re-entered the meeting.

Amendment

Moved Councillor Veliskou, Seconded Councillor Appleby that Council:

1. Authorise Administration to decline the Offer from South Park Holme Tennis Club and determine the future use of the site in conjunction with the outcome of the Tennis and Netball review.
2. Enter into short term hire agreements with potential users of this facility as an interim arrangement.

The amendment to become the motion was **Lost**
The motion was **Carried**

9.48pm Open Space Works Program Options
Report Reference: GC260416R10

Moved Councillor Westwood, Seconded Councillor Pfeiffer that Council:

1. Select Option 3 – (deliver 17 projects, spaced out evenly over the three year period which would require an increase to resources (both internal and outsourced) of \$1,280,000 over the three year period) as the 3 year Open Space capital works program for the period 2016/17 through to 2018/19.
2. Notes the Open Space Program and associated Long Term Financial Plan will be adjusted accordingly to reflect the option 3 Open Space capital works program, with projects being retimed appropriately beyond 2019. Additional Operating Resources (2016-19): \$1,280,000 to be funded.

Carried

Questions without Notice

Nil

Motions without Notice

Nil

CONFIDENTIAL ITEMS

10.01pm Signatures Cafe
Report Reference:GC260416F01

Moved Councillor Veliskou, Seconded Councillor Prior that:

1. Pursuant to Section 90(2) and (3)(d) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Chief Executive Officer; Tony Lines, General Manager Operations; Vincent Mifsud, General Manager Corporate Services; Abby Dickson, General Manager City Development; Carol Hampton, Manager City Property; Kate McKenzie, Manager Governance; Jaimie Thwaites, Unit Manager Governance and Records; Yvette Zaric, Governance Officer; Craig Clarke, Unit Manager Communications, be excluded from the meeting as the Council receives and considers information relating to Signatures Café, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to commercial operations of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.

Carried Unanimously

10.02pm The meeting went into confidence.

Moved Councillor Veliskou, Seconded Councillor Kerry that:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Signatures Café and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) of the Act be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in September 2016.

Carried

10.37 pm The meeting came out of confidence.

10.37pm Marion Leisure & Fitness Centre's Tender
Report Reference: GC260416F02

Moved Councillor Veliskou, Seconded Councillor Prior that:

1. Pursuant to Section 90 (3)(b) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Chief Executive Officer; Abby Dickson, General Manager City Development; Vincent Mifsud, General Manager Corporate Services; Tony Lines, General Manager Operations; Kate McKenzie, Manager Corporate Governance; Carol Hampton, Manager City Property; Yvette Zaric, Governance Officer; Jaimie Thwaites, Unit Manager Governance and Records; Craig Clarke, Unit Manager Communications, be excluded from the meeting as the Council receives and considers information relating to Marion Leisure & Fitness Centre upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to commercial operations of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of Council.

10.37pm Councillor Pfeiffer left the meeting.

Carried Unanimously

10.37pm The meeting went into confidence.

10.43pm Councillor Pfeiffer re-entered the meeting.

Moved Councillor Byram, Seconded Councillor Westwood that Council:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, appendix and minutes having been considered in confidence under Section 90(2) and (3) (b) of the Act shall, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2016.

Carried Unanimously

11.19pm The meeting came out of confidence.

The following items listed on the agenda were not considered at the meeting:

- Streetscape Project – funding of 'Design Guide' in 2016/17 – GC260416R09
- Fraud and Corruption Management Policy – GC260416R11
- Confidential Orders – GC260416R12
- Finance Report – GC260416R13
- Energy Efficient Council Buildings Project – GC260416R14
- Rates Fairness and Equity – GC260416M01

CLOSURE - Meeting Declared Closed at 11.19pm.

CONFIRMED THIS 24 MAY 2016

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CHAIRPERSON

**MINUTES OF THE SPECIAL GENERAL COUNCIL MEETING
HELD AT THE ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 10 MAY 2016**



PRESENT

His Worship the Mayor Kris Hanna

Councillors

Coastal Ward

Ian Crossland
Tim Gard

Mullawirra Ward

Jerome Appleby
Jason Veliskou

Southern Hills

Janet Byram
Nick Westwood

Warracowie Ward

Nathan Prior
Bruce Hull

Warriparinga Ward

Raelene Telfer
Luke Hutchinson

Woodlands Ward

Nick Kerry
Tim Pfeiffer

In Attendance

Mr Adrian Skull
Mr Vincent Mifsud
Ms Abby Dickson
Mr Tony Lines
Ms Kate McKenzie
Ms Jaimie Thwaites

Chief Executive Officer
General Manager Corporate Services
General Manager City Development
General Manager Operations
Manager Corporate Governance
Unit Manager Governance and Records

OPEN MEETING

The meeting commenced at 6.30pm.

KAURNA ACKNOWLEDGEMENT

We would like to begin by acknowledging the Kaurna people, the traditional custodians of this land and pay our respects to their elders past and present.

DISCLOSURE

All persons in attendance are advised that the audio of this General Council meeting will be recorded and will be made available on the City of Marion website.

ELECTED MEMBER'S DECLARATION OF INTEREST

The Chair asked if any Member wished to disclose an interest in relation to any item being considered at the meeting.

- Councillor Telfer wished to declare a conflict of interest in the item 'Mitchell Park Sports and Community Centre (SGC100516D01)'
- Councillor Prior wished to declare a conflict of interest in the item 'Former Hallett Cove Library and Youth Services Building (GC100516F01)'.

DEPUTATIONS

6.33pm Deputation – Mitchell Park Sports & Community Centre SGC100516D01

Ms Claire Johnson, Operations Manager, South Adelaide Basketball Club provided a 5 minute deputation to Council in relation to options being considered for the Mitchell Park Sports and Community Centre.

CORPORATE REPORT FOR DECISION

6.48pm Mitchell Park Sports & Community Centre Report Reference: SGC100516R01

Councillor Telfer declared a perceived conflict of interest for the item 'Mitchell Park Sports & Community Centre' (SGC100516R01) in that as Patron of Dover Gardens Kennel and Obedience Club her role is to distribute trophies at the dog trials of May 15th and October 9th 2016.

Councillor Telfer remained in the Chamber for the item.

Moved Councillor Veliskou, Seconded Councillor Prior that formal proceedings be suspended to enable discussion on the item 'Mitchell Park Sports & Community Centre'.

Carried

7.02pm formal proceedings suspended

Moved Councillor Telfer, Seconded Councillor Pfeiffer that formal meeting proceeding be resumed.

Carried Unanimously

7.04pm formal proceedings resumed.

Moved Councillor Telfer, Seconded Councillor Hutchinson that Council:

1. Note receipt of the Mitchell Park Sports and Community Centre Background Report on the state of the existing facilities and detail on the requirements for an upgraded complex.
2. Endorse Option 1, a new Mitchell Park Community Centre and 4 indoor courts developed to form the basis of a Section 48 prudential management (due diligence) report, to be considered initially in June by the Finance and Audit Committee for recommendation to Council, and, subsequently, for the bid to the National Stronger Region Fund.

3. Note progress in the development of the proposal and the development of a single management structure for the site.
4. Note that a separate report, as required under Section 48 of the *Local Government Act 1999*, will be brought to Council in June 2016 for consideration describing, amongst other matters, the whole of life costs describing, amongst other matters, the whole of life costs associated with the project and Council's financial capacity to fund the proposal.

Carried

**Councillor Telfer voted for the item
 The majority of the meeting voted for the item**

Councillor Hull called for a division:

Those For: Councillors Pfeiffer, Kerry, Telfer, Hutchinson, Prior, Westwood Veliskou and Gard

Those Against: Councillors Hull, Byram, Appleby and Crossland

Carried

7.42pm Councillor Crossland left the meeting

7.42pm Former Hallett Cove Library and Youth Services Building SGC100516F01

7.42pm Councillor Prior left the meeting due to his declared conflict of interest in the item 'Former Hallett Cove Library and Youth Services Building (SGC100516F01)' relating to a personal relationship.

Moved Councillor Westwood, Seconded Councillor Gard that pursuant to Section 90(2) and (3)(b), (d) and (g) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Vincent Mifsud, Abby Dickson, Tony Lines, Kate McKenzie, Jaimie Thwaites, John Valentine and Craig Clarke be excluded from the meeting as the Council receives and considers information relating to Expressions of Interest received for the purchase of the existing Hallett Cove Library and Youth Services building, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to a matter that could confer a commercial advantage to a third party, is of a commercial nature and Council has an obligation, to maintain the confidentiality of its agreement with Etiria (the Makris Group).

Carried Unanimously

7.43pm The meeting went into confidence.

7.46pm Councillor Crossland re-entered the meeting

Moved Councillor Byram, Seconded Councillor Crossland that Council in accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that this report and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(b), (d) and (g) of the Act shall, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2016.

Carried Unanimously

7.50pm the meeting came out of confidence.

7.51pm Councillor Prior re-entered the meeting

CLOSURE - Meeting Declared Closed at 7.52pm

CONFIRMED THIS 24 MAY 2016

.....
CHAIRPERSON

/ /

Mayoral Communications Report

Date of Council Meeting: 24 May 2016

Name of Elected Member: Mayor Kris Hanna

Date	Event	Comment
20/4/16	Lions Club – Hallett Cove	ANZAC day preparations
20/4/16	Marion Historic Society - AGM	Attended
21/4/16	ANZAC Memorial Service – Men's Shed, Alwyndor Aged Care Facility	Attended
21/4/16	Marion Church of Christ met with Bill Tyrie followed by Community Meal	Attended
21/04/16	NSRF Decision Planning Meeting	Attended
22/04/16	Lindwood Quarry briefing from EPA and Department of State Development	Attended
24/04/16	ANZAC Day Eve Youth Vigil	Attended, gave speech
25/04/16	ANZAC Day dawn service – Hallett Cove	Master of Ceremonies
25/04/16	Edwardstown Bowling Club ANZAC breakfast	Attended
27/04/16	Met with Jane Bange, Greens Candidate for Boothby re Oaklands Crossing Campaign	Attended
27/04/16	Met with Mark Ward, Boothby Candidate for Labour re Oaklands Crossing Campaign	Attended
27/4/16	Marino Residents Association – History Night	Attended
28/4/16	Met with The Hon. Tom Koutsantonis	Attended
28/04/16	Marino Community Garden committee meeting	Attended
29/4/16	Meeting with CEO Onkaparinga & Michael Carter, Football Federation of SA	Attended
29/4/16	Hallett Cove Lions 30 th Anniversary dinner	Attended
30/4/16	Citizenship Ceremonies, Marion Cultural Centre	Conducted two ceremonies
1/5/16	Marion Bowling Club Award/Presentation night	Guest speaker
2/5/16	Met with Nicole Flint, Liberal Candidate for Boothby re Oaklands Crossing	Attended
2/5/16	Youth Grants program Launch	Attended, gave speech

Mayoral Communications Report

3/5/16	Biggest Morning Tea at Cooina	Attended
4/5/16	Beyond Belief – book launch, Hugh Mackay, Marion Cultural Centre	Attended
6/5/16	Friends of Glenthorne Executive	Attended
9/5/16	Met with Xenophon Candidate for Boothby, Karen Hockley and Hindmarsh Candidate Daniel Kirk re Oaklands Crossing Campaign.	Attended
9/5/16	Welcome Dinner for Dr Vera Baboun, Mayor of Bethlehem	Attended
10/5/16	Met with Greg Pattinson, Chief Executive of Food Bank.	Attended
11/5/16	Met with Amanda Rishworth MP Kingston re Oaklands Crossing	Attended
11/5/16	Rajah Reserve Community Group, 10 Year Celebrations	Guest Speaker
12/5/16	Oaklands Crossing Display – Westfield Marion	Attended
13/5/16	Meeting with Mr Rob Amery – Kaurna Language	Attended
13/5/16	Vietnam Veterans Federation SA Branch – Coral & Balmoral Commemoration	Attended
13/5/16	Reconciliation – A Journey through Art – Gallery M	Launched Exhibition
15/5/16	Reynella Neighbourhood Centre afternoon tea.	Guest Speaker
17/5/16	Met with Matt Williams Federal Member for Hindmarsh re Oaklands Crossing	Attended
18/5/16	Warradale Lutheran Church – Fellowship Group	Guest Speaker
18/5/16	Met with Steven Marshall MP, David Pisoni MP, David Speir MP, Duncan McFetridge MP & Corey Wingard MP – re Oaklands Crossing	Attended at Parliament House
In addition, the Mayor has met with residents, MP's, Political candidates and also with the CEO and Council staff regarding various issues.		

Deputy Mayor Communication Report

Date of Council Meeting: 24 May 2016

Name of Elected Member: Deputy Mayor Jason Veliskou

Date	Event	Comment
27 April 2016	Meeting Rubbish management and discuss options on preventing illegal dumping.	Attended along with Councillor Crossland.
25 April 2016	Anzac Day Dawn Service Marion RSL	Attended and laid wreath at memorial on behalf of The City Of Marion
25 April 2016	Marion RSL Gunfire Breakfast.	Delivered Gunfire breakfast speech along with MP representatives.
30 April 2016	Citizenship Ceremony (Afternoon)	Attended
2 May 2016	Youth Grants launch	Attended
3 May 2016	Infrastructure Committee	Attended Session on BMX Master plan
9 May 2016	Community Leadership Program Graduation Event.	Attended on behalf of the Mayor and presented speech.
13 May 2016	Gallery M Art Exhibition opening - Red House Members "Drawn in".	Attended
13 May 2016	Gallery M Art Exhibition Opening - City of Marion "Reconciliation, a journey through art".	Attended
15 May 2016	Park Holme Community Capacity Building event. Music in the Park.	Attended
In addition, the Deputy Mayor has met with residents, various groups and Council staff regarding various issues.		

CEO and Executive Communications Report

Date of Council Meeting: 24 May 2016

Date	Activity	Attended by	Comments
22/04/16	Chris Tilbrook, Community Consultant	Adrian Skull	
22/04/16	CEO Holdfast Bay	Adrian Skull	
22/04/16	Linwood Quarry	Tony Lines	
27/04/16	CEO West Torrens	Adrian Skull	
27/04/16	Council Solutions – Regional Forward Procurement Plan Steering Committee (RFPP)	Vincent Mifsud	
28/04/16	Meeting with FFSA & CEO Onkaparinga	Adrian Skull & Mayor Hanna	
29/04/16	LGA Procurement meeting	Adrian Skull	
29/04/16	Council Solutions Directorate Meeting	Vincent Mifsud	
30/04/16	Citizenship Ceremony, Marion Cultural Centre	Adrian Skull Tony Lines	
02/05/16	Council Solutions Board of Management Meeting	Adrian Skull	
02/05/16	Tonsley Reclaimed Water	Tony Lines	
02/05/16	Youth Grants Program launch	Tony Lines	
02/05/16	SRWRA Board Meeting	Vincent Mifsud	
03/05/16	Biggest Morning Tea – Coominda	Adrian Skull	
04/05/16	Renewal SA re Living Lab at Tonsley	Adrian Skull	
05/05/16	Smart Communities Workshop	Tony Lines	
09/05/16	Trott Park Neighbourhood Centre Biggest Morning Tea	Adrian Skull	
09/05/16	Community Leadership Program Graduation	Adrian Skull	

CEO and Executive Communications Report

10/05/16	Food Bank - Mr Greg Pattinson	Adrian Skull & Mayor Hanna	
11/05/16	Meeting with Chair, Islamic College	Adrian Skull	
11/05/16	Metropolitan Local Government Group Meeting	Adrian Skull	
11/05/16	Meeting with the Southern CEOs and Sport and Recreation Officers	Abby Dickson	
11/05/16	Council Solutions – Regional Forward Procurement Plan Steering Committee (RFPP)	Vincent Mifsud	
11/05/16	Rajah – 10 Year celebration	Tony Lines	
12/05/16	Kilparrin School	Tony Lines	
18/05/16	SAEDB Planning Meeting	Adrian Skull	

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Catrin Johnson, Strategic Planner / David Harman, Financial Accountant

General Manager: Abby Dickson / Vincent Mifsud

Subject: Public Submissions on the Draft Annual Business Plan 2016/17

Report Reference: GC240516R01

REPORT OBJECTIVE AND EXECUTIVE SUMMARY

This item and report provides an opportunity for members of the public to make a submission or ask questions at the Council meeting being held on 24 May 2016 in relation to Council's Draft Annual Business Plan 2016/17 (Draft ABP 2016/17). A summary of the outcomes of the community consultation undertaken on the Draft ABP 2016/17 since 4 May 2016 will be provided at the meeting.

DISCUSSION

Consideration of community feedback about Council's Draft ABP 2016/17 is an important step in the setting of Council's rating policy and key priorities for the year.

Provided at Appendix 1 is a copy of the Draft ABP which has been available from Council's website and offices during the public consultation period (9:00am Wednesday 4 May 2016 to 8:00pm Tuesday 24 May 2016).

During the meeting, any members of the public present will be asked if they wish to ask questions or make a submission in relation to the Draft ABP 2016/17. This opportunity will be provided for a period of one hour during the meeting. To date one request from a member of the public has been made to make a submission at the meeting.

In addition to the above opportunity, the availability of the Draft ABP 2016/17 at Council's offices and on the Council's website has generated a degree of awareness of the Draft ABP 2016/17 in the community. A summary of the outcomes of the community consultation undertaken in relation to the Draft ABP 2016/17 since 4 May 2016 will be tabled at the meeting.

Any comments received, together with feedback from the Finance and Audit Committee, will be taken into consideration as Council continues its deliberation on the Draft ABP 2016/17 on 14 June 2016.

RECOMMENDATION (1)

DUE DATE

That Council:

- | | |
|--|--------------------|
| 1. Note the feedback provided by the community on the Draft Annual Business Plan 2016/17. | 24 May 2016 |
|--|--------------------|

ANNUAL BUSINESS PLAN 2016/17

Draft for public consultation



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INTRODUCTION

The Annual Business Plan 2016/17 describes the services and projects that council intends to undertake over the next 12 months and the financial decisions that underpin them, so that we can progress towards the longer term aspirations for the city as expressed in the Strategic Plan.

The City of Marion Strategic Plan –‘Towards 2040’, which was endorsed by council on 10 December 2013, was the result of the biggest listening campaign in council's history. This Annual Business Plan has been developed using the Strategic Plan as a starting point.

Our purpose is wellbeing. With council and the community working together, we can achieve amazing outcomes.

Council is committed to delivering public value to our ratepayers and continues to focus on identifying on-going savings that can be passed onto rate payers to ease their financial burden. As a result, the 2016/17 Budget will incorporate on-going gross savings in the order of \$447k realised through an organisational restructure intent on delivering efficiencies throughout the organisation's operations.

It should be noted that identified ongoing savings have enabled a further reduction in the proposed average rate increase down to **2.75%** without impacting on current service levels to the community.

Council has also approved funding in the order of \$1.3m in the 2016/17 budget to deliver a number of strategic projects and service improvements including:

- Solar Infrastructure Project: \$600k
- Energy Efficient Buildings Project: \$125k
- Further development of the Walking & Cycling Network \$200k and
- Increased funding for water charges of \$400k associated with irrigation of reserves

Your rates

The Annual Business Plan is based on a proposed average rate increase of **2.75%**, (based upon CPI of 1% + 1.75% to fund infrastructure renewal and upgrade works). In setting rates for 2016/17, council has forecast the revenue required to meet the costs of delivering the services and projects that will be provided to the community in 2016/17.

Last financial year the City of Marion had the fifth lowest average residential rate (2014/15 sixth lowest) of the 18 metropolitan Adelaide councils, and council is committed to remaining among the lower rating metropolitan councils while providing a level of service that meets community needs. The rate set is also aligned with the rate required in the council's Long Term Financial Plan which will ensure that we continue to operate in a financially sustainable way and continue to maintain and develop our city to meet the needs and aspirations expressed in our Strategic Plan towards 2040.

Your voice

Please tell us your thoughts about the Draft Annual Business Plan 2016/17.

Community consultation begins at 9am on 4 May and closes at 8pm on 24 May 2016.

Oral submissions may be made at the General Council meeting of Tuesday 24 May, which begins at 6.30pm, and interested persons are invited to attend. At this meeting, members of the public may ask questions and make submissions in relation to the Draft Annual Business Plan 2016/17 for a period of at least one hour. The meeting will be held at Council's Administration Building, 245 Sturt Road, Sturt. Please let us know if you are planning to attend by contacting:

Fiona Harvey
Manager Innovation and Strategy
City of Marion
PO Box 21
Oaklands Park SA 5046
Telephone: 08 8375 6600

Written submissions are also welcomed addressed to the above.

Online submission forms are available on council's community engagement website **makingmarion.com.au**

We welcome your feedback.

Mayor Kris Hanna

Adrian Skull, Chief Executive

1. Our purpose is wellbeing

Wellbeing is our purpose, central to our community, central to the services we deliver and at the heart of our decision making.

In late 2012 council, in collaboration with the community, embarked upon an innovative strategic journey – “Making Marion” – to define and build a city of the future. The Making Marion campaign asked residents, businesses and community groups how they wanted their street, neighbourhood and city to look in 2040, and the services they will need.

Thousands of postcards and discussion papers were released and workshops held to generate ideas and feedback. Online discussion groups and social media were also used to connect people. More than 16,000 pieces of community information were received and analysed. The most frequently expressed needs, aspirations and concerns of the community were around achieving wellbeing through connectivity and transport, affordability, environmental protection and sustainability, open and shared spaces and places and community activities.

The release of the City of Marion’s Strategic Plan – ‘Towards 2040’ was a most significant milestone. It is an expression of the Community’s vision for the future – an aspirational statement of outcomes that are important for this city and the wellbeing of its community now and into the future:



Engaged

By 2040 our city will – Be a community where people are engaged, empowered to make decisions, and work together to build strong neighbourhoods.

Liveable

By 2040 our city will – Be well planned, safe and welcoming, with high quality and environmentally sensitive housing, and where cultural diversity, arts, heritage and healthy lifestyles are celebrated.

Biophilic

By 2040 our city will – Be deeply connected with nature to enhance peoples’ lives, while minimizing the impact on the climate, and protecting the natural environment.

Prosperous

By 2040 our city will – Be a diverse and clean economy that attracts investment and jobs, and creates exports in

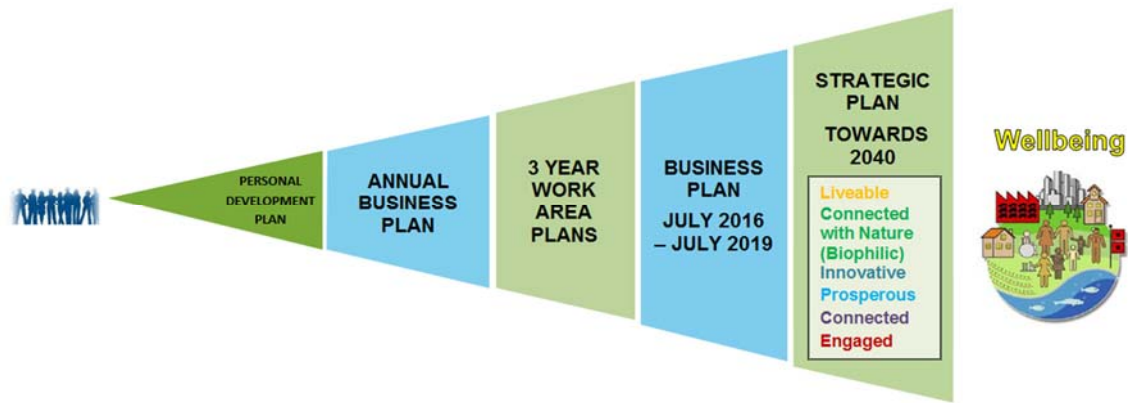
sustainable business precincts while providing access to education and skills development.

Innovative

By 2040 our city will – Be a leader in embracing and developing new ideas and technology to create a vibrant community with opportunities for all.

Connected

By 2040 our city will – Be linked by a quality road, footpath and public transport network that brings people together socially, and harnesses technology to enable them to access services and facilities.



This Annual Business Plan 2016/17 is an integral part of council's suite of strategic management plans, which comprise:

- Strategic Plan- Towards 2040 (adopted by Council 10 December 2013) – an outcomes focused statement of aspirations.
- The Business Plan July 2016 - July 2019 (to be finalised in 2016) articulates council's role and focus over the next three years in progressing towards the aspirations in the Strategic Plan – Towards 2040.
- Asset Management Plans provide a long term approach to ensuring infrastructure and facilities are maintained and renewed to a standard that allows the continued provision of services required by the community.
- The Long Term Financial Plan (LTFP – adopted by Council 23 June 2015 and under review) enables council to plan for the long term financial sustainability of the organisation and translates the outcomes and strategies of the Business Plan 2016-19 into financial terms.
- The Strategic Development Report sets out council's strategic urban development policies.
- 3-Year Work Area Plans identify how council plans to mobilise and prioritise the deployment of human, physical and financial resources.
- The Annual Business Plan (this document) – identifies how council plans to resource, fund and deliver planned work and work area plans for the next financial year.
- A suite of key performance indicators that enable the monitoring and review of strategy through continuous feedback and learning.

The plans within the strategic management framework enable a clear “line of sight” within council; focusing our people on how best to contribute to the aspirations in the Strategic Plan – Towards 2040.

2. Significant influences and priorities

2.1 Key emerging internal and external considerations

A comprehensive environmental scan of internal and external political, economic, environmental, social, technological issues was conducted, providing a context for the development of the Annual Business Plan 2016/17.

It should be noted that the majority of these influences are longer term – such as changing demographics, the Urban Policy direction of both State and Federal Governments, technological change and opportunities regarding the future direction of local government. They will require action over a longer timeframe than the Annual Business Plan provides. As such, these issues and opportunities have been considered through the development of the draft Business Plan 2016-19, council's 10 year Long Term Financial Plan, council's Asset Management Plans and council's Development Plan.

The following considerations that arose from the environmental scan that have a direct impact on the ABP 2016/17 are as follows. Marion specific items (as opposed to general societal trends) have been highlighted in **bold text**.

Critical external issues and opportunities:	
<p>Political</p> <ul style="list-style-type: none"> Maximise opportunities in the lead up to the next Federal election Ongoing changes to Federal, State and Local Government policies and funding programs The opportunity for future Council amalgamations and shared services 	<p>Economic</p> <ul style="list-style-type: none"> Compromised financial capacity of ratepayers in economic climate The number of GST registered businesses in Marion is falling The number of jobs in Marion remains static although our population is increasing Maximising opportunities to support small business Growth in higher/tertiary education particularly at Flinders University and Tonsley. Development of the Tonsley site
<p>Technological</p> <ul style="list-style-type: none"> Rapid technological change, specifically the rollout of NBN in some City of Marion areas Digital divide Access to data and information 	<p>Social and Cultural</p> <ul style="list-style-type: none"> Concerning public health demographics HACC transitioning to national and regional customer led wellbeing and home support programs The National Disability Insurance Scheme (NDIS) and what this may offer the City of Marion Population growth of around 1% per annum and changing demographics Increasing community interest in volunteerism is providing a varied skill base Potential health issues around noise and air pollution around major traffic routes & building work
<p>Natural environment</p> <ul style="list-style-type: none"> Impacts of climate change Infrastructure issues associated with flooding and stormwater, keeping in mind Greater Adelaide stormwater management issues. Growth of localism Emergence of Nature Play 	<p>Urban environment</p> <ul style="list-style-type: none"> Limited housing choice to meet the needs of everyone in the community Population growth and urban infill cause increased traffic and limited on-street parking with increasing demands on public places and spaces and public services

	<ul style="list-style-type: none"> • Opportunities in biophilia, WSUD, energy efficiency and green infrastructure
<i>Transport & Connectivity</i> <ul style="list-style-type: none"> • South Road & Darlington Interchange upgrades • Opportunities for light rail, in particular through to Flinders University • Poor transport linkages to public places and spaces, goods and services, local business and industry • Potential risk of isolation to residents that are ageing and mobility impaired • Insufficient and poorly integrated walking & cycling networks 	

Key internal pressures and opportunities:	
<i>Service provision</i> <ul style="list-style-type: none"> • More insightful understanding of customer value and service needs • Continued focus on driving innovation and continuous improvement in a constrained budgetary environment • Commitment to a full service review in 2016/17 • Some Strategic Plan goals could be more economically realised through the engagement of external providers 	<i>Risk and strategic alignment</i> <ul style="list-style-type: none"> • Opportunity to maximise public value focussed around the aspirations of the community • Significant change over in Chief Executive , Elected Members (7 new members and new Mayor elected in November 2014), bringing a fresh outlook and expectations • Alignment of risk management throughout the organisation
<i>Financial sustainability</i> <ul style="list-style-type: none"> • Need for greater collaboration, partnering and innovative funding solutions to achieve community outcomes in a challenging fiscal environment • Significant reliance on rates as primary funding source • An environment of decreasing grant opportunities 	<i>Asset reliability and sustainability</i> <ul style="list-style-type: none"> • Significant ageing infrastructure and assets • Investigating innovative asset management/ownership models • Potential for asset disposals • Potential for non-asset solutions for service delivery
<i>Employer of Choice</i> <ul style="list-style-type: none"> • The need for all work groups to be aligned in terms of the Strategic Plan and Business Plan 2016-19 • Requirements of Work Health & Safety Act • Vacancy Policy: positions are not filled unless a clear case can be made • The potential for internal redeployment in light of the "No Redundancy" clause in the EBA 	

2.2 Framework of the 2016/17 Annual Business Plan

The Annual Business Plan 2016/17 has been prepared on the following basis:

Supports the achievement of the City of Marion's Strategic Directions

This Annual Business Plan has been reviewed against the Strategic Plan to ensure that council's activities over the next 12 months make the best possible progress towards achieving the community's vision for the future City of Marion.

Addresses issues arising from internal audit reviews and assessments.

Every year council undertakes a number of internal audits. These reviews and assessments have identified a number of key opportunities or requirements for council to improve its operations. This document includes the necessary resources to continue council's independent review process and implement recommendations accordingly.

Maintains an operating surplus ratio of between 0 – 5% over any five consecutive years, with a primary focus being on Cash Flow and Funding

The Independent Inquiry into the Financial Sustainability of Local Government identified that a council with a sustainability ranking of 3 was 'sustainable with a moderate level of comfort'. A category 3 ranking equates to an operating surplus ratio to rates of between 0-5%. Council has committed to maintaining this category after adjusting for any significant 'once off' items.

Continues to improve the maintenance of assets in accordance with Council's Asset Management Plans, with a priority on maintenance before renewal, and renewal before new where it is cost effective to do so

The Annual Business Plan has been prepared taking into consideration Asset Management Plan requirements, outcomes of recent infrastructure audits, targets set for renewal versus depreciation (95-100% as per Asset Management Policy) and a focus on maintaining council's asset base.

Reviews existing services and assets to ensure they meet prioritised community needs

The council continues its rolling process of Service Reviews, aimed at maximising public value through continuously improving its operating efficiency and service performance to the community. This Annual Business Plan has been prepared on the basis of continuing existing services, noting that a rolling program of review is being implemented.

Council only approves new Major Projects where it has the identified funding capacity to do so

Council debt is forecast to decrease from \$16.4m to \$15.0m between 30 June 2015 and 30 June 2016. With consideration given to its financial ratios, this means that Council has the funding capacity to consider new strategic Major Projects and is currently investigating partnerships to aid in the development of a number of sporting facilities as discussed under Section 4 of this report.

Maintains council's position for an average residential rate which remains among the lower rating metropolitan councils

Comparative 2015/16 data shows that council's average residential rate continues to remain among the lower rating metropolitan councils position ranking 5th lowest of 18 metropolitan councils.

Implement responses for progressing liveable cities strategies and funding opportunities within Marion.

The 30 Year Plan for Greater Adelaide identified the “Southern Corridor” (Adelaide to Noarlunga rail line and the ‘Tonsley Spur’ line) as a growth opportunity. It is anticipated that the corridor will provide for an additional 19,500 dwellings and 36,400 net additional population as a key contributor in the overall 82,000 additional people and 43,000 additional jobs anticipated for the southern region over the next 30 years.

The City of Marion is working closely with the State Government and continues to be well positioned to ensure progress on key urban development projects identified in the Southern Corridor are aligned with its ongoing strategic planning. Elected Members are acutely aware, however, of the need to resolve the tension between the urban infill required by the State Government’s 30 Year Plan versus the expectations of residents living on traditional large housing blocks.

3. Continuing and improving services

All councils have responsibilities under the *Local Government Act 1999* and other relevant legislation to deliver services for the community. Council is committed to maintaining all services including, but not limited to:

Ongoing Services	Enabling Services
Land use and development planning	Strategic Management
Development and building assessments	Organisational Excellence
Facilitation of urban developments	Strategic Asset Management
Local Government Searches	Financial management
Economic Planning and leadership	Governance support
Environmental planning & leadership	Communications & marketing
Biodiversity management	Human Resources & Workforce Planning
Waste services	ICT & Knowledge management
Water Management	Operational support
Infrastructure management	
Community facilities management	
Reserves, parks and gardens management	
Arts and cultural promotion and support	
Library services	
Sports & Recreation promotion and support	
Community capacity building and development	
Inspection, regulation and control	
Emergency planning & response	
Community Care	
Immunisation services	
Public Health Planning	

Council participates in a number of benchmarking programs which focus on ensuring council's service programs, efficiency and effectiveness are of a high standard.

4. Project priorities for 2016/17

Council has considered its areas of highest strategic priority and potential strategic initiatives to progress these priorities.

Strategic projects intended to continue to progress in 2016/17:

- new soccer pitches and a BMX track in the South of the City
- an indoor multipurpose 4-8 court stadium that meets SA regional standards
- the Edwardstown Oval Masterplan
- building upgrades at the Mitchell Park Sports and Community Club

Each of these strategic projects will involve significant collaboration with other partners, the consideration of options and partnership funding.

Council will also continue to consider priorities for other initiatives throughout the year.

Asset Management

Council has been moving towards a stronger long-term planning approach to community assets – it manages over \$1 billion of assets including roads, footpaths, drains, community buildings, parks and reserves on behalf of the community. The asset management planning process provides a long term approach to ensuring infrastructure and facilities continue to provide the services required by the community. Council continues to develop, implement and review its Asset Management Policy and Plans with a focus on whole-of-life asset management, including maintenance and renewal of assets, and sustainable decision making.

Key initiatives in maintenance, renewal and replacement of community assets and facilities for 2016/17 include:

- Reviewing our existing asset base in light of:
 - Increasing costs to maintain and renew our existing asset base
 - Understanding which assets could be repurposed, reused or disposed of in order to enhance other assets to better meet community needs
 - Investigating innovative asset management models e.g. share community use, public private partnerships and related opportunities
- The renewal of Council's assets with forecast spends of approximately \$13.4m.
- Capital renewal of Council's roads and kerbs with a forecast spend of approximately \$6.5m.
- Improving Marion's existing footpath network at a cost of \$1.6m.
- Preparation of building renewal plans for all council buildings

5. Measuring our success

Monitoring performance is a critical element of strategic planning management. It is the mechanism for critically ensuring that council is contributing to the achievement of both the Strategic Plan and the three year Business Plan 2016-19.

Our measure dashboard for 2016/17 (provided in the table below) takes account of Council's objectives over the next three years. It will continue to be refined as part of the finalisation of the 2016/17 Annual Business Plan.

Council Performance Measure	Target
Actual operating surplus ratio for 2016/17 (adjusted for extraordinary items)	0-5 %
Total Employee Costs (staff plus agency)	Should not exceed 2% per annum
Lost Employee Time due to injury	Reduce by 1% (compared to average of last 5 years)
Major Capital Works (>\$4m)	Completed strictly on time and on budget (or better)
Number of specific Major Capital Works proposals ready for approval by Council	2
Achieving goals of Business Plan 2016-19 (as adopted in 2016)	high level of achievement
Alignment throughout administration to Strategic Plan and Business Plan 2016-19	high level of alignment

6. Funding the Business Plan

An operating surplus of \$9.7m before capital revenues is forecast for 2016/17. An operating surplus is required to fund the renewal of existing infrastructure in accordance with its asset management plans.

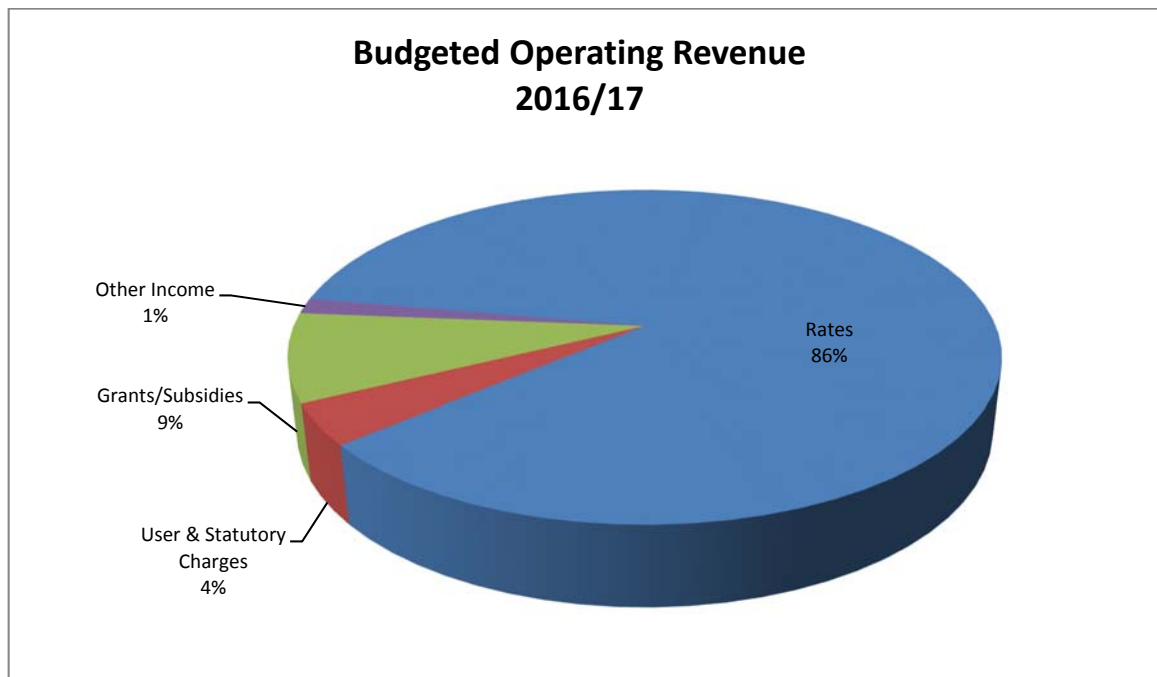
6.1 Budgeted Income Statement

	Budget 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Budgeted Income Statement			
Operating Revenue			
Rates - General	68,489	71,001	2,512
Rates - NRM Levy *	1,569	1,628	59
Statutory Charges	1,630	1,751	121
User Charges	1,633	1,595	(38)
Grants/Subsidies	6,324	7,211	887
Investment Income	270	265	(5)
Reimbursements	770	619	(151)
Other Revenue	536	384	(152)
Share of Profit/(Loss) SRWRA	315	324	9
Total Operating Revenue	81,536	84,778	3,242
Operating Expenditure			
Employee Costs	32,139	32,686	547
Contractor Services	14,561	15,944	1,383
Materials	4,668	5,209	541
Finance Charges	1,343	948	(395)
Depreciation	13,821	14,020	199
Other Expenses	6,104	6,244	140
Total Operating Expenditure	72,636	75,051	2,415
Operating Surplus/(Deficit) before Capital Revenues	8,900	9,727	827
Capital Grants and Contributions	-	-	-
Physical resources received free of charge	1,500	1,500	-
Net Surplus/(Deficit) resulting from Operations	10,400	11,227	827

* Note: The NRM Levy is collected by Council on behalf of the Adelaide and Mt Lofty Ranges Natural Resources Management Board.

6.2 Operating Revenue

The main source of income for council is rate revenue; making up 86% of total council revenue in 2016/17, with other sources being government regulated fees for statutory services, an environment of diminishing levels of untied federal grant monies, as well as other grants from State and Federal government.



General Rates

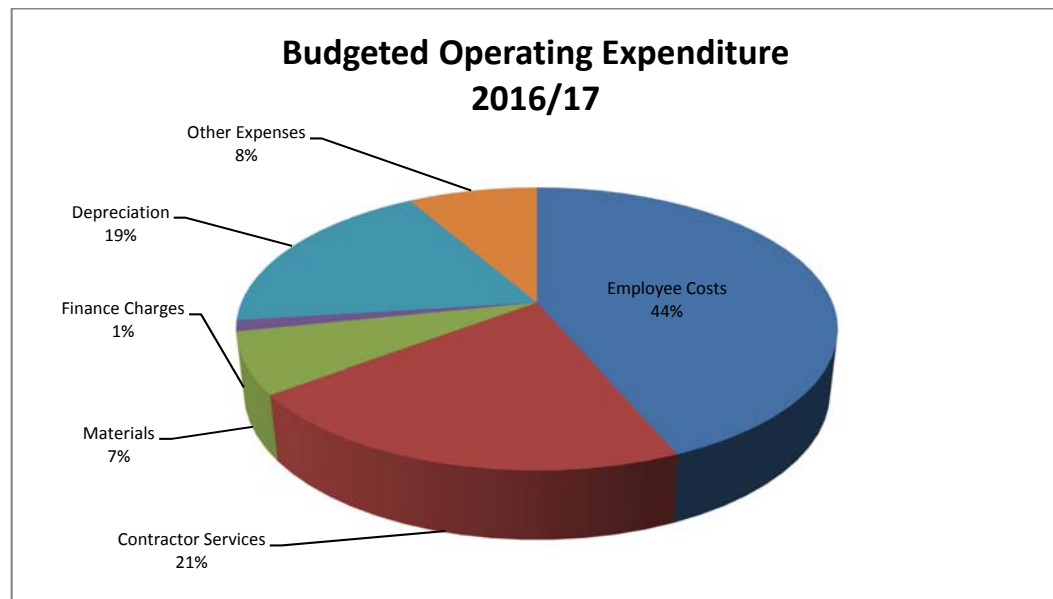
Council's revenue in 2016/17 includes \$71.0m to be raised in general rates. The budget has been developed on the basis of a proposed average rate increase of **2.75%** (excluding new developments and capital improvements). This rate is based upon CPI of 1% + 1.75% to fund infrastructure renewal and upgrade works. In setting rates for 2016/17, council has forecast the revenue required to meet the costs of delivering the services and projects that will be provided to the community in 2016/17.

Other Sources of Revenue

- **User Charges set by council** – Relate mainly to the recovery of service delivery costs through the charging of fees to users of council's services. These include charges for the use of council's community facilities, swimming pool admission and the like.
- **Statutory Charges set by State Government** – Relate mainly to fees and fines levied in accordance with legislation and include development application fees, health act registrations and parking fines.
- **Grants and Subsidies** – Grants include all monies received from State and Federal sources for the purpose of funding the delivery of council's services to ratepayers and for the funding of the capital works program.

6.3 Operating Expenditure

Council's operating expenses are forecast to increase to \$75.05m in 2016/17.



Employee Costs

Employee Costs are forecast to increase by 1.2% after fully allowing for increases included in existing staff Enterprise Agreements, recognizing on-going gross savings in the order of \$447k realised through an organisational restructure but before the inclusion of additional grant funded positions which bring the overall increase to 1.70% (\$547k). Employee costs include all labour related expenditure such as wages, salaries and “on-costs” such as allowances, leave entitlements, employer superannuation, workers compensation and agency staff. The Long Term Financial Plan, of which this budget is the first year, forecasts growth in Total Employee Costs to be capped at a rate of 2% per annum.

Contractor Services

Contractor services relate mainly to the provision of council services by external providers. This expenditure is forecast to increase by \$1.38m primarily as a result of the provision of additional funding in 2016/17 for the upgrade of council's aging IT infrastructure and associated maintenance agreements (\$380k), funding for new grant funded projects (\$138k), funding for a new council energy efficiency project (\$125k) and other new initiatives in the order of \$158k.

Materials

The forecast increase in materials costs predominantly relates to the increase in water and other utility costs, coupled with the proposed increased funding level required for an improved service level in relation to reserve irrigation.

6.4 Capital Revenue

Capital Grants and Contributions

Council does not currently expect to receive any capital grants in 2016/17; however any grant funding opportunities will be actively pursued as they arise as this is an important source of revenue for council.

6.5 Budgeted Capital Expenditure

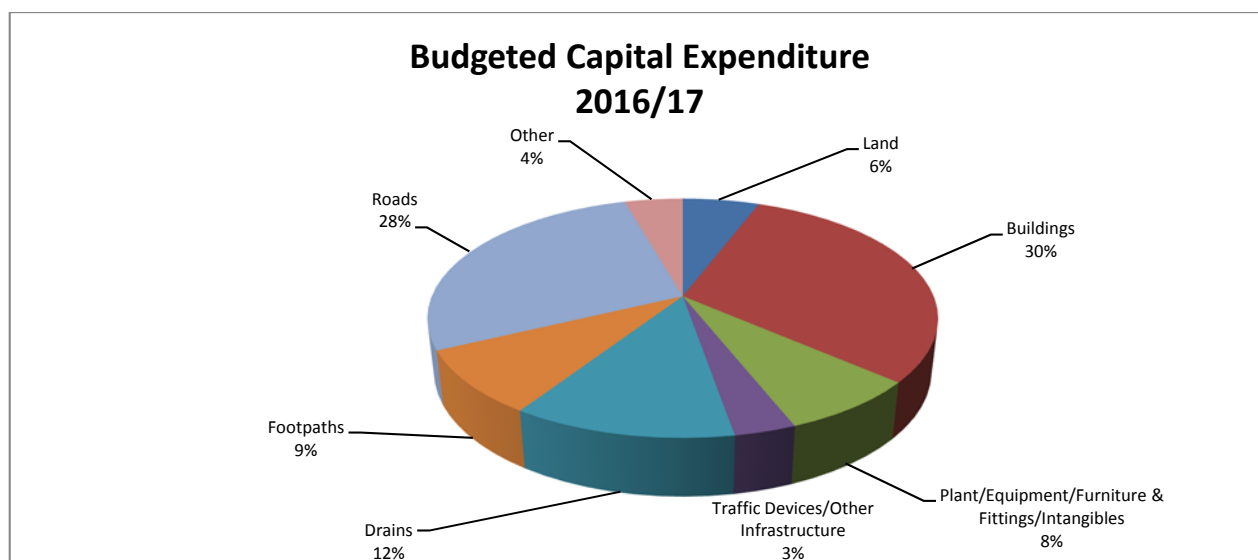
The 2016/17 Budgeted Statement of Capital Expenditure forecasts total capital expenditure of \$17.328m including \$13.398m renewal and \$3.390m new.

The significant decrease in 'Buildings' relates predominantly to the completion of construction of council's two major projects in 2015/16, being the Cove Civic Centre and the City Services Redevelopment.

Note: Maintenance of existing infrastructure assets is appropriately included in operating expenditure.

The following table summarises council's planned Capital Works Program for 2016/17.

Capital Expenditure	Budget 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Land	1,151	601	(550)
Buildings	6,075	1,344	(4,731)
Infrastructure:			
Roads & Kerbs	5,504	6,516	1,012
Drains	2,372	2,473	101
Footpaths	1,721	1,631	(90)
Traffic Control Devices	178	331	153
Other	479	1,248	769
Plant and Equipment	1,333	2,164	831
Furniture and Fittings	175	180	5
Other	873	840	(33)
Total Capital expenditure	19,861	17,328	(2,533)
Represented By:			
Capital Expenditure			
Assets - New	6,504	3,930	(2,574)
Assets - Renewal	13,357	13,398	41
	19,861	17,328	(2,533)



6.6 Financing the Budget

Financing the budget refers to the use of borrowings or available cash balances to meet any shortfall between expenditure (both operating and capital) and revenue.

	Budget 2015/16 \$'000	Budget 2016/17 \$'000
Net Lending/(Borrowing)		
Operating Surplus/Deficit before Capital Amounts	8,900	9,727
<u>less: Net Outlay on Existing Assets</u>		
Capital expenditure on asset renewal/replacement	13,357	13,398
less Depreciation/Ammortisation	(13,821)	(14,020)
	(464)	(622)
<u>less: Net Outlay on New/Upgrade Assets</u>		
Capital expenditure on New & Upgrade Assets	6,504	3,930
less Capital Grants	0	0
	6,504	3,930
Adjustments		
Share of Equity - Southern Region Waste Resource Authority	(315)	(324)
	(315)	(324)
Net Lending/(Borrowing)	2,545	6,095

The table above identifies the council's net lending/(borrowing) result. Council's budget for 2016/17 is expected to result in a net lending position of \$6.056m, which will lead to a decrease in the level of net financial liabilities in 2016/17 of the equivalent amount.

Financing transactions associated with accommodating the expected net lending result in 2016/17 are as follows:

	Budget 2015/16 \$'000	Budget 2016/17 \$'000
Financing Transactions		
New Borrowings	5,388	0
less: Repayment of Principal on Borrowings	(2,314)	(1,400)
less: Increase/(Decrease) in Cash & Investments		
Transfers from/(to) Reserves	(5,619)	(4,695)
Cash Drawdowns/(Investment)	0	0
Equals: Financing Transactions	(2,545)	(6,095)

6.7 Borrowings

No additional borrowings are forecast in 2016/17, and as such principal repayments of existing loans will result in a forecast balance outstanding as at 30 June 2017 of \$15.0m.

6.8 Financial Ratios

To assist council in meeting its objective of financial sustainability a series of financial indicators endorsed by the Local Government Association are provided. Where a council target has not been adopted, the recommended Local Government Association (LGA) target has been used. The following table details these financial indicators and whether or not the prescribed target has been achieved over the five years up to the end of 2016/17.

Ratio	Target	2016/17 Draft Budget	5 Year Average	On Track
Operating Surplus	0% - 5%	13.6%	10.4%	*
Asset Sustainability	95% - 100%	94.5%	82.1%	*
Asset Consumption	80% - 100%	89.5%	84.2%	✓
Net Financial Liabilities	0% - 50%	1.6%	N/A	✓
Debt Servicing	0% - 5%	3.3%	N/A	✓

* The Operating Surplus Ratio is forecast to exceed the currently adopted target of 0–5%. This is primarily due to substantial on-going savings in excess of \$2.4m now embedded in the LTFP which have had a significant impact on the operating surplus ratio, bringing the current year figure to 13.6 % and the 5 year rolling average to 10.4%. In addition, the forecasted rate revenue is set to increase at a higher rate than the inflation indexation applied to Council's operating expenses. It should be noted that funding surpluses over and above the level required to support operating requirements will provide funding for the renewal of existing assets over time to maintain community service standards.

Council's recently adopted Asset Management Plans (AMP's) are progressively being integrated within the LTFP, when this integration is fully complete it will provide a greater degree of clarity as to Council's capital renewal funding requirements.

The 5 year average Asset Sustainability ratio of 82.1% falls outside of the target range of 95 – 100%. The 5 year average has been impacted by the actual 2013/14 Asset Sustainability Ratio of 57%, as reported in council's audited Annual Financial Statements. This has caused a considerable reduction in the 5 year average. The 2013/14 result was negatively impacted by a significant amount of capital renewal expenditure (\$3.65m) being carried over into 2014/15. In preparing the 2016/17 Annual Business Plan & Budget, the assumption has been made that the capital renewal program for 2014/15 will be fully completed. The forecast ratio over the LTFP is 95.8% which falls within the targeted range.

All other ratios are within their targeted ranges. Meeting these targeted ranges is consistent with Council meeting its objective of long-term financial sustainability.

7. What it means for your rates

7.1 Your rates in 2016/17

Rates account for 86 per cent of council's operating revenue. They are essential for providing community services and infrastructure.

Council strategic and financial plan parameters include a commitment to maintain its position for an average residential rate which remains among the lower rating metropolitan councils. Comparative 2015/16 data shows that council's average residential rate continues to remain among the lower rating metropolitan councils position ranking 5th lowest of 18 metropolitan councils.

With changing community needs and other external influences impacting on the community, there is a need for council to consider how to plan more effectively, both for the longer term and more immediate community benefit. The rate increase is set at a level that provides confidence that services will be maintained and that a significant capital expenditure program is planned to maintain council's assets.

Since the introduction of mandatory long-term financial planning obligations, council has acted to return its financial position from a large operating deficit to an operating surplus. This approach has been further supplemented by an annual budget review process aimed at reducing service delivery costs to a minimum.

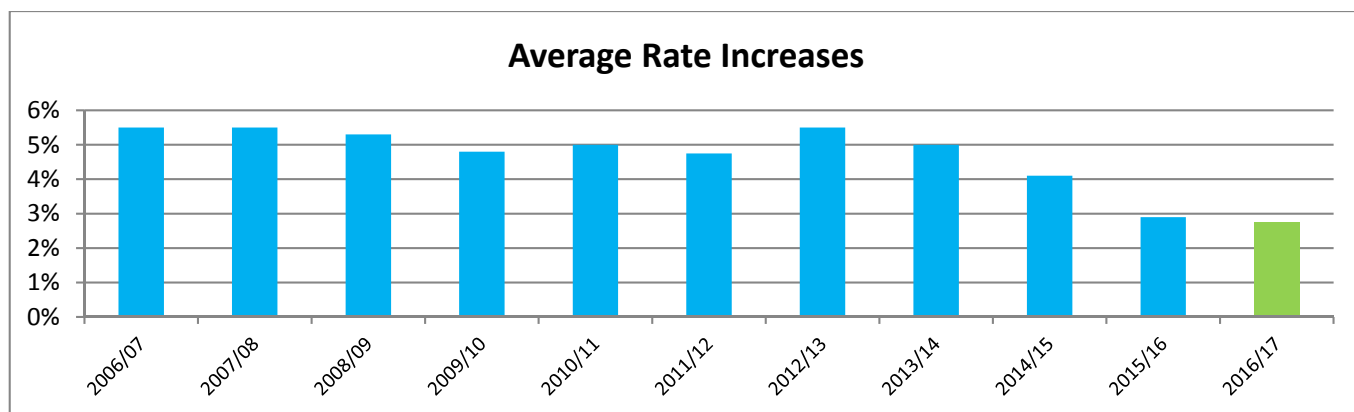
The Draft Annual Business Plan for 2016/17 has been developed for public consultation based on an average proposed rate increase of **2.75%**. This is after taking into account any other revenue sources such as fees, charges, grants and other income that will be received. This will also contribute to the necessary funding for planned capital renewal programs in 2016/17. However, it is to be noted that actual rates payable by a rate payer will, in fact, vary according to individual property valuations, according to the attributed land use, and whether there has been any new development or capital improvement at the land. Council is aware of the impact of rate increases on sections of the community and will review its Rating Policy on an on-going basis with regard to a fair and equitable distribution of rates.

Also, whilst the Draft Annual Business Plan proposes an average general rate increase of **2.75%**, the final average increase for 2016/17 may be lesser or greater according to the final determination of council. This is because the proposals in the Draft Annual Business Plan are subject to public consultation and consideration by council of the submissions received in response to that consultation. Council may therefore, upon consideration of the submissions, make final revenue and expenditure decisions which will result in an increase or decrease to the proposed average rate increase.

The outcomes of community consultation will be considered in forming the Annual Business Plan.

The outcomes of community consultation, as well as a balance between achieving the strategic directions, maintaining services and assets, ensuring financial and environmental sustainability, supporting intergenerational equity and making provision for those in the community who are experiencing hardship, will be considered in setting the rate increase, which will form the basis of the Annual Business Plan.

The following average rate increases have applied since 2006/07:

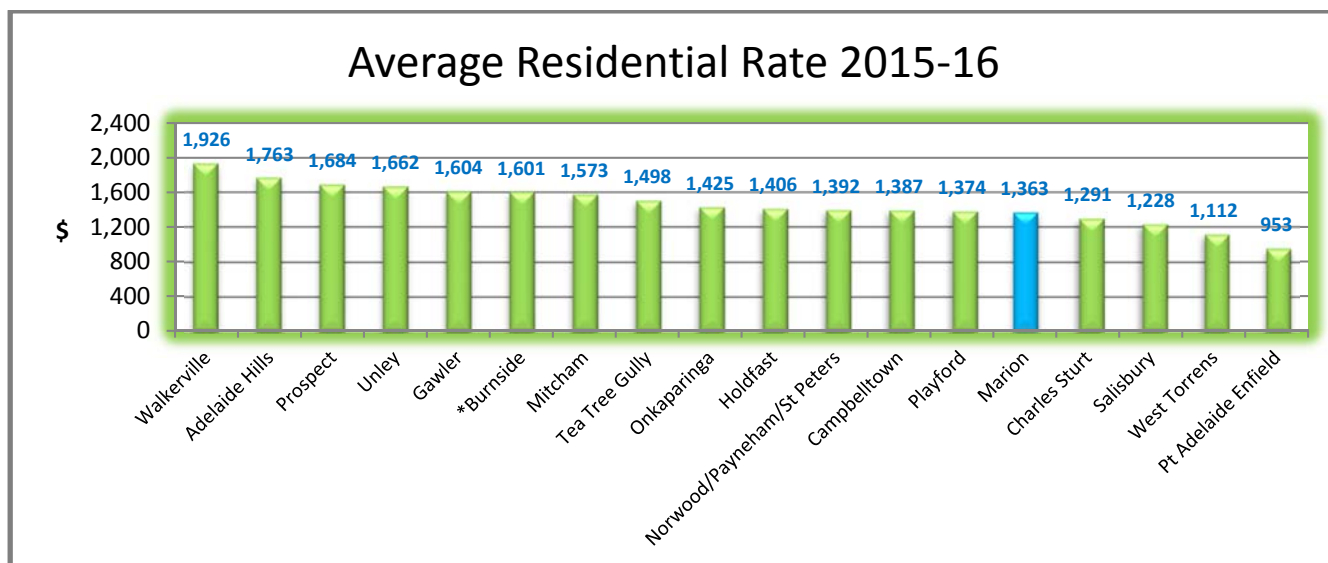


	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017
Ave Rate Increase	5.2	5.5	5.3	4.8	5.0	4.75	5.5	5.0	4.1	2.9	TBA
Growth	1.2	1.4	2.0	1.8	1.4	1.6	1.3	1.0	1.0	1.18	TBA
Total	6.4	6.9	7.3	6.6	6.4	6.35	6.8	6.0	5.1	4.08	TBA

Note: Growth is predominantly the result of new housing in Marion and property improvements as reported by the Valuer General.

7.2 Rating Impact Analysis - Residential

The graph presented below illustrates council's relative rating effort compared to other Adelaide metropolitan councils. In 2001/02 council's relative rating position compared with other Adelaide metropolitan councils was 9th lowest. Council has consistently remained at or below this level since this time and was ranked at 6th lowest in 2014/15 and moved to 5th lowest in 2015/16.



Note: Comparative data for the 2016/17 year will be available following the release of the LGA Council Rates Survey which is typically released in the first quarter of the next calendar year.

*Burnside Council's rate is 2014-15 data (no data available for 2015-16)

7.3 Rating Impact Analysis - Commercial

Council currently derives **TBA%** (2015/16: 18%) of its rate revenue from the Commercial and Industrial sectors. Commercial and Industrial users consume a greater proportion of council resources than residential properties, particularly in regard to the use of roads, footpaths, traffic, parking, storm water drainage, public health and environment.

Council uses a differential rating system to raise revenue based upon its Land Use and will continue to do so to ensure a fair and equitable distribution of rates within the City of Marion. The differential rate is charged in addition to the normal rate. In applying this approach, council will take into consideration all prevailing economic conditions and changes and adjust its differential rates accordingly, to ensure an appropriate and fair equalisation of rates across all land use categories. Differential rates proposed to apply to land use as follows:

Commercial	TBA	(2015/16: 85%)
Industrial	TBA	(2015/16: 65%)
Vacant Land	TBA	(2015/16: 90%)
Primary Production	TBA	(2015/16: N/A)

The following table shows a comparison of differential rating percentage applied to commercial and industrial properties by a number of Adelaide metropolitan councils in 2015/16.

2015/16 Comparison Differential Percentage			
Council	Commercial	Industrial	Vacant Land
Playford	513%	513%	No differential
Charles Sturt	211%	299%	202%
West Torrens	136%	136%	136%
Unley	125%	89%	89%
Port Adelaide Enfield	116%	116%	116%
Prospect	112%	112%	25%
Gawler	108%	108%	50%
Mitcham	101%	101%	101%
Marion	85%	65%	90%
Walkerville	55%	55%	55%
Tea Tree Gully	50%	50%	100%
Holdfast	50%	50%	50%
Salisbury	47%	47%	30%
Onkaparinga	31%	31%	58%
Norwood Payneham St Peters	20%	20%	20%
Average	117%	119%	80%

7.4 Valuation Method

Council may adopt one of three valuation methodologies to value the properties in its area. They are:

- Capital Value – the value of the land and all of the improvements on the land.
- Site Value – the value of the land and any improvements which permanently affect the amenity or use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- Annual Value – a valuation of the rental potential of the property.

Capital value has continued to be used as the basis for valuing land within the council area. This method of valuing land provides the fairest method of distributing the rate responsibility across all ratepayers on the following basis:

- the equity principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;
- property value is a relatively good indicator of wealth, and capital value, which closely approximates the market value of a property, provides the best indicator of overall property value;
- the distribution of property values throughout the council area is such that few residential ratepayers will pay significantly more than the average rate per property.

7.5 Separate Rates

The City of Marion is in the Adelaide and Mount Lofty Ranges Natural Resources Management Board area and is required under the Natural Resources Management Act 2004 to fund the operations of the Board. It does so by imposing a separate rate for all properties within the city.

Council is operating as a revenue collector for the Natural Resources Management Board in this regard. It does not retain this revenue or determine how the revenue is spent.

7.6 Minimum Amount

A minimum amount is levied against the whole of an allotment (including land under a separate lease or licence) and only one minimum amount is levied against two or more pieces of adjoining land (whether intercepted by a road or not) if they are owned by the same owner and occupied by the same occupier. The reasons for imposing a minimum amount are:

- the council considers it appropriate that all rateable properties make a contribution to the cost of administering the council's activities;
- the council considers it appropriate that all rateable properties make a contribution to the cost of creating and maintaining the physical infrastructure that supports each property.
- no more than 35% of properties will be subject to the minimum amount.

No maximum amount of rates is applied against an allotment.

7.7 What assistance is available?

Rebate of Rates

The Local Government Act 1999 requires councils to rebate the rates payable for certain land uses. This includes land used for health and community services, religious purposes, cemeteries, educational institutions, housing associations and housing cooperatives.

The mandatory rebates vary from 75% to 100%. People or bodies seeking a rebate must make a written application to Council. Information and application forms can be obtained from the Council office at 245 Sturt Rd, Sturt. Applications for Discretionary Rebates must be received by 31 May 2016 for consideration in the following financial year.

Rate Capping (Discretionary Rebate)

Section 166 (1) (l) of the Local Government Act provides for the discretionary rebate of rates.

Council proposes to provide relief against a substantial increase in rates payable on residential properties by applying a rebate (capping) of general rates to eligible ratepayers.

Council has proposed a two tiered rate capping policy for the 2016/17 financial year.

Tier 1 – Rate Capping for Qualifying Residential Ratepayers

A rebate of general rates is proposed to be granted to Residential ratepayers on their principal place of residence within the category of residential land use, under the above Act.

The Annual Business Plan 2016/17 proposes a 12% rate-cap with a \$20 minimum and a \$200 maximum (excluding new or improved properties) for ratepayers who meet the Qualifying Criteria set out below.

Tier 2 – Rate Capping for Qualifying Pensioners and Self-Funded Retirees

A rebate of general rates is proposed to be granted to qualifying Pensioners and Self-Funded Retirees, who are residential ratepayers on their principal place of residence within the category of residential land use under the above Act and do not own any other property and meet the Qualifying Criteria set out below.

The Annual Business Plan 2016/17 proposes a 9% rate-cap with a \$10 minimum and a \$300 maximum for those Pensioners and Self-Funded Retirees who meet the qualifying criteria set out below.

Qualifying Criteria:

- The property is the owner's principal place of residence.
- The property has not had more than \$20,000 of improvements.
- The property value has not increased due to a zoning change.
- The land use for rating purposes has not changed since 1st July of the previous financial year.
- The property has not sold since the 1st January of the previous financial year.

A rebate of general rates is proposed to be applied automatically under both rate capping tiers, where the Council has sufficient information to determine the entitlement to the rebate.

Residential Construction on Vacant Land (Discretionary Rebate)

Under Section 166 (1) (a) of the Act, and for the purpose of securing the proper development of the area, a rebate of general rates for the 2016/17 financial year will be granted in respect of an Assessment classed as vacant land in the council's Assessment Book where the:

- Principal Ratepayer of the Assessment applies to the council in writing for the rebate prior to 30 June 2017, and
- Dwelling's footings have been poured on the property by 30 June 2017

The amount of the rebate will be the difference between the general rate in the dollar applicable to Vacant land, and the general rate in the dollar applicable to Residential property. This is calculated by the number of days remaining between 1 July 2016 and 30 June 2017 from the date footings are poured for a residence on the land. However, if the calculated rebate reduces the rates payable to less than the amount fixed as the minimum amount payable by way of rates, then the rebate shall be reduced so that the rates payable are equal to the amount of the minimum.

Postponement of Rates – Hardship

Section 182 of the Act permits the council, on the application of the ratepayer, to partially or wholly remit rates or to postpone rates, on the basis of hardship. Where a ratepayer is suffering hardship in paying rates they are invited to submit an application in writing to the council's Team Leader Rating Services. The council treats such inquiries confidentially.

Postponement of Rates - Seniors

The following criteria must be satisfied before the postponement is granted.

- The person is a prescribed ratepayer, or the spouse of a prescribed ratepayer.
- A prescribed ratepayer means the holder of a current State Seniors Card or a person eligible to hold such a card who has applied but is yet to be issued with a card.
- Rates are payable on the principal place of residence.
- The land is owned by the prescribed ratepayer, or the prescribed ratepayer and his or her spouse, and no other person has an interest, as owner, in the land.
- Any current mortgage over the property which was registered prior to 25 January 2007 will be no more than 50% of the Valuer-General's capital value of the property.

An application must be made in the prescribed manner and form and be accompanied by such information as the council may require. Any rates which are postponed will become due and payable when:

- the title to the land is transferred to another person; or
- there is failure to comply with a condition of postponement.

A minimum amount of \$500 of the annual rates must be paid.

An entitlement to a concession or remission will be applied to the proportion of the rates that has not been postponed, unless notice to the contrary is received in writing from the owner.

Interest will accrue on the amount postponed at the prescribed rate per month, under the Act until the amount is paid.

Should the entitlement to a postponement cease to exist, the owner of the land must inform council in writing, unless the rates and any interest have been paid in full.

8. Financial Sustainability and Annual Savings

- Since 2000, council has continuously improved its strategic and financial planning. This has overturned an operating deficit of \$3.6m in 1998/99 to moderate operating surpluses since 2005-2006. In February 2005, following consultation with all SA councils, the public and State Government, the Local Government Association commissioned an Independent Inquiry into the Financial Sustainability of Local Government. The Inquiry's independent advisers, using Grants Commission data, rated the City of Marion as Category 3 – sustainable with a moderate margin of comfort. The framework for preparation of the Annual Business Plan 2016/17 includes commitment to maintaining this Category 3 Financial Sustainability rating on average over each five year period, with a primary focus being on Cash Flow and Funding.
- The Long Term Financial Plan takes account of inflation by assuming an annual inflation rate of 2.5%.
- In June 2006 council resolved to adopt a savings target of 2% per annum of operating expenditures from the original adopted budget.
- Following the adoption of the 2014/15 budget there was a concerted effort and strong focus on achieving efficiency and effectiveness savings across the organisation, with the intention that identified on-going savings can be passed onto rate payers to reduce their financial burden. As a result of this effort, the 2015/16 Budget was developed based upon gross ongoing savings in the order of \$3.2m. These savings have been achieved without affecting any of Council's key services and have been carried over into the 2016/17 draft Budget.
- Since 2003 Council's savings program has identified the level of annual savings (cost reduction/productivity) achieved by the organisation each financial year. Guidelines have been prepared to ensure that confirmed savings identified are allocated to provide a balance between funding new service improvements from the Strategic Plan and improving council's financial position. This reduces the reliance on rate revenue to achieve community objectives. Savings of \$12.0m have been identified to date through council's savings program to the end of 2014/15.
- The savings in each case were not at the expense of service delivery. Some examples of work that have resulted in these improvements are as follows:
 - Successful contract negotiations.
 - Process improvement.
 - Partnership with State and Federal Government (i.e. Grants which minimise Council's costs).
 - Auditing and review of existing expenditures.
 - Improved methods of service delivery.

9. Long Term Financial Plan – Prepared based on an on-going 2.75% average rate rise

9.1 Funding Statement

	Draft ABP&B 2016/2017 \$000's	2017/2018 \$000's	2018/2019 \$000's	2019/2020 \$000's	2020/2021 \$000's	2021/2022 \$000's	2022/2023 \$000's	2023/2024 \$000's	2024/2025 \$000's	2025/2026 \$000's
(a) Operating Revenue										
Rates										
General	71,001	73,683	76,466	79,355	82,353	85,464	88,692	92,042	95,519	99,127
Other	1,628	1,669	1,711	1,754	1,798	1,843	1,889	1,936	1,984	2,034
Statutory Charges	1,751	1,795	1,840	1,886	1,933	1,981	2,031	2,082	2,134	2,187
User Charges	1,595	1,635	1,676	1,718	1,761	1,805	1,850	1,896	1,943	1,992
Operating Grants and Subsidies	7,211	5,766	5,893	6,023	6,157	6,294	6,434	6,578	6,725	6,876
Investment Income	265	260	260	260	260	260	260	260	260	260
Reimbursements	619	634	650	666	683	700	718	736	754	773
Other	384	395	404	414	424	435	446	457	468	480
	84,454	85,837	88,900	92,076	95,369	98,782	102,320	105,987	109,787	113,729
(b) Operating Expenses										
Employee Costs	32,686	33,154	33,817	34,493	35,183	35,887	36,605	37,337	38,084	38,846
Contractual Services	15,944	15,821	16,821	17,362	17,716	18,123	18,764	19,077	19,629	20,194
Materials	5,209	5,308	5,441	5,578	5,718	5,862	6,009	6,160	6,315	6,473
Finance Charges	948	1,364	1,421	1,296	1,164	1,033	919	799	486	155
Depreciation	14,020	14,580	15,163	15,768	16,398	17,055	17,737	18,447	19,185	19,952
Other	6,244	6,347	6,843	6,675	6,842	7,013	7,557	7,377	7,561	7,750
Less	75,051	76,574	79,506	81,172	83,021	84,973	87,591	89,197	91,260	93,370
Operating Surplus/(Deficit) before Capital Revenues	9,403	9,263	9,394	10,904	12,348	13,809	14,729	16,790	18,527	20,359
Add Capital Revenue	1,824	1,834	1,844	1,854	1,865	1,876	1,887	1,898	1,910	1,923
Equals Net Surplus/(Deficit) resulting from operations	11,227	11,096	11,238	12,758	14,212	15,685	16,616	18,688	20,437	22,282
Adjust for non-cash items										
Add Depreciation	14,020	14,580	15,163	15,768	16,398	17,055	17,737	18,447	19,185	19,952
Less Share of Profit SRWRA (excl div)	324	334	344	354	365	376	387	398	410	423
Equals Funding available for Capital Investment expenditure	24,923	25,343	26,057	28,172	30,246	32,364	33,966	36,737	39,212	41,811
Capital										
Less Capital Expenditure - Renewal	13,398	17,642	15,590	17,089	17,595	17,756	20,658	19,495	19,214	19,501
Less Capital Expenditure - New	3,930	3,477	3,315	3,421	4,275	4,373	4,481	4,591	3,707	3,794
Less Capital - contributed assets	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Equals Net Overall funding Surplus/(Deficit)	6,095	2,724	5,652	6,162	6,876	8,735	7,327	11,151	14,791	17,016

Funding transactions associated with accommodating the above net overall funding deficit (or applying the net overall funding surplus) are as follows:

	2016/2017 \$000's	2017/2018 \$000's	2018/2019 \$000's	2019/2020 \$000's	2020/2021 \$000's	2021/2022 \$000's	2022/2023 \$000's	2023/2024 \$000's	2024/2025 \$000's	2025/2026 \$000's
Loans										
Loan Principal Receipts (Net)	-	2,960	-	-	-	-	-	-	-	-
Less Loan Principal Payments	1,400	1,986	2,059	2,184	2,315	1,958	2,071	2,192	1,643	1,738
Loans - Increase/(Decrease)	(1,400)	974	(2,059)	(2,184)	(2,315)	(1,958)	(2,071)	(2,192)	(1,643)	(1,738)
Movement in level of cash, investments & accruals										
Less Reserves Transfer from/(Transfer to)	(4,695)	(2,270)	(2,813)	(3,658)	(3,764)	(3,873)	(3,985)	(4,101)	(4,220)	(4,343)
Funding Surplus/(Deficit)	-	1,428	780	320	797	2,904	1,271	4,858	8,928	10,935
Cash/Investments/Accruals Funding	4,695	3,698	3,593	3,978	4,561	6,777	5,256	8,959	13,148	15,278
Equals Funding Transactions	(6,095)	(2,724)	(5,652)	(6,162)	(6,876)	(8,735)	(7,327)	(11,151)	(14,791)	(17,016)

9.2 Cash Flow Statement

	Draft ABP&B 2016/2017 \$000's	2017/2018 \$000's	2018/2019 \$000's	2019/2020 \$000's	2020/2021 \$000's	2021/2022 \$000's	2022/2023 \$000's	2023/2024 \$000's	2024/2025 \$000's	2025/2026 \$000's
Cash Flows from Operating Activities										
<i>Receipts</i>	84,454	85,836	88,900	92,076	95,369	98,782	102,320	105,987	109,787	113,729
<i>Payments</i>	(61,031)	(61,994)	(64,343)	(65,404)	(66,623)	(67,918)	(69,854)	(70,750)	(72,075)	(73,418)
Net Cash Provided by Operating Activities	23,423	23,842	24,557	26,672	28,746	30,864	32,466	35,237	37,712	40,311
Cash Flows from Financing Activities										
<i>Receipts</i>										
Loans Received	-	2,960	-	-	-	-	-	-	-	-
<i>Payments</i>										
Principal	(1,400)	(1,986)	(2,059)	(2,184)	(2,315)	(1,958)	(2,071)	(2,192)	(1,643)	(1,738)
Net Cash (Used In) Financing Activities	(1,400)	974	(2,059)	(2,184)	(2,315)	(1,958)	(2,071)	(2,192)	(1,643)	(1,738)
Cash Flows from Investing Activities										
<i>Receipts</i>										
Capital Grants/Subsidies & Contributions/Investments	-	-	-	-	-	-	-	-	-	-
<i>Payments</i>										
Purchase of Land	(601)	(525)	(631)	(840)	(767)	(783)	(807)	(831)	(856)	(882)
Purchase of Buildings	(1,344)	(3,534)	(474)	(661)	(1,696)	(1,743)	(2,501)	(2,509)	(585)	(540)
Purchase/Construction of Infrastructure	(12,200)	(13,685)	(14,291)	(15,367)	(15,679)	(15,972)	(16,566)	(16,877)	(17,507)	(17,838)
Purchase of Equipment	(2,164)	(2,180)	(2,433)	(2,378)	(2,427)	(2,291)	(2,260)	(2,563)	(2,316)	(2,379)
Purchase of Furniture & Fittings	(180)	(185)	(191)	(196)	(202)	(208)	(215)	(221)	(228)	(235)
Purchase/Construction of Other Assets + Investments	(840)	(1,011)	(885)	(1,067)	(1,099)	(1,132)	(2,789)	(1,084)	(1,430)	(1,421)
Net Cash (Used In) Investing Activities	(17,329)	(21,120)	(18,905)	(20,509)	(21,870)	(22,129)	(25,138)	(24,085)	(22,922)	(23,295)
Net Increase/(Decrease) in Cash Held	4,694	3,696	3,593	3,979	4,561	6,777	5,257	8,960	13,147	15,278
Cash at Beginning of Reporting Period	18,265	22,959	26,655	30,248	34,227	38,787	45,564	50,821	59,781	72,928
Cash at End of Reporting Period	22,959	26,655	30,248	34,227	38,787	45,564	50,821	59,781	72,928	88,206

	Draft ABP&B 2016/2017 \$000's	2017/2018 \$000's	2018/2019 \$000's	2019/2020 \$000's	2020/2021 \$000's	2021/2022 \$000's	2022/2023 \$000's	2023/2024 \$000's	2024/2025 \$000's	2025/2026 \$000's
Notes to the Budgeted Statement of Cash Flows										
1. Budgeted cash at the end of the reporting period										
Cash at Bank	22,959	26,655	30,248	34,227	38,787	45,564	50,821	59,781	72,928	88,206
	22,959	26,655	30,248	34,227	38,787	45,564	50,821	59,781	72,928	88,206
2. Reconciliation of Changes in Equity Resulting From Operations to Net Cash Provided by Operating Activities										
Increase/(Decrease) in Equity resulting from operations	11,227	11,096	11,238	12,758	14,212	15,685	16,616	18,688	20,437	22,282
Items not involving cash										
Depreciation	14,020	14,580	15,163	15,768	16,398	17,055	17,737	18,447	19,185	19,952
Share of Profit SRWRA	(324)	(334)	(344)	(354)	(365)	(376)	(387)	(398)	(410)	(423)
Physical resources received free of charge	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Capital Grant Revenue	-	-	-	-	-	-	-	-	-	-
Proceeds on Disposal of Assets/Transfer of Land	-	-	-	-	-	-	-	-	-	-
Bank Charges treated as financing activity	-	-	-	-	-	-	-	-	-	-
	12,196	12,746	13,319	13,914	14,533	15,179	15,850	16,549	17,275	18,029
Net Cash provided by Operating Activities	23,423	23,843	24,557	26,672	28,746	30,864	32,466	35,237	37,712	40,311

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Tania Baldock, Executive Assistant

Chief Executive: Adrian Skull

Manager: Steph Roberts, Manager Human Resources

Subject: People and Culture Committee - Confirmation of Draft Minutes of Meeting held on 3 May 2016

Report Reference: GC240516R02

DISCUSSION:

The purpose of this report is to facilitate the receiving and noting of the minutes from the 3 May 2016 People and Culture Committee meeting. A summary of the items considered are noted below.

7.1 CEO Key Performance Indicators

The Committee noted and discussed the KPI's and sought clarity on the data being measured.

7.2 CEO Performance Review

The Committee noted the report and have agreed on and recommended to Council an approach and timeline to manage the CEO Performance & Remuneration Review for 2015/16.

7.3 Development Assessment Panel Independent Member Recruitment

The Committee noted the report and will recommend to Council in a separate report, the two shortlisted applicants for a 2 year period.

7.4 Enterprise Agreement (EA)

The Committee noted the report and current negotiations. A progress report to be presented to the People and Culture Committee on the 5 July 2016.

7.5 Organisational Culture and Values

The Committee noted the report and recommended the agreed values be presented to Council for their endorsement.

7.6 Internal Communications and Wellbeing

The committee noted the report and recommended a further report be presented on current and possible improved communications.

7.7 Approach to Developing a Workforce

The committee noted the report and discussed the vacancy management policy.

7.8 Monitoring Report

The Committee noted the report and provided feedback regarding improvements for additional meaningful data and benchmarking.

RECOMMENDATIONS (2)

DUE DATES

That Council:

- | | |
|--|-------------|
| 1. Receive and note the minutes of the People and Culture Committee meeting of 3 May 2016 (Appendix 1). | 24 May 2016 |
| 2. Note that separate reports will be brought to Council for consideration of any recommendations from the People and Culture Committee. | 24 May 2016 |

**MINUTES OF THE PEOPLE & CULTURE COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 3 MAY 2016**



PRESENT

Elected Members

Councillor Raelene Telfer (Presiding Member) & Councillor Hull
His Worship the Mayor Kris Hanna

Independent Member

Dr David Panter

In Attendance

Adrian Skull	Chief Executive Officer (from 7.45 pm)
Kate McKenzie	Manager Corporate Governance
Steph Roberts	Manager Human Resources
Vincent Mifsud	General Manager Corporate Services
Tania Baldock	CEO & Mayor Executive Assistant (Minute Secretary)

1. OPEN MEETING

The meeting commenced at 6.34pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge the Kaurna people, the traditional custodians of this land and pay our respects to their elders past and present.

3. MEMBERS DECLARATION OF INTEREST

The Chairman asked if any Member wished to disclose an interest in relation to any item being considered at the meeting. No interests were disclosed.

4. CONFIRMATION OF MINUTES

Moved Councillor Hull , Seconded Dr Panter that the minutes of the People and Culture Committee meeting held on 1 March 2016 is confirmed as a true and correct record of proceedings.

Carried Unanimously

5. BUSINESS ARISING

The statement identifying business arising from the previous meetings of the Committee was reviewed and progress achieved against identified actions noted.

The following points relating to business arising:

- Note that the Independent member is not receiving additional information, administration to ensure the independent member be included in the whole of distribution.

6. PRESENTATION

The Committee noted that Ms Charlotte Rayner (City of Marion Young Citizen) was listed on the agenda to present to the Committee on values but would not be presenting due to the size of the agenda and confirmed she would present to the full Council at a later date.

ACTION: that administration arrange for Ms Rayner to present to Council at a General Council Meeting

7. REPORTS

6.40 pm Councillor Telfer sought and was granted leave of the meeting to amend the order of the agenda and consider the CEO Performance Review Timeline and Approach Report prior to the CEO KPI Report.

6.41 pm Chief Executive Officer Performance Review – Timeline and Approach Report Reference: PCC030516R7.2

The Committee discussed various options regarding the approach for the CEO Performance Review with particular focus on if the review should be conducted by an external consultant or facilitated by the Manager, Human Resources. Merits of both approaches were debated noting the following points:

- It is standard practice that the annual review of the CEO performance be conducted by an independent external consultant
- The review should not be complicated and a minimalist approach should be adopted
- The benefit of the Human Resource Manager facilitating the review is that a cost saving will be achieved
- Concerns had been raised regarding previous processes undertaken with external consultants.
- If a consultant is engaged, the costs should be kept to a minimum and control measures implemented to ensure an unbiased review.
- Further work to be completed on the list of consultants.
- If a consultant is appointed, their engagement could include development of strategies for the Council to manage their employee.

The Committee also discussed the merits of the 360 degree tool noting that it can be used to assist in the assessment of current performance but also as a development tool to understand where the growth opportunities are. If the Council agreed to the 360 as part of the

assessment, the Committee confirmed that they would like a say in who would complete the 360.

Moved Councillor Hull, Seconded Dr Panter that the People and Culture Committee recommends to Council that:

1. A proposal be sought from external consultants to develop and facilitate the performance review and remuneration benchmarking (if required).
2. The stakeholders for the 360 be nominated by Council.

Mayor Hanna called for a Division:

Those for: Councillors Hull, Telfer and Dr Panter

Those against: Mayor Hanna

Carried

Moved Councillor Hull, Seconded Councillor Telfer that the People and Culture Committee recommends to Council that:

1. Dr Panter and the HR Manager work to develop a list of consultants to be presented to council.

Carried

Moved Mayor Hanna , Seconded Dr Panter that the People and Culture Committee:

1. Recommends to Council the proposed approach and timeline for the CEO's performance and remuneration review as outlined in Appendix 1 subject to the following amendments:
 - 3 May – adjust to read Review Quarter 2 & 3
 - August and September - With respect to how the performance ratings are applied
2. Request that a further half yearly survey of the Chief Executive Officer performance is conducted in May 2016 to gather the views of the elected members and that results are presented to the 24 May 2016 General Council meeting.

ACTION: A survey be conducted with Elected Members and the results be presented at the May 24 General Council meeting.

3. Requests that the Chair of the People and Culture Committee and the Mayor, meet with the Chief Executive Officer to provide performance assessment on an interim basis, such meeting and any minutes thereof, to be confidential because it concerns the personal affairs of the Chief Executive Officer, confidentiality to be maintained until at least 12 months after the Chief Executive Officer has ceased employment with the City of Marion.
4. Recommends that the CEO be invited to use any opportunity to convey back to Council any advice that can assist the CEO to perform his duties better on behalf of the community.

Carried Unanimously

7.45 pm CEO Key Performance Indicators – Quarter 1 & 2, 2015-16
Report Reference: PCC030516R7.1

The Committee noted that a new version of the report was tabled at the meeting. The Committee made the following points:

- queried the lag time on the financial data and was advised that this occurs due to the review process from budget officers. The information for the 3rd quarter Budget Review is being prepared for the 24th May 2016 General Council Meeting.
- discussed the option of using audited financial statements for assessing the KPI's and concurred that it was best practice to do so.
- queried why the KPI weighting percentages had not been incurred and it was noted that they will be added to future reports.
- Requested that year to date information be provided in future reports
- Requested that Indicator 5 – Total Employee Costs, also be assessed on actuals rather than just budget to provide clarity on actual spend, noting that the current Council approved target for this indicator is "Decrease by at least 1.4%, in Dollar terms, over the previous year adopted budget".
- Sought clarification on indicator 6 that lost time due to psychological impact was included within the KPI. It was confirmed that the LTIFR included all lost time claims associated with injury and/or psychological impact.
- Requested that indicator 8 include details of the actual budget, the contracted budget and the actuals.
- Awareness raised on confidentiality in relation to KPI Indicator 12 put forward by Elected Members.

ACTION: That the above items be included within the next CEO KPI report.

Moved Mayor Hanna, Seconded Dr Panter that the People and Culture Committee:

1. Notes the CEO's Key Performance Indicators for Quarter 1 and 2, 2015-16

Carried

8.26 pm Mayor Hanna left the meeting and did not return

8.26 pm Development Assessment Panel Independent Member Recruitment
Report Reference: PCC030516R7.3

Moved Councillor Hull, Seconded Dr Panter that:

1. The names of the two shortlisted applicants whose referee checks have been completed, be recommended to Council meeting at its meeting of 24 May 2016.
2. The Committee recommend to Council to appoint both applicants for a period of two years.
3. The two shortlisted applicants be advised that they have been shortlisted for the two Development Assessment Panel positions, and that their names will be included in the May Council Agenda papers for Council consideration.

Carried Unanimously

8.34 pm Update of Enterprise Agreement Negotiations – Administrative Staff
Report Reference: PCC030516R7.4

Moved Councillor Dr Panter, Seconded Councillor Hull that the People and Culture Committee notes:

1. The update provided regarding the Enterprise Agreement Negotiations with Administrative Staff.
2. That a further report will be presented to the People and Culture Committee at its meeting of 5 July 2016.

Carried Unanimously

8.37 pm Organisational Culture and Values
Report Reference: PCC030516R7.5

Moved Councillor Hull , Seconded Dr Panter that the People and Culture Committee:

1. Notes the report and discussion regarding organisational culture and values.
2. Recommends that these values be presented to Council for their endorsement.

With the community and safety at the forefront of everything we do, Marion values:

Respect

Treating everyone as we want to be treated, where all contributions are valued

- We embrace and celebrate diversity
- We demonstrate courtesy
- We acknowledge and listen to others
- We communicate openly and provide explanation for our decisions

Integrity

Fostering trust and honesty in all of our interactions

- We follow through on commitments
- We are frank, open, courageous and transparent
- We are genuine and authentic
- We lead by example

Achievement

Enhancing our knowledge and performance to reach our shared goals, while being dedicated to supporting one another

- We are responsible and accountable for our actions
- We give and accept feedback
- We display courage and are decisive
- We get things done and celebrate success

Innovation

Encouraging new ideas, and learning from our experience to do things better

- We look for ideas and opportunities to better deliver
- We pursue informed risk-taking
- We practice creative problem solving
- We explore and share best practice

Carried Unanimously

8.42 pm Organisational Strategies – Internal Communications and Wellbeing
Report Reference: PCC030516R7.6

Moved Councillor Hull, Seconded Dr Panter that the People and Culture Committee:

1. Notes the report and discussion regarding organisational strategies for internal communications and wellbeing.
2. Request a report on current and possible improved communication of Elected Members with staff for the July 5th 2016 meeting; including email conventions, propriety and storage of communication data.

Carried Unanimously

8.50 pm Councillor Telfer sought and was granted leave of the meeting to amend the order of the agenda and consider the People and Culture Monitoring report prior to the Workforce Plan.

8.50 pm People and Culture Monitoring Report
Report Reference: PCC030516R7.8

The Committee suggested that future reports be refined to clearly identify how items are being measured and what these are being compared to (i.e. budget, etc)

The Committee queried why the Theatre Technicians were not included within any employment agreements. Management confirmed that an answer would be provided through the business arising statement

ACTION: That information be provided regarding why the Theatre Technicians are not included within any employment agreement.

The Committee also noted the leave liability, the Vacancy Management Policy and Indigenous employee trends.

Moved Councillor Dr Panter, Seconded Councillor Hull that the People and Culture Committee:

- Notes the metrics outlined in this report.
- Investigate reporting on diversity, ethnicity and language spoken.
- Investigate formal performance management numbers.

Carried Unanimously

9.13 pm Approach to Developing a Workforce Plan
Report Reference: PCC030516R7.7

The Committee noted the report and congratulated staff on the approach to date. The Committee discussed the Vacancy management policy and queried if it was providing benefit to the organisation.

Moved Councillor Hull , Seconded Dr Panter that the People and Culture Committee:

1. Notes the report and discussion regarding Workforce Planning.

Carried Unanimously

8. CONFIDENTIAL ITEMS

Nil

9. ANY OTHER BUSINESS

Nil

10. MEETING CLOSURE

The meeting was declared closed at 9.19pm

11. NEXT MEETING

The next meeting of the People and Culture Committee is scheduled to be held on:

Time: 6:30 pm

Date: 5 July 2016

Venue: To be Advised

CONFIRMED

.....

CHAIRPERSON

/ /

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Georgie Johnson, Administration Assistant

Manager: John Valentine, Manager Strategic Projects

General Manager: Abby Dickson, General Manager City Development

Subject: Infrastructure Committee - Confirmation of Draft Minutes of Meeting held on 3 May 2016

Report Reference: GC240516R03

DISCUSSION:

The purpose of this report is to facilitate the receiving and noting of the minutes from the 3 May 2016 Infrastructure Committee meeting. A summary of the items considered are noted below.

3.1 Presentation on BMX Feasibility Study

The Committee held an in-depth presentation from Treadwell Consulting, BMX SA and Hallett Cove BMX and Happy Valley BMX Clubs.

7.1 Streetscape Project

The Committee noted the report.

7.2 Community Energy

The Committee noted the report.

7.3 Sports Infrastructure Project

The Committee noted the report

7.4 Capital Works Overview

The Committee noted the report

7.5 Asset Consolidation

The Committee noted the report

RECOMMENDATIONS (1)

DUE DATES

That Council:

- 1. Receive and note the minutes of the Infrastructure Committee meeting of 3 May 2016 (Appendix 1).**

24 May 2016

**MINUTES OF INFRASTRUCTURE COMMITTEE MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 3 MAY 2016**



PRESENT

Elected Members

Councillors Byram (Chair), Kerry, Pfeiffer

In Attendance

Mr Adrian Skull	Chief Executive Officer
Ms Abby Dickson	General Manager City Development
Mr Tony Lines	General Manager Operations
Mr John Valentine	Manager Strategic Projects
Mr Mathew Allen	Manager Engineering and Field Services
Miss Georgie Johnson	Administration Assistant (minute taker)

1. OPEN MEETING

The meeting commenced at 6.33pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge the Kaurna people, the traditional custodians of this land and pay our respects to their elders past and present.

The Chair sought and was granted leave of the meeting to vary the order of the agenda.

3. PRESENTATION

BMX Feasibility Study – Treadwell Management

Update presentation on Feasibility Study joint funded by grant from Office of Recreation & Sport and City of Marion

Presenters:

Trevor Wigg	Cove BMX
Darren Alomes	BMX SA
Neil Treadwell	Treadwell Management

Presentation covered the following points:

Requirements for possible facility

- 4-5 ha for facility requirements
- Buffer from residential areas.
- Pump track for freestyling
- Major's Road site strongly links to The Department of Environment, Water and Natural

Resources (DEWNR) Mountain Biking Destination Initiative.

Sites reviewed:

- Majors Road – City of Marion
- Woolforde Taylor Reserve – Onkaparinga
- Southern Sporting Complex – Onkaparinga
- States Sport Park – Cross Keys

Concept Designs:

- Meets current club's requirements can be up scaled to International Standards.
- Track design by Specialist BMX company, meet Union Cycliste Internationale (UCI) standard.
- 250 Carpark spaces meets regional completions needs, room for overflow in surrounding area.
- Ground stands accommodates 1000 seats
- Additional seating can be brought in for larger events

Additional Information:

- National Competitions have 3500 riders and an additional 4 people in ontarage.
- Majors Road site is the preferred option.
- Services connections needed.
- 50% of state riders in Southern Area.
- High performance training could be moved into a facility of this standard.
- Two clubs will continue to operate as separate clubs and their training and racing times currently work very well together. Currently work together and train together. Have a great working relationship. Clubs also have active relationship with BMX SA. Memorandum of Understanding currently being developed for management of the site.
- Current Facilities with 5m start gate or varied training opportunities - Blue Lake Mt Gambier, Cove or Cross Keys next best venues in South Australia. Shepparton in Victoria next closest venue.
- Bathurst and Queensland currently have 8m start gates.
- South Australia – have had two members in the top 8 of the world's riding on below standard tracks. This year 25 Australian plates for South Australia.
- Critical age seeing kids drop off 12-16 years old and require better tracks for this age group.
- Both Cove & Happy Valley clubs have doubled in size in last 12 months.
- Look at setting up Sporting precient group.

Next Steps:

- Study will be wrapped in next few weeks
- DEWNR approval for land use and lease
- Detailed management modelling with two clubs
- Training and programming opportunities with BMX SA
- Detailed designs around facility

The Committee raised and discussed the following points:

- Fenced area close to Majors Road, rather than having community area at Majors Road
- Siting of track on land – sound travel across to Shiedow and Trott Park.
- Positioning of speaker towers and viewing towers- flexible in positioning.
- Future event marquees for riders and seating – not all in
- Why do the clubs want to move from current space? – can't expand at Cove. Current

track doesn't meet 2013 standard. Growth of club grown from 65- 220 in last 4 years. Residents very close 20-30 years ago when club started. Club has tried to harmonise with residents through improvements to Gate and Fencing. Happy Valley has similar issues- lights issues and hours of usage, track issues with trees, all clubs have meet current standards

- Acquire land and management – Options, Clubs, Single management structure- lease negotiated with DEWNR.
- Local accessibility – with fences and location – currently significant pathways that head there from Hallett Cove. Concept of freestyle track is available to the community at any time.
- Keen to look at local small track at Hallett Cove.
- Funding model – advance conversations with State Government for funding with quarter contributions from City of Marion and City of Onkaparinga.
- Is there an opportunity of some smaller pump tracks or freestyle tracks? Yes, however there are a number of current tracks available in the State.
- Youth grants – two gentlemen looking to develop pump tracks.
- Where does this concept design sit with UCI standards? – this track with be at the principle of UCI standards. Current design has two straights for most of the track a Pro-straight track and one for intermediate users for children aged 4 and over.
- Downfalls of Major's Road site – Wind, ground conditions.
- Are there other sports the cohabit currently? No examples were provided.

7.35pm Cr Kerry left room at meeting was suspended for want of a quorum.

7.40pm Cr Kerry re-entered and the meeting was resumed.

- Can general members have access at any time to tracks? – Risks associated with start gates and damage to tracks without fences doesn't make it feasible. Motor bike damage is the greatest risk.
- South Australia BMX - Come and try program
- Issues with Residents starting gate and PA noise- yes they felt so. Remove start hill, existing track could stay if Council would like to move. BMX volunteers would maintain current site if council wanted it to remain as they currently do.
- Mini wheelers – in last two straights completion's and will train in pump tracks.

Meeting Adjournment

The Chair sought and was granted leave of the meeting to have a 5 minute adjournment.

7.50pm meeting adjourned

7.56pm meeting resumed

4. MEMBERS DECLARATION OF INTEREST

The Chair asked if any Member wished to disclose an interest in relation to any item being considered at the meeting.

5. CONFIRMATION OF MINUTES

Moved Councillor Pfeiffer, Seconded Councillor Kerry that the minutes of the Infrastructure Committee meeting held on 1 March 2016 is confirmed as a true and correct record of proceedings.

Carried unanimously

6. BUSINESS ARISING

The statement identifying business arising from the previous meetings of the Committee was reviewed and progress achieved against identified actions noted.

No comments were made on the matters arising.

7. REPORTS

Subject: Streetscape Project
Report Reference: IC030516R7.1

The Committee raised and discussed the following points:

- General Council Report deferred from 26 April 2016
- What streets could be considered for upgrades?- Main Roads, Play Spaces etc
- Community consultation who did that go out to? – Making Marion standard with Policy consultation. A detailed report will come back to Council.
- Roundabouts on pg. 124 relates only to streetscaping and upgrading of roundabouts
- This project is not just about doing a couple of great upgrades it's about Service standards across whole of city using capital works budget. Look at aligning the works programs more effectly.

Moved Councillor Pfeiffer, Seconded Councillor Kerry that the Infrastructure Committee:

1. Note the Progress Report

Carried unanimously

Subject: Community Energy
Report Reference: IC030516R7.2

Moved Councillor Kerry, Seconded Councillor Pfeiffer that the Infrastructure Committee:

1. Note the Progress Report (no recommendation in report)

Carried unanimously

Subject: Sports Infrastructure Project
Report Reference: IC030516R7.3

The Committee raised and discussed the following points:

- Edwardstown Oval – Awaiting National Stronger Regions Fund Round 3 announcement regarding funding. Lobbying with Federal Ministers by Mayor and Chief Executive Officer in progress. Shadow Finance Minister has visited site.
- BMX – no further discussion. Add project milestone table to future reports.

- Mitchell Park – Council to select a preferred option at special council meeting May 10th 2016. Asked for clarification on 'hold points' in project milestone table.
- Soccer- Still seeking land. Very clear on demand in Southern area. Future Islamic College could be a potential site.

Moved Councillor Pfeiffer, Seconded Councillor Kerry that the Infrastructure Committee:

1. Notes the summary report of current major projects under development.

Carried unanimously

Subject: Capital Works Overview
Report Reference: IC030516R7.4

Moved Councillor Kerry, Seconded Councillor Pfeiffer that the Infrastructure Committee:

1. Notes the overview of the City of Marion's Capital Works program.

Carried unanimously

Subject: Asset Consolidation
Report Reference: IC030516R7.5

Moved Councillor Kerry, Seconded Councillor Pfeiffer that the Infrastructure Committee:

1. Notes the overview of the City of Marion's Asset Consolidation project.

Carried unanimously

8. CONFIDENTIAL ITEMS

Nil

9. ANY OTHER BUSINESS

The Committee raised and discussed the following points:

- Thanked staff for preparing reports as asked, look continually at the value of the committee.
- Next meeting will be a Workshop discussion of Strategic discussion - open to all councillors.

10. MEETING CLOSURE

The meeting was declared closed at 8.20pm

11. NEXT MEETING

The next meeting of the Infrastructure Committee is scheduled to be held on:

Time: 6:30 pm

Date: 5 July 2016

Venue: To be Advised

CONFIRMED

.....

CHAIRPERSON

/ /

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: David Harman, Financial Accountant

Corporate Manager: Ray Barnwell, Manager Finance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Finance Report – March 2016

Report Reference: GC240516R04

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

This report provides Council with information relating to the management of financial resources under its control as at March 2016. This report is one of a series of reports designed to assist Council in achieving and maintaining a financially sustainable position. Other reports assisting in this process include the Quarterly Budget Reviews and the Long Term Financial Plan.

It is considered appropriate that financial information regarding Major Projects be presented on a monthly basis in this report. Financial information regarding Major Projects will also be summarised in the quarterly Major Project reports. The principles used for assessment of reportable projects are according to the following criteria:

- Council has agreed to proceed with the project and approved a Section 48 Prudential Report.
- The Whole Of Life Cost is greater than \$4 million dollars (including grant assisted projects).
- Has a project life of more than 12 months.

According to the above criteria, the Cove Civic Centre and the City Services Redevelopment projects qualify and are included in Section 2 of this report.

RECOMMENDATION (1)

DUE DATES

That Council:

- 1. Receive the report “Finance Report – March 2016”.**

24 May 2016

BACKGROUND

This report is presented on a monthly basis to provide Elected Members with key financial information to assist in monitoring Council's financial performance.

DISCUSSION:

Appendix 1 contains a financial report to identify Council's performance against budget utilising a "Funding Statement". It provides a review against all of the elements contained within the Statement of Comprehensive Income and Statement of Financial Position that are adopted as part of the Annual Budget Report.

The following reports are included:

(1) Major Projects

Section 48 approved Projects

- (a) Cove Civic Centre (CCC)
- (b) City Services Redevelopment

(2) Funding Statement – Actual versus Budget (Appendix 1)

(3) Debtors Reports for Sundry Debtors and Rates Debtors (Appendix 2)

(1) Major Projects**(a) Cove Civic Centre**

	2015/16 Actual + Committ YTD 31/03/2016	2015/16 Budget	Project Cost At Completion
Income			
Federal Budget Grant 2011-12 Contribution			3,400,000
Total Income			3,400,000
Expenditure			
Operating	-	-	-
Capital Construction	(648,074)	(2,291,025)	(13,400,000)
Total Expenditure	(648,074)	(2,291,025)	(13,400,000)
Project Result Surplus/(Deficit)	(648,074)	(2,291,025)	(10,000,000)

The net deficit forecast will be funded in the following manner:

Funded By :	\$
(Over Project Life)	
Operating Revenue	1,000,000
Fixed Term Loan	9,000,000
	10,000,000

Construction of the Cove Civic Centre was originally forecast to commence in 2010/11. At the 13 November 2012 Council Meeting, a Section 48 Prudential report (GC131112R01) was considered and adopted by Council.

Following Councils support of a design-led approach which provided greater certainty regarding design and project costs construction commenced in late October 2013. With construction completed in late July 2015 the Centre was officially opened on 1 August 2015.

The Federal Government provided \$3.4 million which was received in June 2012 as a contribution to the Cove Civic Centre Budget with the balance being funded through fixed term loan funding.

(b) City Services Redevelopment

	2015/16 Actual + Committ YTD 31/03/2016	2015/16 Budget	Project Cost At Completion
Income			
Total Income			-
Expenditure			
Operating	-	-	-
Capital Construction	(3,530,852)	(3,906,369)	(14,332,000)
Total Expenditure	(3,530,852)	(3,906,369)	(14,332,000)
Project Result Surplus/(Deficit)	(3,530,852)	(3,906,369)	(14,332,000)

The net deficit forecast will be funded in the following manner:

Funded By : (Over Project Life)	\$
Operating Revenue	1,732,000
Savings from 2014/15	2,914,000
Fixed Term Loan	9,686,000
	14,332,000

The City Services Redevelopment design work commenced in 2011/12, with tendering for the project commencing in March 2014. Following the completion of the tender process, Council unanimously approved the awarding of the construction contract for the redevelopment to Badge Constructions (SGC190814F01). The building was officially opened in September 2015 with site works expected to be completed during late 2015.

On the 11 February 2014 (GC110214R04) Council approved the change in allocated funding for this project of up to \$14.332m.

On the 25 March 2014 (GC250314R01) Council approved loan funding of up to \$12.6m to be taken out for this project. On 8 December 2015 (GC081215R08) Council resolved to reduce this amount by the remainder of the identified once-off savings from the 2014/15 audited financial statements (\$2.914m), bringing the maximum loan funding required for this project down to \$9.686m.

Council has also agreed that it will consider a report on the timing and methodology for disposal of any surplus land following completion of the project.

INTERNAL ANALYSIS

Financial Implications:

This report is an information report only and has no direct financial implications.

CONCLUSION:

The main monthly reporting focus is to report the “Actual versus Budget” position to enable regular monitoring of Council’s financial performance. Major Projects require regular reporting and monitoring by Council to ensure prudent financial management is maintained.

Appendix 1: Funding Statement & Graphs – Actual versus Budget.

Appendix 2: Sundry Debtors & Rates Debtors Report

APPENDIX 1

(2) Funding Statement – Actual versus Budget

The Funding Statement provides a view of Council's financial performance against the approved budget and is consistent with the information provided at budget reviews. It provides a review against all of the elements contained within the Statement of Comprehensive Income and the Statement of Financial Position that are adopted as part of the Annual Budget Report. It details Council's:

Statement of Comprehensive Income -

The operating result is recognised as one of Council's key financial indicators. The budget framework includes a commitment to its ongoing Financial Sustainability maintaining an Operating Surplus Ratio of between 0% and 5%, on average over each five year period, which for 2015/16 means a targeted operating surplus of between \$0 and \$3.420m.

Comment: Council currently has a net operating surplus result of \$8.001m before capital revenues, against a year to date forecast budget of \$5.161m surplus. This position is detailed in the attached Funding Statement and variation notes.

Capital Budget -

The Capital Budget is linked to Council's key financial indicator – "Asset Sustainability Ratio" and an actual to budget comparison reflects Council's progress in achieving its Capital program.

Comment: The actual to budget position reveals that 79.43% of the year to date Capital Renewal Budget has been spent or committed.

The actual progress to date of Council's full Capital New and Renewal Expenditure program is detailed by asset class in the attached graphs, with the exception of major projects which have previously been detailed in this report.

Loans -

The loans component of the Funding Statement identifies any new proposed loan receipts or principal payments. Council's borrowings are included in Council's key financial indicator – "Net Financial Liabilities" which reflects Council's total indebtedness.

Comment: New borrowings of up to \$6.164m are included in the 2015/16 budget as part of the funding for Council's Major Projects. Principal repayments of \$1.671m mean that the overall loan liability balance is forecast to increase by \$4.493m.

Reserves & Cash -

Various fund movements such as surplus budget review results, unspent grants and carryover projects at year end are reflected as transfers to reserves, whilst utilisation of reserve funds are recognised as transfers from reserves.

Cash may be utilised to fund expenditure within the context of Treasury Management to ensure loans are not drawn down where temporary cash holdings are available.

Comment: Major movements in Net Transfers from Reserve of \$4.262m include the following:

Transfers to Reserve

Urban Tree Fund	\$ 10k
Asset Sustainability Reserve	\$ 5,609k
Grants and Carryovers Reserve	\$ 2,465k

Transfers from Reserve

Grants and Carryovers Reserve	(\$ 11,972k)
Asset Sustainability Reserve - General	(\$ 9k)
Asset Sustainability Reserve – CFPP*	(\$ 365k)

A net cash surplus of \$89k is forecast to occur in 2015/16 of which \$401k relates to budget adjustments funded from 2014/15 annual savings. This results in an underlying funding surplus for 2015/16 of \$490k.

**Funding Statement
against Second Budget Review
as at 31 March 2016**

Original Adopted Budget \$'000		YTD Actual + Committ \$'000	YTD Budget \$'000	YTD Variance \$'000		Annual Budget \$'000	Note
	Operating Revenue						
70,058	Rates	52,625	52,620	5	F	69,981	
1,630	Statutory Charges	1,402	1,310	92	F	1,746	
1,633	User Charges	1,427	1,150	277	F	1,726	A
6,024	Operating Grants & Subsidies	4,953	3,884	1,069	F	5,790	B
270	Investment Income	382	382	-	-	677	
770	Reimbursements	611	577	34	F	765	
536	Other Revenues	426	364	62	F	549	
315	Net gain - SRWRA	-	-	-	-	315	
81,236		61,826	60,287	1,539	F	81,549	
	Operating Expenses						
32,139	Employee Costs	22,794	23,218	424	F	32,275	C
14,561	Contractual Services	12,629	12,801	172	F	18,228	D
4,668	Materials	3,309	3,533	224	F	4,643	E
1,343	Finance Charges	320	320	-	-	718	
13,821	Depreciation	10,387	10,366	(21)	U	13,821	
6,104	Other Expenses	4,386	4,888	502	F	6,372	F
72,636		53,825	55,126	1,301	F	76,057	
8,600	Operating Surplus/(Deficit) before Capital Revenues	8,001	5,161	2,840	F	5,492	
	Capital Revenue						
-	Capital Grants & Subsidies	-	-	-	U	-	
1,500	Contributed Assets	-	-	-	U	1,500	
-	Gain/(Loss) on Asset Disposal	(264)	-	(264)	U	-	
1,500		(264)	-	(264)	U	1,500	
10,100	Net Surplus/(Deficit) resulting from operations	7,737	5,161	2,576	F	6,992	
13,821	add Depreciation	10,387	10,366	21		13,821	
(315)	less Share of Profit SRWRA (excluding dividend)	-	-	-		(315)	
23,606	Funding available for Capital Investment	18,124	15,527	2,597	F	20,498	
	Capital						
13,057	less Capital Expenditure - Renewal	8,069	10,158	2,089	F	13,943	G
6,504	less Capital Expenditure - New	7,893	8,640	747	F	13,721	H
1,500	less Capital - contributed assets	-	-	-	U	1,500	
2,545	Net Overall lending/(borrowing)	2,162	(3,271)	5,433	F	(8,666)	

Original Adopted Budget \$'000		YTD Actual + Committ \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Note
Funded by						
Loans						
5,388	Loan Principal Receipts (Net)	-	-	-	-	6,164
-	Loan Receipts/(Payments) from Sporting Clubs (Net)	-	-	-	-	-
2,314	less Loan Principal Repayments	911	911	-	-	1,671
3,074	Loan Funding (Net)	(911)	(911)	-	-	4,493
Movement in level of cash, investments and accruals						
-	Cash Surplus/(Deficit) funding requirements	5,523	90	5,433		89
(5,619)	less Reserves (Net)	4,272	4,272	-		4,262
5,619	Cash/Investments/Accruals Funding	1,251	(4,182)	5,433		(4,173)
(2,545)	Funding Transactions	(2,162)	3,271	(5,433)	F	8,666

I

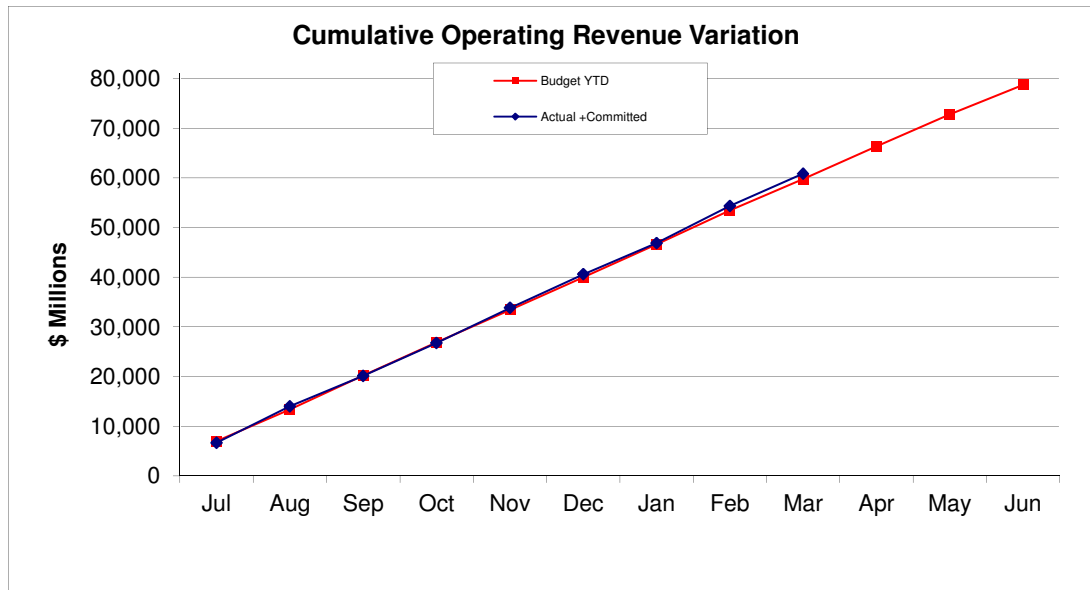
Variation Notes

A	User Charges	Favourable \$277k	Predominantly reflects budget timing variations with regards to Admission Charges (\$182k) relating to the Marion Outdoor Pool.
B	Operating Grants & Subsidies	Favourable \$1,069k	Predominantly reflects budget timing variations with regards to grants received for Roads 2 Recovery (\$771k), and Grants Commission (\$135k).
C	Employee Costs	Favourable \$424k	Predominantly reflects savings from temporarily vacant positions and budget timing variations. Further analysis is being carried out to provide further clarity on savings from temporarily vacant positions and this will be provided separately to Council in due course.
D	Contractual Services	Favourable \$172k	Reflects budget timing variations with regards to a number of areas, none of which are individually significant.
E	Materials	Favourable \$224k	Predominantly reflects budget timing variations with regards to Electricity (\$183k).
F	Other Expenses	Favourable \$502k	Reflects budget timing variations with regards to training (\$163k) and a number of other areas, none of which are individually significant.
G	Capital Expenditure (Renewal)	Favourable \$2,089k	Predominantly reflects budget timing variations in regards to fleet replacement (\$1,150k) and City Services Redevelopment (\$556k).
H	Capital Expenditure (New)	Favourable \$747k	Predominantly reflects budget timing variations in regards to the Cove Civic Centre works.
I	Funding Transactions	Favourable \$5,433k	The variance in cash/investments/accruals funding is attributable to the corresponding net overall lending/(borrowing) position.

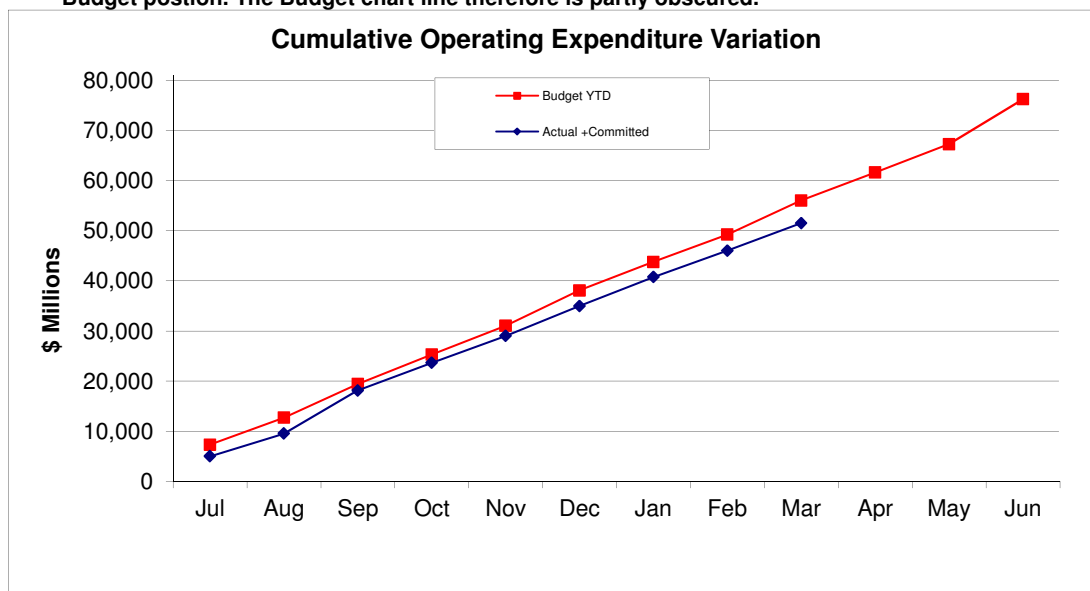
The above comments referring to budget timing variations are where some monthly budget estimates are not reflective of the actual expenditure patterns as at the reporting date.

Note: The progress to date of Capital Expenditure programs (New and Renewal) is detailed in the attached graphs, noting that where no budget exists in the initial months this is primarily due to certain types of capital works that cannot be carried out during periods of inclement weather.

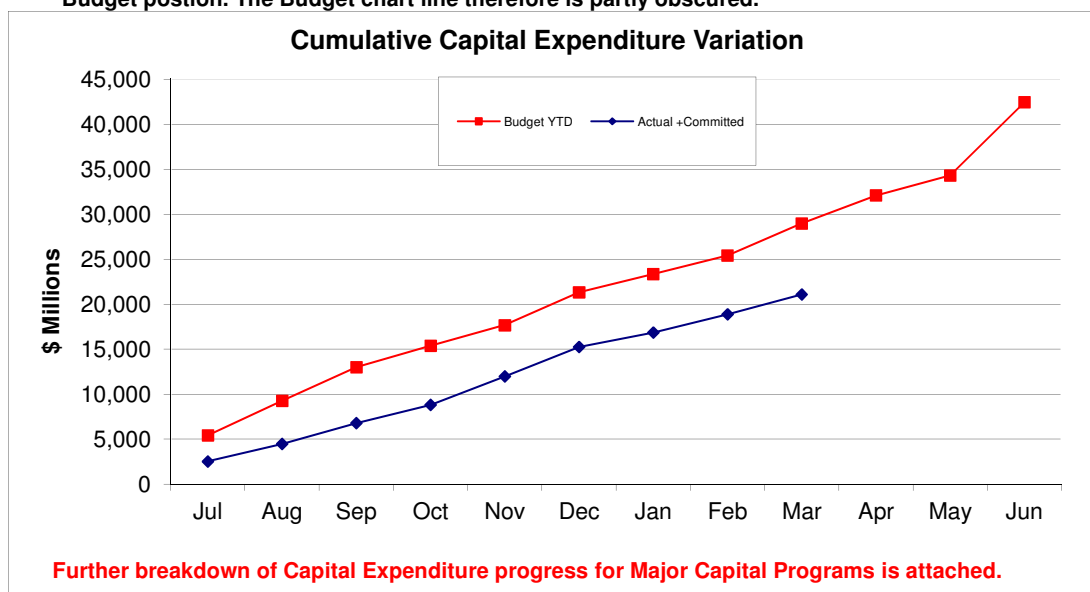
Funding Statement Cumulative Position - 2014/15

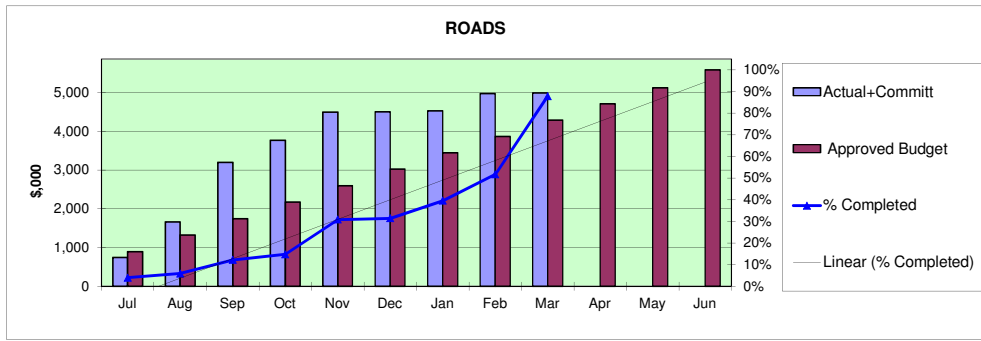


Note - The Year to Date Actual + Committed position result is accurately aligned to the Year to Date Budget position. The Budget chart line therefore is partly obscured.

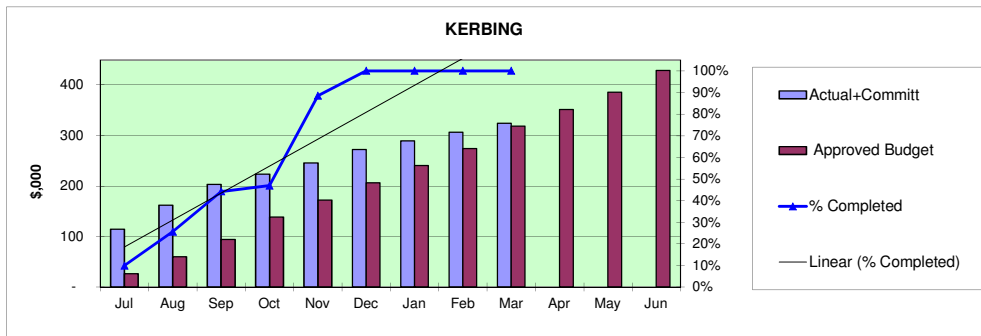


Note - The Year to Date Actual + Committed position result is accurately aligned to the Year to Date Budget position. The Budget chart line therefore is partly obscured.

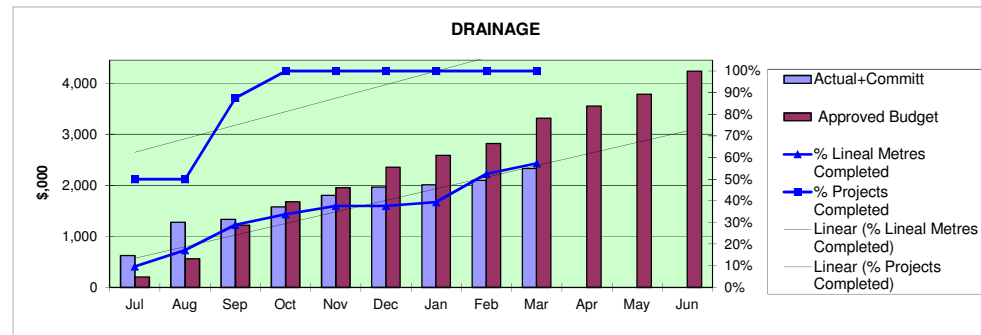




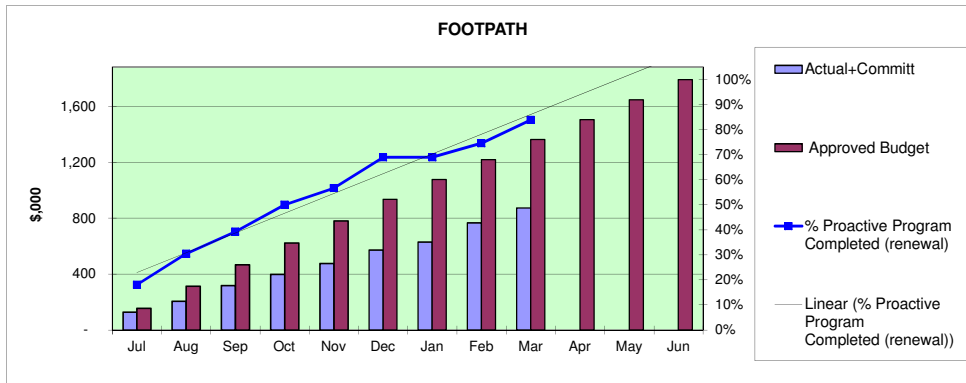
Program commenced, 88% complete and on track.
 • The square metre target has increased by 8.5% (34,467 square metres) over the original target due to the receipt of additional Roads to Recovery funding.



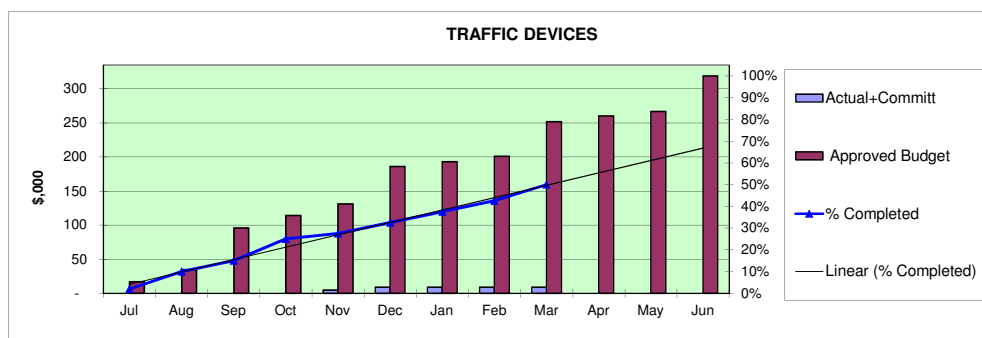
Program 100% complete.
 • This target has been increased by 100m due to the additional road seals with all works now being completed.



Linear metre program: 57% complete and progressing well.
 • Nannagai Drive, Radstock Avenue stage 2, Brigalow/Mulga and Newland Avenue/Jervois Terrace completed.
 • Farne Terrace, Pindee Street, First Street, Maxwell Terrace, Towers Terrace, Panton/Whiteleaf Crescent and Crozier Terrace in progress.
 Drainage projects: 2 of 2 completed.
 • West Street and Coolah Terrace completed.

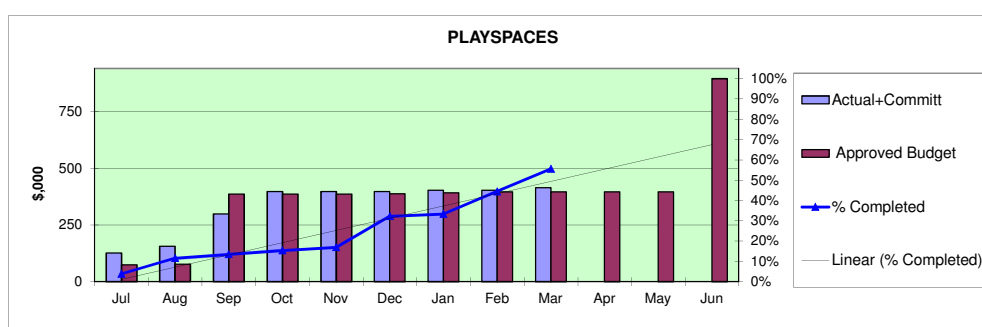


Proactive program commenced, 63% complete and on track.



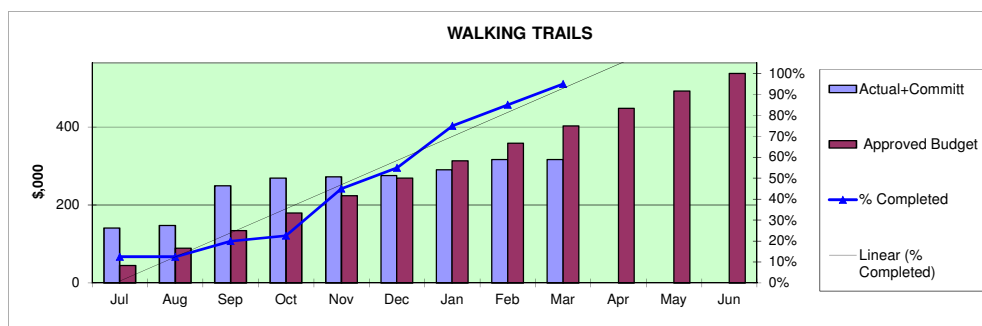
Program commenced, 50% complete.

- Council resolved to engage a consulting engineer to identify another costed option for George Street/Dwyer Road treatments.
- Construction of Railway Terrace is 95% complete and Quailo Avenue path is 95% complete, noting budget for these projects is spread across multiple infrastructure categories.



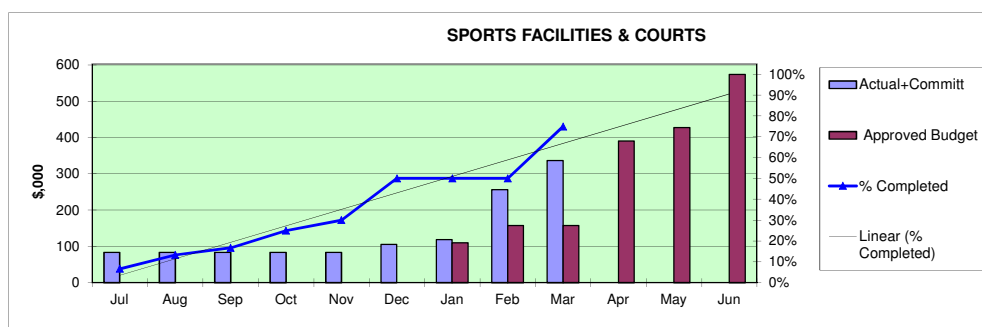
Program commenced, 56% complete, Playspace strategy is currently under review and the original target will need to be revised.

- Plympton Oval and Edwardstown Oval completed.
- Touched by Olivia Foundation: Final Draft Concept being prepared in response to consultation with community and targeted stakeholders.



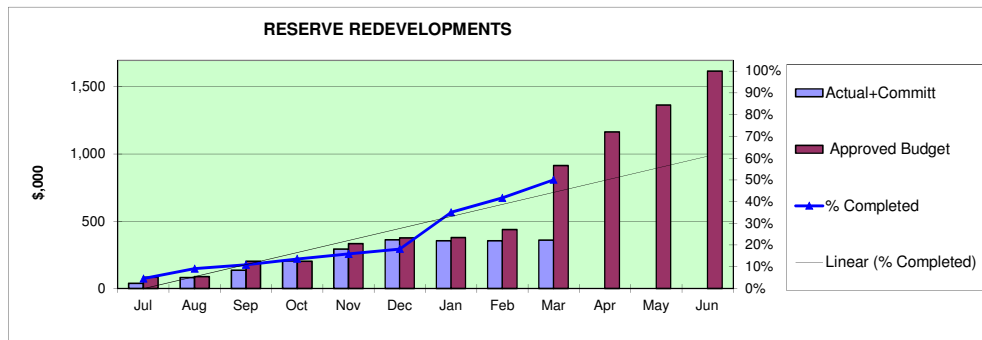
Program commenced, 95% complete and on track.

- Integrated Path Hallett Cove, Railway Terrace in progress.



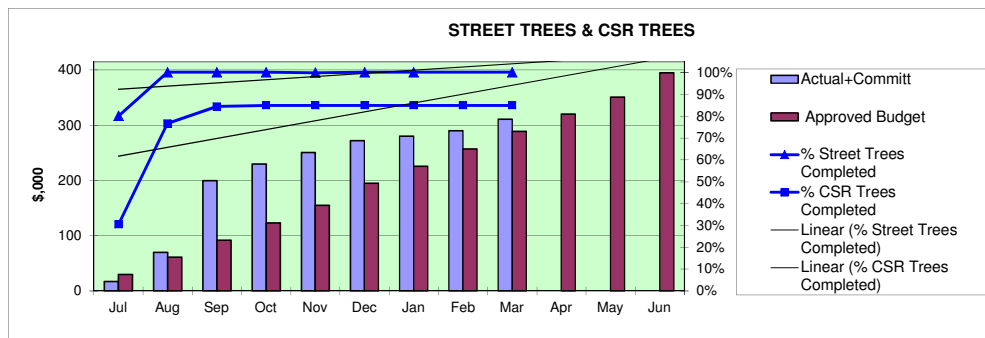
Program commenced, 75% complete.

- Edwardstown Oval courts have opened and are under contracted maintenance.
- Grant funding body has approved reallocation of funds from Edwardstown Oval velodrome to be used on extra lighting.



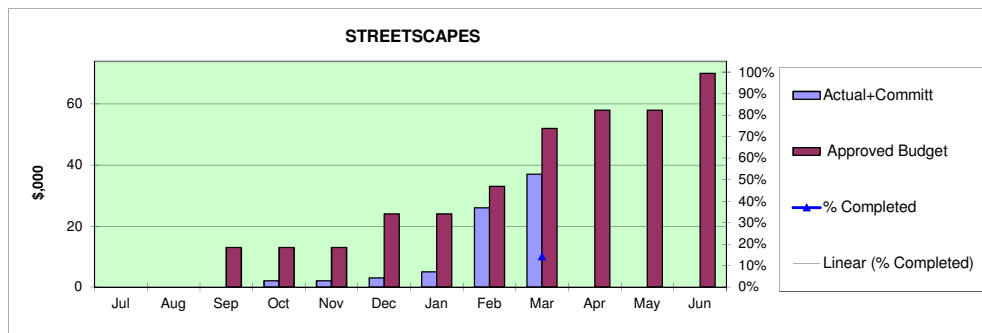
Program commenced, 50% complete, original target is expected to be reduced due to the need to retime a number of projects into future periods.

- Oaklands Recreation Park completed.
- Trott Park Dog Park, Jervois Street Reserve, Mitchell Park Fitness Trail in progress.

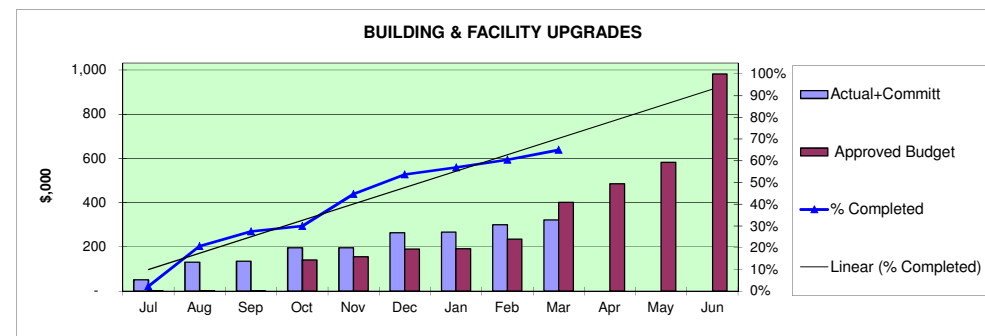


Program commenced, Street tree plantings 100%, CSR plantings 85% complete and on track.

- Target plantings, Street trees 1,400, CSR trees 400, total 1,800.
- Significant plantings, including tube stock, has been carried out to reduce Nursery stock holdings.



Program commenced, 14% complete and on track.



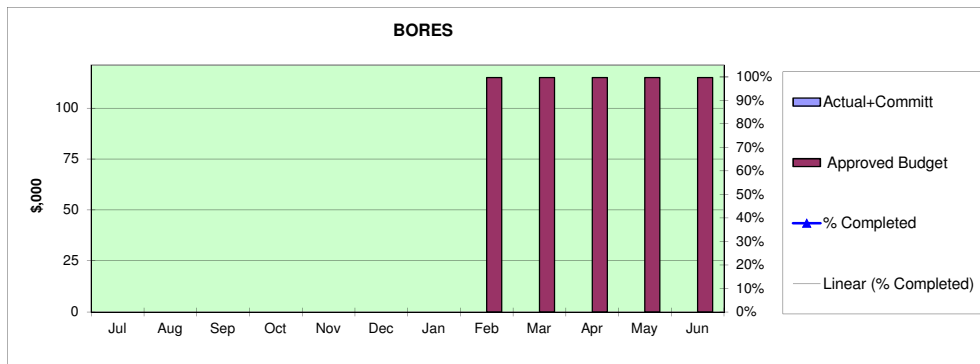
Program commenced, 65% complete.

Completed

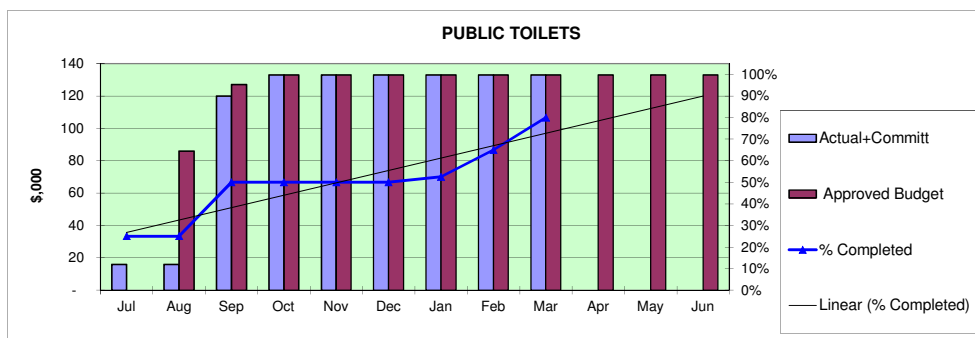
- Marion Outdoor Pool filtration pipe and compressor baffles.
- MCC office fitout and furniture.
- Asbestos removal at 17 Margaret Street Glandore.
- Cove Sports Club drive reseal.
- Marion Bowling Club roof replacement.
- Glandore Community Centre fascia replacement.
- Active Elders toilet upgrade.
- Harcourt Gardens DDA.

In Progress

- Warradale Tennis Club DDA and kitchen replacement.
- Marion Outdoor Pool shade sail replacement and access lift DDA.
- Administration building signage replacement and smart boards.
- Coastal Walking trail upgrade.

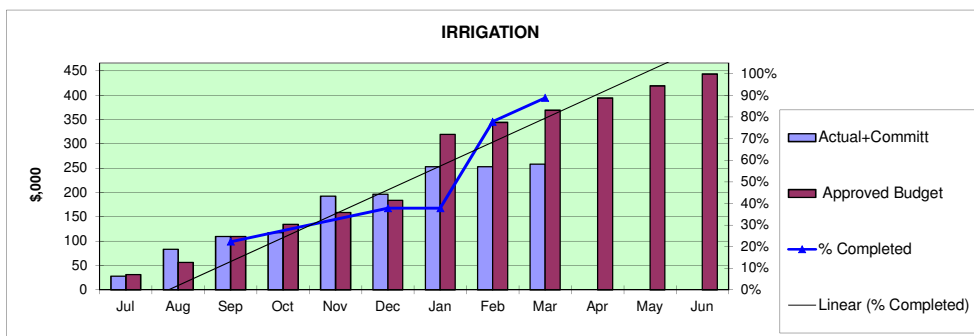


Bore audit commenced, programmed works are dependant upon outcome of final report.



Original program completed, target increased with addition of Oaklands Estate Reserve project.

- Southbank Boulevard Exceloo installed and opened to public 1 October 2015.
- Oaklands Estate Exceloo installed on site, electricity scheduled to be connected in April, with demolition of old facility to follow.



Program commenced, 89% complete and on track. Adjusted due to increase in projects.

- Oaklands Estate Reserve and Hallett Cove Soccer completed.
- Marion Bowling Club, Ascot Park Bowling Club, Hamilton Reserve, Chittleborough, George and Maldon connected and ready for testing.

Sundry Debtors Report - Aging report as at 31 March 2016

Appendix 2

Debtor	Total Balance	Current	30 Days	60 Days	90 Days	90+ Days	Percentage of total 90+ day balance	Comments for 90+ Day balances
General Total	6,653.99	586.00	.00	2,722.39	.00	3,345.60	7%	Made up of 5 out of 7 debtors.
Hire of Council Facilities Total	7,162.19	2,935.49	170.00	100.00	1,320.00	2,636.70	6%	Made up of 7 out of 13 debtors in this category, with none individually significant.
Land Clearing Total	1,021.18	.00	.00	.00	730.98	290.20	1%	Made up of 1 out of 3 debtors - final demand letter sent awaiting response.
Sporting Clubs & Other Leases Total	74,791.39	36,545.57	7,454.98	26,460.86	160.43	4,169.55	9%	Made up of 2 out of 40 debtors in this category. These two accounts are on payment plans which are currently being met with \$1,200.00 since paid in April.
Extra Works Total	51,762.50	24,935.00	.00	775.00	8,160.00	17,892.50	40%	Made up of 10 out of 25 debtors in this category, with 4 of these totalling \$9,490.00 relating to works not commenced, awaiting payment. One account is on a payment plan which is currently being met, with \$500.00 since paid in April.
Swim Centre Debtors Total	26,174.65	21,266.85	3,471.60	504.00	740.60	191.60	0%	Made up of 1 out of 28 debtors.
Grants & Subsidies Total	98,450.00	90,200.00	.00	.00	.00	8,250.00	18%	Made up of 2 out of 6 debtors.
Environmental Health Total	13,046.06	6,143.56	1,497.00	581.50	246.00	4,578.00	10%	Made up of 36 out of 91 debtors in this category, with none individually significant.
Impoundment	135.00	.00	.00	.00	.00	135.00	0%	Made up of one debtor.
Tree Funds Total	4,218.84	527.00	.00	.00	918.00	2,773.84	6%	Made up of 10 out of 14 debtors in this category, with none individually significant.
Living Kaurna Cultural Centre	2,970.00	860.00	1,296.00	.00	228.00	586.00	1%	Made up of 2 out of 12 debtors.
Marion Cultural Centre Total	7,201.70	5,264.90	1,796.80	.00	140.00	.00	0%	
Total	293,587.50	189,264.37	15,686.38	31,143.75	12,644.01	44,848.99		
Total Aging Profile		64%	5%	11%	4%	15%		

Category	Description
General	Anything that does not fit into one of the below categories.
Hire of Council Facilities	For hire of rooms in Neighbourhood Centres, etc - usually charged out at an hourly rate. Also includes cultural workshops and tours.
Land Clearing	Relates to the clearing of vacant land
Sporting Clubs & Other Leases	Rent, electricity, water, maintenance, etc charged out to lessees.
Extra Works	For repairs or modifications to infrastructure (footpaths, kerbs, driveway inverts). Can be at resident request.
Swim Centre Debtors	Outdoor Swimming Centre - used for lane hire, school visits, etc
Grants & Subsidies	Government grants and subsidies
Environmental Health	Food Inspection fees
Impoundment	Used for Vehicle Impoundment fees.
Tree Funds	Includes contribution from residents and/or developers for the removal and/or replacement of Council Street Trees and significant trees.
Living Kaurna Cultural Centre	Relates to programs run through the LKCC
Marion Cultural Centre	For invoices relating to the Marion Cultural Centre

Rates Report - Collection of Rates to 31 March 2016

ANALYSIS OF OUTSTANDING RATES AS AT 31 MARCH 2016

	<u>Note</u>		% of Total Annual Rates
CURRENT	1	\$ 14,228,279	20.3%
OVERDUE	2	\$ 1,511,980	2.2%
ARREARS	3	\$ 841,533	1.2%
POSTPONED	4	\$ 108,840	0.2%
LEGALS	5	\$ 31,933	0.0%
		\$ 16,722,566	23.9%
TOTAL ANNUAL RATES FOR 2015/16		\$ 69,988,000	

Note 1: Current

Current rates represent the total amount of rates levied in the current financial year that are not yet due for payment. For example at 1st January this represents Quarter 3 & Quarter 4 rates unpaid.

Note 2: Overdue

Overdue rates represent rates levied in the current financial year that remain unpaid past their due payment date. For example on 1st January, this represents rates from Quarter 1 and Quarter 2 that remain unpaid.

Note 3: Arrears

Rates in arrears represent rates and charges levied in previous financial years that remain unpaid .

Note 4: Postponed

Postponed rates represent any rates amount due by seniors that have been granted a deferral, until the eventual sale of their property, as allowable under the Local Government Act. Interest is charged on these deferred rates and is recoverable when the property is sold.

Note 5: Legals

Legals represent any legal fees, court costs that have been incurred by Council in the collection of rates in the current financial year. These amounts represent costs that have been on-charged to the defaulting ratepayers and are currently outstanding.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: David Harman, Financial Accountant

Corporate Manager: Ray Barnwell, Manager Finance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Finance Report – April 2016

Report Reference: GC240516R05

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

This report provides Council with information relating to the management of financial resources under its control as at April 2016. This report is one of a series of reports designed to assist Council in achieving and maintaining a financially sustainable position. Other reports assisting in this process include the Quarterly Budget Reviews and the Long Term Financial Plan.

It is considered appropriate that financial information regarding Major Projects be presented on a monthly basis in this report. Financial information regarding Major Projects will also be summarised in the quarterly Major Project reports. The principles used for assessment of reportable projects are according to the following criteria:

- Council has agreed to proceed with the project and approved a Section 48 Prudential Report.
- The Whole Of Life Cost is greater than \$4 million dollars (including grant assisted projects).
- Has a project life of more than 12 months.

According to the above criteria, the Cove Civic Centre and the City Services Redevelopment projects qualify and are included in Section 2 of this report.

RECOMMENDATIONS (1)

DUE DATES

That Council:

1. Receive the report “Finance Report – April 2016”.

24 May 2016

BACKGROUND

This report is presented on a monthly basis to provide Elected Members with key financial information to assist in monitoring Council's financial performance.

DISCUSSION:

Appendix 1 contains a financial report to identify Council's performance against budget utilising a "Funding Statement". It provides a review against all of the elements contained within the Statement of Comprehensive Income and Statement of Financial Position that are adopted as part of the Annual Budget Report.

The following reports are included:

(1) Major Projects

Section 48 approved Projects

- (a) Cove Civic Centre (CCC)
- (b) City Services Redevelopment

(2) Funding Statement – Actual versus Budget (Appendix 1)

(3) Debtors Reports for Sundry Debtors and Rates Debtors (Appendix 2)

(1) Major Projects**(a) Cove Civic Centre**

	2015/16 Actual + Committ YTD 30/04/2016	2015/16 Budget	Project Cost At Completion
Income			
Federal Budget Grant 2011-12 Contribution			3,400,000
Total Income			3,400,000
Expenditure			
Operating	-	-	-
Capital Construction	(648,314)	(1,387,543)	(13,400,000)
Total Expenditure	(648,314)	(1,387,543)	(13,400,000)
Project Result Surplus/(Deficit)	(648,314)	(1,387,543)	(10,000,000)

The net deficit forecast will be funded in the following manner:

Funded By :	\$
(Over Project Life)	
Operating Revenue	1,000,000
Fixed Term Loan	9,000,000
	10,000,000

Construction of the Cove Civic Centre was originally forecast to commence in 2010/11. At the 13 November 2012 Council Meeting, a Section 48 Prudential report (GC131112R01) was considered and adopted by Council.

Following Councils support of a design-led approach which provided greater certainty regarding design and project costs construction commenced in late October 2013. With construction completed in late July 2015 the Centre was officially opened on 1 August 2015.

The Federal Government provided \$3.4 million which was received in June 2012 as a contribution to the Cove Civic Centre Budget with the balance being funded through fixed term loan funding.

(b) City Services Redevelopment

	2015/16 Actual + Committ YTD 30/04/2016	2015/16 Budget	Project Cost At Completion
Income			
Total Income			-
Expenditure			
Operating	-	-	-
Capital Construction	(3,541,384)	(3,906,369)	(14,332,000)
Total Expenditure	(3,541,384)	(3,906,369)	(14,332,000)
Project Result Surplus/(Deficit)	(3,541,384)	(3,906,369)	(14,332,000)

The net deficit forecast will be funded in the following manner:

Funded By :	\$
(Over Project Life)	
Operating Revenue	1,732,000
Savings from 2014/15	2,914,000
Fixed Term Loan	9,686,000
	14,332,000

The City Services Redevelopment design work commenced in 2011/12, with tendering for the project commencing in March 2014. Following the completion of the tender process, Council unanimously approved the awarding of the construction contract for the redevelopment to Badge Constructions (SGC190814F01). The building was officially opened in September 2015 with site works expected to be completed during late 2015.

On the 11 February 2014 (GC110214R04) Council approved the change in allocated funding for this project of up to \$14.332m.

On the 25 March 2014 (GC250314R01) Council approved loan funding of up to \$12.6m to be taken out for this project. On 8 December 2015 (GC081215R08) Council resolved to reduce this amount by the remainder of the identified once-off savings from the 2014/15 audited financial statements (\$2.914m), bringing the maximum loan funding required for this project down to \$9.686m.

Council has also agreed that it will consider a report on the timing and methodology for disposal of any surplus land following completion of the project.

INTERNAL ANALYSIS

Financial Implications:

This report is an information report only and has no direct financial implications.

CONCLUSION:

The main monthly reporting focus is to report the “Actual versus Budget” position to enable regular monitoring of Council’s financial performance. Major Projects require regular reporting and monitoring by Council to ensure prudent financial management is maintained.

Appendix 1: Funding Statement & Graphs – Actual versus Budget.

Appendix 2: Sundry Debtors & Rates Debtors Report

APPENDIX 1

(2) Funding Statement – Actual versus Budget

The Funding Statement provides a view of Council's financial performance against the approved budget and is consistent with the information provided at budget reviews. It provides a review against all of the elements contained within the Statement of Comprehensive Income and the Statement of Financial Position that are adopted as part of the Annual Budget Report. It details Council's:

Statement of Comprehensive Income -

The operating result is recognised as one of Council's key financial indicators. The budget framework includes a commitment to its ongoing Financial Sustainability maintaining an Operating Surplus Ratio of between 0% and 5%, on average over each five year period, which for 2015/16 means a targeted operating surplus of between \$0 and \$3.419m.

Comment: Council currently has a net operating surplus result of \$9.118m before capital revenues, against a year to date forecast budget of \$7.403m surplus. This position is detailed in the attached Funding Statement and variation notes.

Capital Budget -

The Capital Budget is linked to Council's key financial indicator – "Asset Sustainability Ratio" and an actual to budget comparison reflects Council's progress in achieving its Capital program.

Comment: The actual to budget position reveals that 81.89% of the year to date Capital Renewal Budget has been spent or committed.

The actual progress to date of Council's full Capital New and Renewal Expenditure program is detailed by asset class in the attached graphs, with the exception of major projects which have previously been detailed in this report.

Loans -

The loans component of the Funding Statement identifies any new proposed loan receipts or principal payments. Council's borrowings are included in Council's key financial indicator – "Net Financial Liabilities" which reflects Council's total indebtedness.

Comment: New borrowings of up to \$5.260m are included in the 2015/16 budget as part of the funding for Council's Major Projects. Principal repayments of \$1.671m mean that the overall loan liability balance is forecast to increase by \$3.589m.

Reserves & Cash -

Various fund movements such as surplus budget review results, unspent grants and carryover projects at year end are reflected as transfers to reserves, whilst utilisation of reserve funds are recognised as transfers from reserves.

Cash may be utilised to fund expenditure within the context of Treasury Management to ensure loans are not drawn down where temporary cash holdings are available.

Comment: Major movements in Net Transfers from Reserve of \$3.017m include the following:

Transfers to Reserve

Urban Tree Fund	\$ 10k
Asset Sustainability Reserve	\$ 5,609k
Grants and Carryovers Reserve	\$ 3,710k

Transfers from Reserve

Grants and Carryovers Reserve	(\$ 11,972k)
Asset Sustainability Reserve - General	(\$ 9k)
Asset Sustainability Reserve – CFPP*	(\$ 365k)

A net cash surplus of \$975k is forecast to occur in 2015/16 of which \$401k relates to budget adjustments funded from 2014/15 annual savings. This results in an underlying funding surplus for 2015/16 of \$1,376k.

**Funding Statement
against Third Budget Review
as at 30 April 2016**

Original Adopted Budget \$'000		YTD Actual + Committ \$'000	YTD Budget \$'000	YTD Variance \$'000		Annual Budget \$'000	Note
	Operating Revenue						
70,058	Rates	58,430	58,390	40	F	69,959	
1,630	Statutory Charges	1,535	1,450	85	F	1,741	
1,633	User Charges	1,536	1,534	2	F	1,796	
6,024	Operating Grants & Subsidies	5,366	5,010	356	F	5,839	A
270	Investment Income	541	541	-	-	702	
770	Reimbursements	645	708	(63)	U	843	
536	Other Revenues	448	391	57	F	553	
315	Net gain - SRWRA	-	-	-	-	315	
81,236		68,501	68,024	477	F	81,748	
	Operating Expenses						
32,139	Employee Costs	25,189	25,507	318	F	31,833	B
14,561	Contractual Services	14,187	14,245	58	F	17,705	
4,668	Materials	3,568	3,945	377	F	4,727	C
1,343	Finance Charges	320	320	-	-	700	
13,821	Depreciation	11,545	11,563	18	F	13,877	
6,104	Other Expenses	4,574	5,041	467	F	6,278	D
72,636		59,383	60,621	1,238	F	75,120	
8,600	Operating Surplus/(Deficit) before Capital Revenues	9,118	7,403	1,715	F	6,628	
	Capital Revenue						
-	Capital Grants & Subsidies	-	-	-	U	-	
1,500	Contributed Assets	-	-	-	U	1,500	
-	Gain/(Loss) on Asset Disposal	(253)	-	(253)	U	-	
1,500		(253)	-	(253)	U	1,500	
10,100	Net Surplus/(Deficit) resulting from operations	8,865	7,403	1,462	F	8,128	
13,821	add Depreciation	11,545	11,563	(18)		13,877	
(315)	less Share of Profit SRWRA (excluding dividend)	-	-	-		(315)	
23,606	Funding available for Capital Investment	20,410	18,966	1,444	F	21,690	
	Capital						
13,057	less Capital Expenditure - Renewal	8,394	10,250	1,856	F	12,382	E
6,504	less Capital Expenditure - New	8,749	8,683	(66)	U	13,439	
1,500	less Capital - contributed assets	-	-	-	U	1,500	
2,545	Net Overall lending/(borrowing)	3,267	33	3,234	F	(5,631)	

Original Adopted Budget \$'000		YTD Actual + Committ \$'000	YTD Budget \$'000	YTD Variance \$'000		Annual Budget \$'000	Note
Funded by							
Loans							
5,388	Loan Principal Receipts (Net)	-	-	-	-	5,260	
-	Loan Receipts/(Payments) from Sporting Clubs (Net)	-	-	-	-	-	
2,314	less Loan Principal Repayments	911	911	-	-	1,671	
3,074	Loan Funding (Net)	(911)	(911)	-	-	3,589	
Movement in level of cash, investments and accruals							
-	Cash Surplus/(Deficit) funding requirements	5,383	2,149	3,234		975	
(5,619)	less Reserves (Net)	3,027	3,027	-		3,017	
5,619	Cash/Investments/Accruals Funding	2,356	(878)	3,234		(2,042)	
(2,545)	Funding Transactions	(3,267)	(33)	(3,234)	F	5,631	F

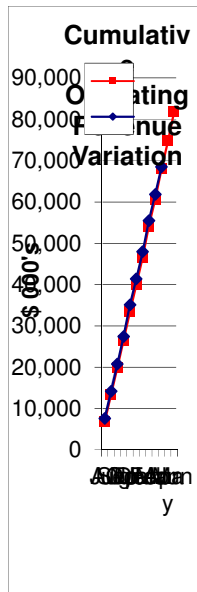
Variation Notes

A	Operating Grants & Subsidies	Favourable \$356k	Predominantly reflects budget timing variations with regards to grants received for HACC (\$249k), and Grants Commission (\$135k).
B	Employee Costs	Favourable \$318k	Predominantly reflects savings from temporarily vacant positions and budget timing variations. Further analysis is being carried out to provide further clarity on savings from temporarily vacant positions and this will be provided separately to Council in due course.
C	Materials	Favourable \$377k	Predominantly reflects budget timing variations with regards to Electricity (\$260k).
D	Other Expenses	Favourable \$467k	Reflects budget timing variations with regards to training (\$178k), contributions (\$114k) and a number of other areas, none of which are individually significant.
E	Capital Expenditure (Renewal)	Favourable \$1,856k	Predominantly reflects budget timing variations in regards to fleet replacement (\$386k), footpath construction (\$525k), drainage works (\$130k) and a number of other areas, none of which are individually significant.
F	Funding Transactions	Favourable \$3,234k	The variance in cash/investments/accruals funding is attributable to the corresponding net overall lending/(borrowing) position.

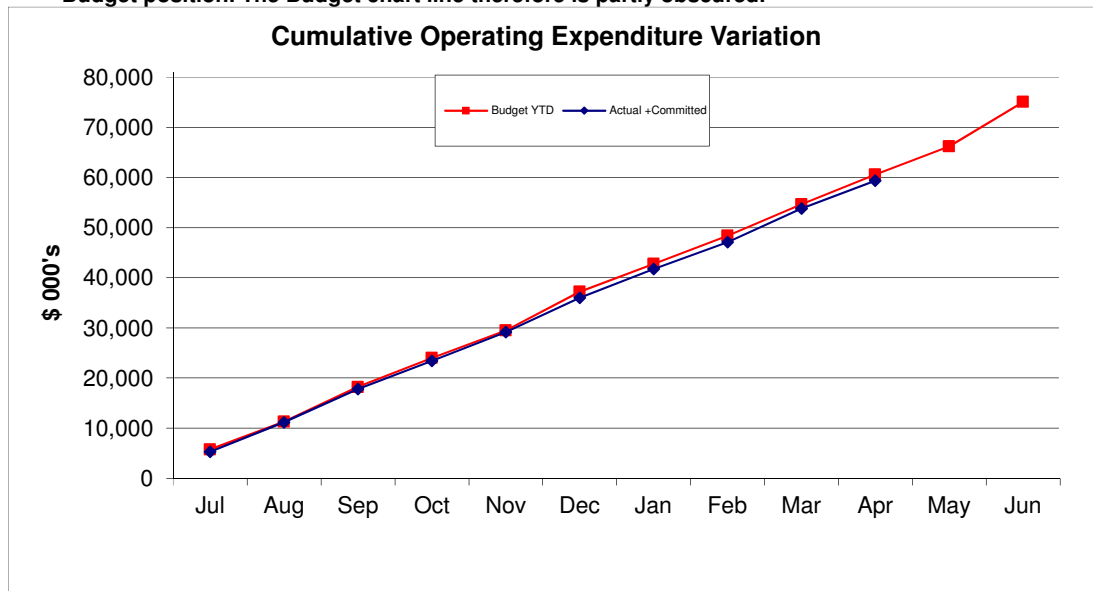
The above comments referring to budget timing variations are where some monthly budget estimates are not reflective of the actual expenditure patterns as at the reporting date.

Note: The progress to date of Capital Expenditure programs (New and Renewal) is detailed in the attached graphs, noting that where no budget exists in the initial months this is primarily due to certain types of capital works that cannot be carried out during periods of inclement weather.

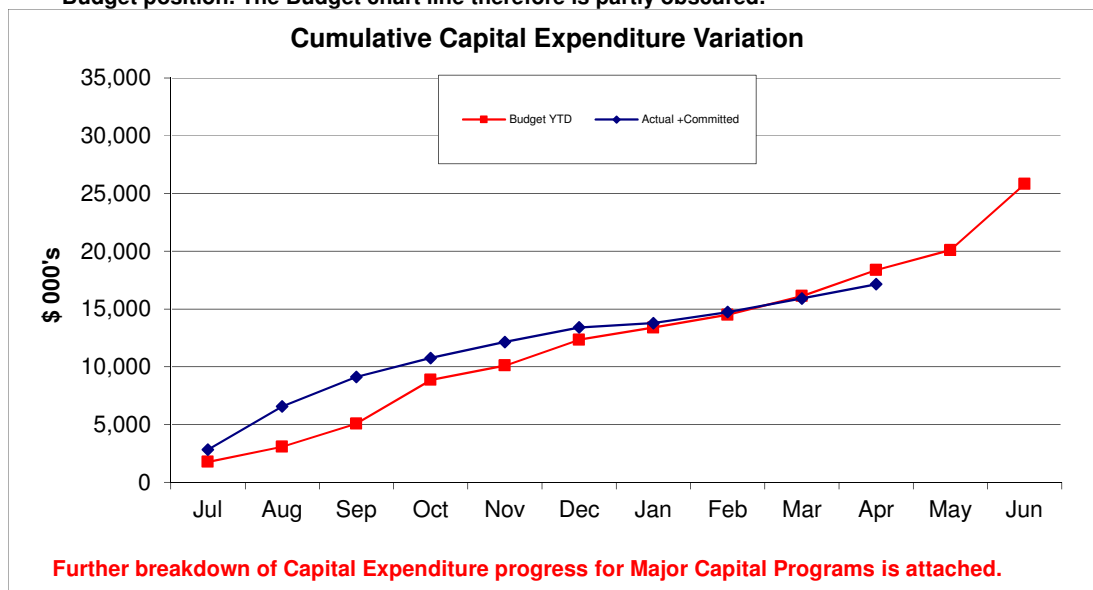
Funding Statement Cumulative Position - 2015/16

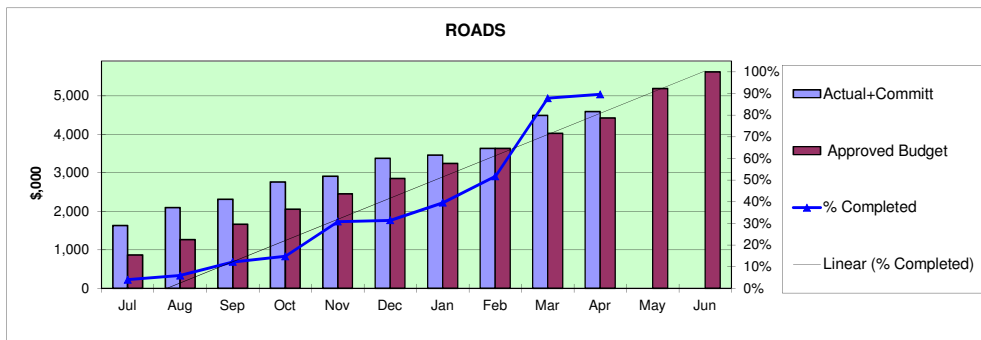


Note - The Year to Date Actual + Committed position result is accurately aligned to the Year to Date Budget position. The Budget chart line therefore is partly obscured.



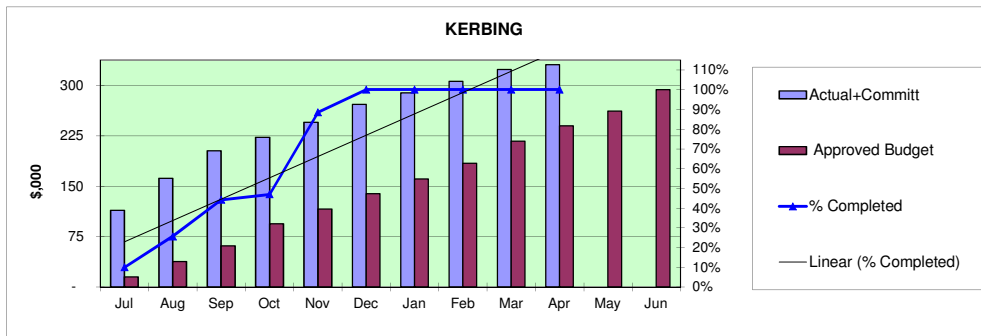
Note - The Year to Date Actual + Committed position result is accurately aligned to the Year to Date Budget position. The Budget chart line therefore is partly obscured.





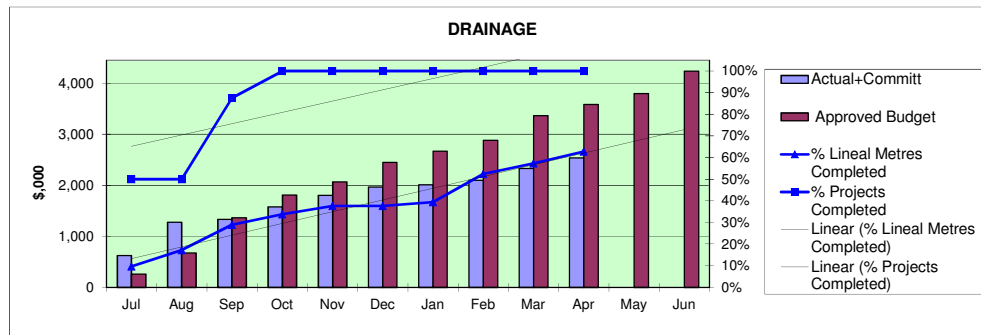
Program commenced, 90% complete and on track.

- The square metre target has increased by 8.5% (34,467 square metres) over the original target due to the receipt of additional Roads to Recovery funding.



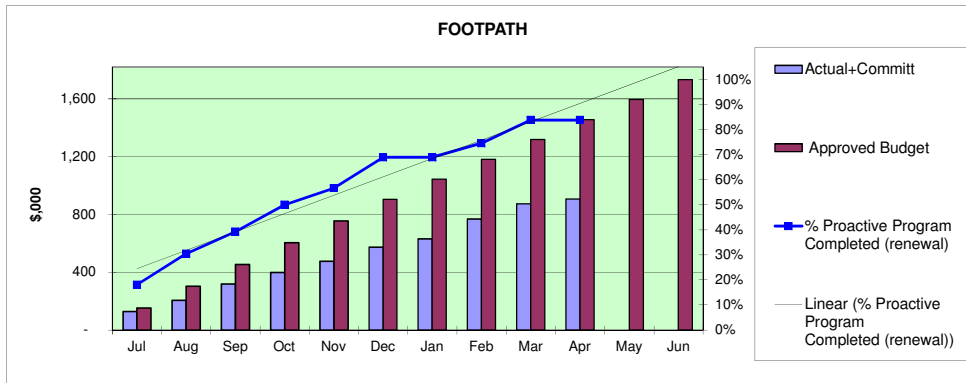
Program 100% complete.

- This target has been increased by 100m due to the additional road seals with all works now being completed.

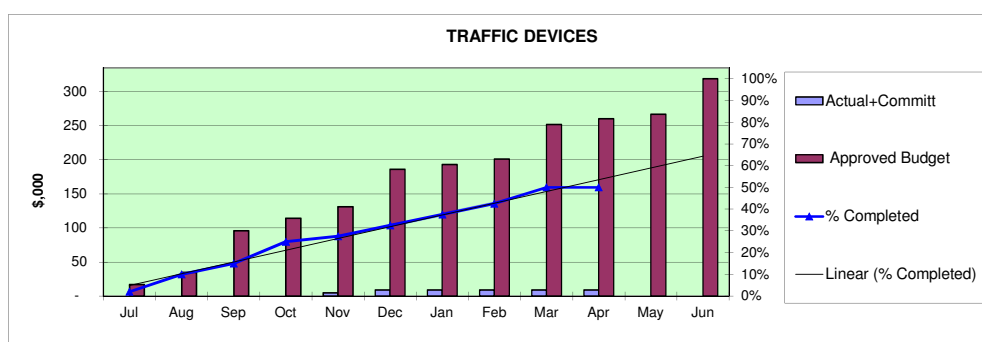


Linear metre program: 63% complete and progressing well.

- Nannagai Drive, Radstock Avenue stage 2, Brigalow/Mulga and Newland Avenue/Jervois Terrace completed.
 - Farne Terrace, Pindee Street, First Street, Maxwell Terrace, Towers Terrace, Panton/Whiteleaf Crescent and Crozier Terrace in progress.
- Drainage projects: 2 of 2 completed.
- West Street and Coolah Terrace completed.

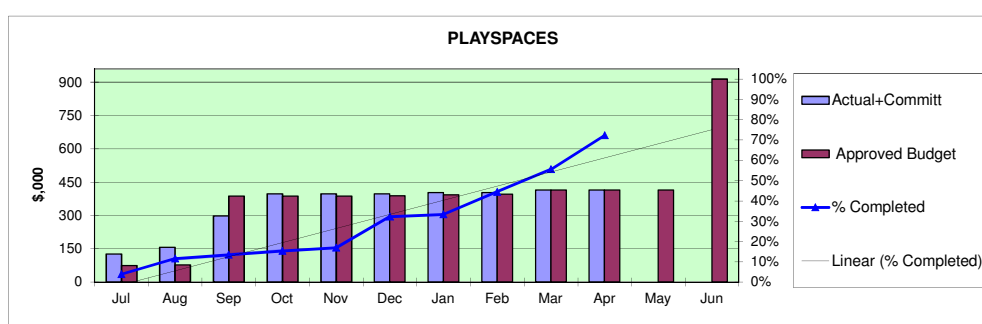


Proactive program commenced, 84% complete and on track.



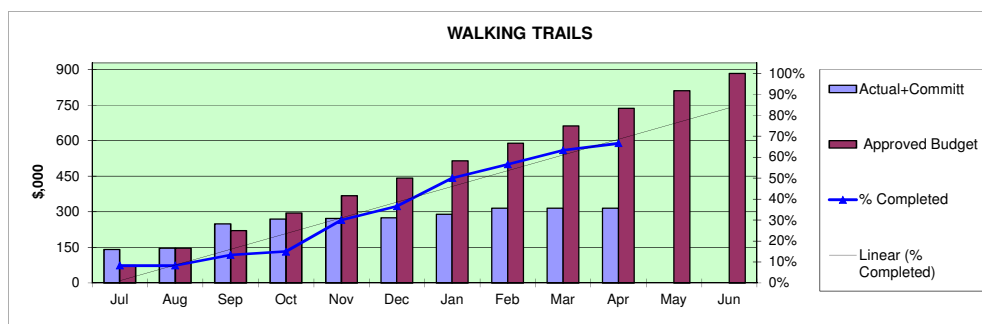
Program commenced, 50% complete.

- Council resolved to engage a consulting engineer to identify another costed option for George Street/Dwyer Road treatments.
- Hazel Street in progress.
- Construction of Railway Terrace is 95% complete and Quailo Avenue path is 100% complete, noting budget for these projects is spread across multiple infrastructure categories.



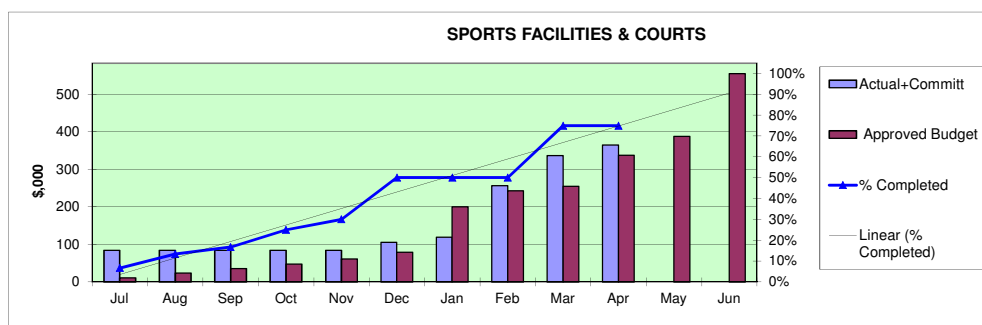
Program commenced, 72% complete, Playspace strategy is currently under review and the original target will need to be revised.

- Plympton Oval and Edwardstown Oval completed.
- Touched by Olivia Foundation: Final Draft Concept being prepared in response to consultation with community and targeted stakeholders.
- Removals of Mitchell Park and Louise Avenue Reserve playspaces completed.
- Removals of Ranger Street Reserve, Waratah Street Reserve, Coorabie, Everest Avenue Reserve and French Court Reserve playspaces commenced.



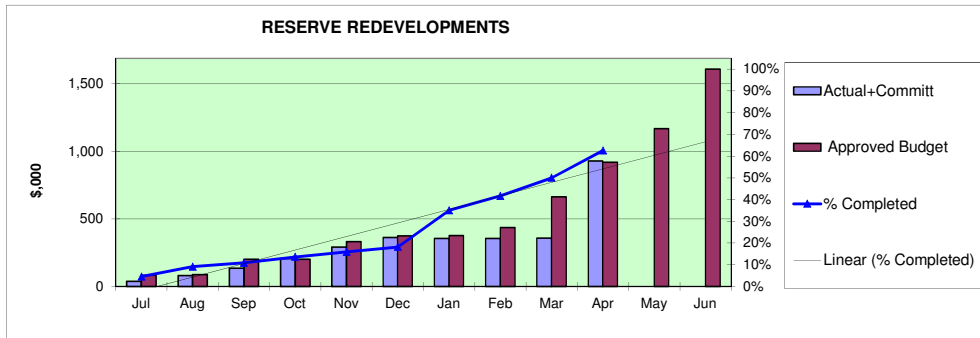
Program commenced, 67% complete.

- Integrated Path Hallett Cove, Railway Terrace complete.
- Coastal Walking Trail - contract awarded for renewal of balustrades.



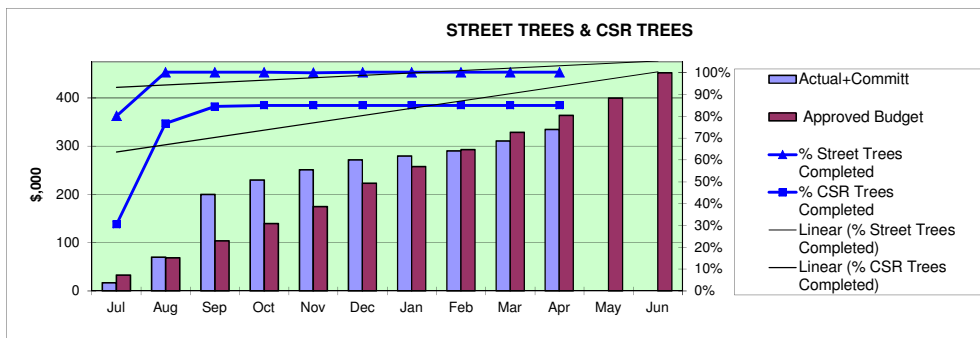
Program commenced, 75% complete.

- Edwardstown Oval courts complete.
- Grant funding body has approved reallocation of funds from Edwardstown Oval velodrome to be used on extra lighting.



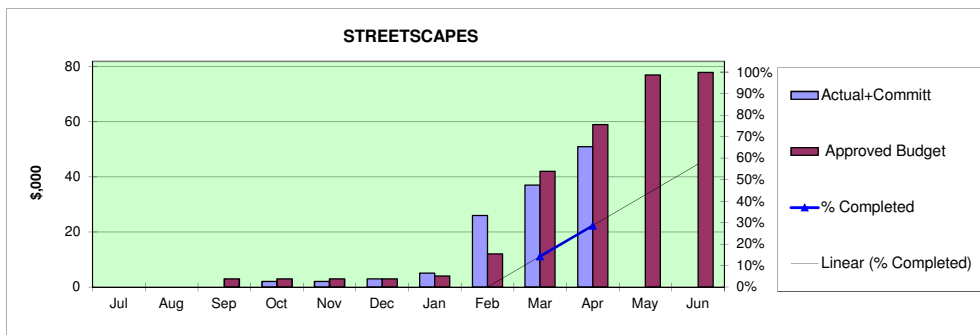
Program commenced, 63% complete, original target is expected to be reduced due to the need to retime a number of projects into future periods.

- Oaklands Recreation Park completed.
- Trott Park Dog Park, Jervois Street Reserve, Mitchell Park Fitness Trail and Reserve Sign program in progress.

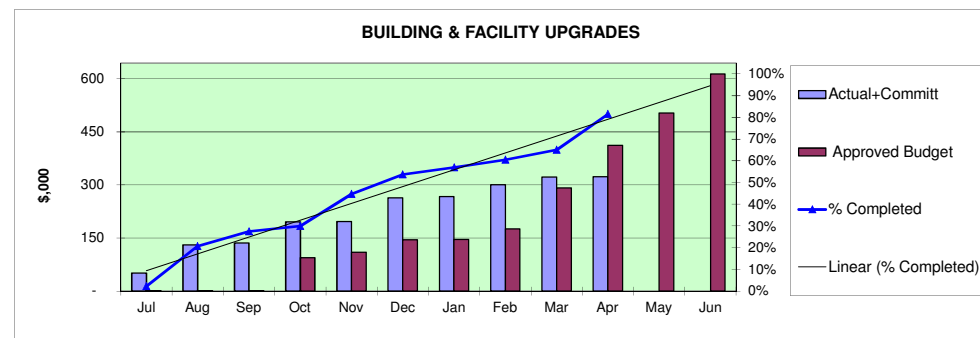


Program commenced, Street tree plantings 100%, CSR plantings 85% complete and on track.

- Target plantings, Street trees 1,400, CSR trees 400, total 1,800.
- Significant plantings, including tube stock, has been carried out to reduce Nursery stock holdings.



Program commenced, 29% complete and on track.



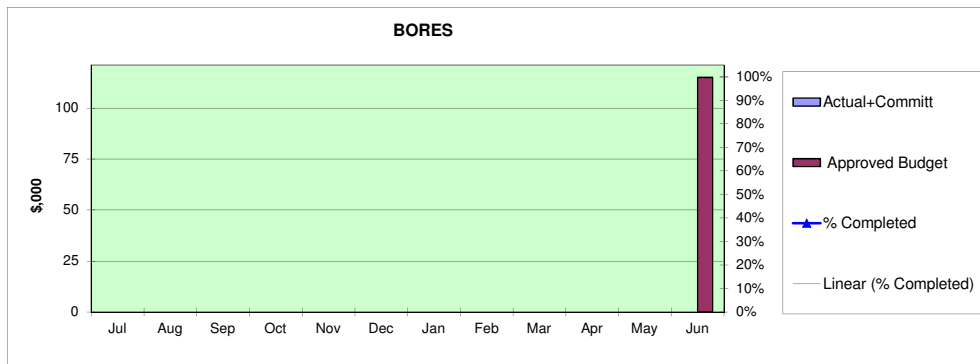
Program commenced, 82% complete.

Completed

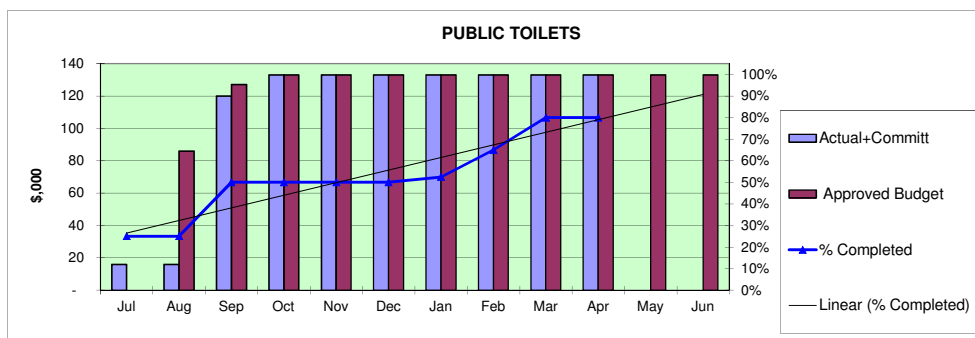
- Marion Outdoor Pool filtration pipe and compressor baffles.
- MCC office fitout and furniture.
- Asbestos removal at 17 Margaret Street Glandore.
- Cove Sports Club drive reseal.
- Marion Bowling Club roof replacement.
- Glandore Community Centre fascia replacement.
- Active Elders toilet upgrade.
- Harcourt Gardens DDA.

In Progress

- Warradale Tennis Club DDA and kitchen replacement.
- Marion Outdoor Pool shade sail replacement and access lift DDA.
- Administration building signage replacement and smart boards.

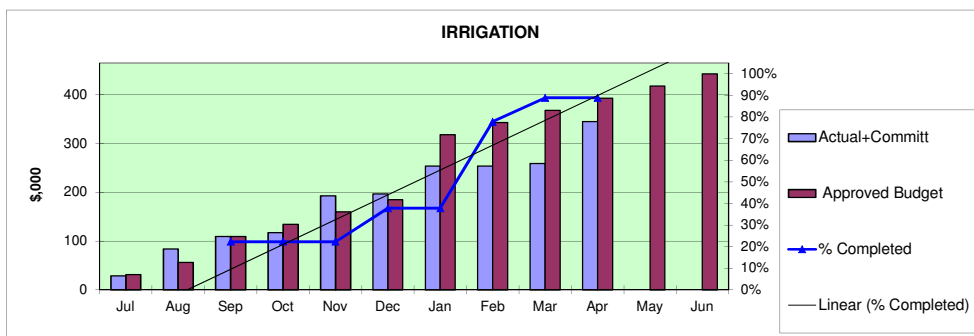


Bore audit complete, works scheduled for Plympton Park Oval, Dwyer Road Reserve, Oaklands Estate and Warriparinga.



Original program completed, target increased with addition of Oaklands Estate Reserve project.

- Southbank Boulevard Exceloo installed and opened to public 1 October 2015.
- Oaklands Estate Exceloo installed on site, electricity scheduled to be connected in June (waiting for SAPN), with demolition of old facility to follow.



Program commenced, 89% complete and on track. Adjusted due to increase in projects.

- Oaklands Estate Reserve, Hallett Cove Soccer, Marion Bowling Club, Ascot Park Bowling Club, Chittleborough, George, Hamilton and Maldon completed.
- Swim Centre works commenced.

Sundry Debtors Report - Aging report as at 30 April 2016

Appendix 2

Debtor	Total Balance	Current	30 Days	60 Days	90 Days	90+ Days	Percentage of total 90+ day balance	Comments for 90+ Day balances
General Total	7,329.25	5,429.00	244.00	.00	.00	1,656.25	3%	Made up of 5 out of 10 debtors.
Hire of Council Facilities Total	11,615.19	6,703.00	2,215.49	.00	100.00	2,596.70	5%	Made up of 8 out of 22 debtors in this category, with none individually significant.
Land Clearing Total	677.19	.00	.00	.00	.00	677.19	1%	Made up of 2 debtors - final demand letter sent awaiting response.
Sporting Clubs & Other Leases Total	63,829.51	24,730.64	15,601.13	3,994.47	16,436.06	3,067.21	6%	Made up of 2 out of 30 debtors in this category. These two accounts are on payment plans which are currently being met with \$700.00 being since paid in May.
Extra Works Total	33,159.50	1,957.00	5,375.00	.00	775.00	25,052.50	48%	Made up of 12 out of 21 debtors in this category, with 4 of these totalling \$9,490.00 relating to works not commenced, awaiting payment. One account is on a payment plan which is currently being met. \$2840.00 has been since paid in May.
Swim Centre Debtors Total	23,291.85	8,029.75	12,204.50	1,986.00	504.00	567.60	1%	Made up of 4 out of 25 debtors.
Grants & Subsidies Total	106,098.57	51,648.57	46,200.00	.00	.00	8,250.00	16%	Made up of 2 out of 8 debtors.
Environmental Health Total	11,391.42	1,099.16	5,025.56	143.00	381.70	4,742.00	9%	Made up of 38 out of 73 debtors in this category, with none individually significant.
Impoundment	135.00	.00	.00	.00	.00	135.00	0%	Made up of one debtor.
Supplier Refund Totals	862.84	862.84	.00	.00	.00	.00	0%	
Tree Funds Total	4,638.84	420.00	527.00	.00	.00	3,691.84	7%	Made up of 12 out of 16 debtors in this category, with none individually significant. \$252.00 since paid in May.
Living Kaurna Cultural Centre	9,000.50	7,028.50	338.00	820.00	.00	814.00	2%	Made up of 3 out of 24 debtors.
Marion Cultural Centre Total	12,404.80	10,767.70	217.60	427.00	.00	992.50	2%	Made up of one debtor, \$992.50 since paid in May.
Total	284,434.46	118,676.16	87,948.28	7,370.47	18,196.76	52,242.79		
Total Aging Profile		42%	31%	3%	6%	18%		

Category	Description
General	Anything that does not fit into one of the below categories.
Hire of Council Facilities	For hire of rooms in Neighbourhood Centres, etc - usually charged out at an hourly rate. Also includes cultural workshops and tours.
Land Clearing	Relates to the clearing of vacant land
Sporting Clubs & Other Leases	Rent, electricity, water, maintenance, etc charged out to lessees.
Extra Works	For repairs or modifications to infrastructure (footpaths, kerbs, driveway inverts). Can be at resident request.
Swim Centre Debtors	Outdoor Swimming Centre - used for lane hire, school visits, etc
Grants & Subsidies	Government grants and subsidies
Environmental Health	Food Inspection fees
Impoundment	Used for Vehicle Impoundment fees.
Tree Funds	Includes contribution from residents and/or developers for the removal and/or replacement of Council Street Trees and significant trees.
Living Kaurna Cultural Centre	Relates to programs run through the LKCC
Marion Cultural Centre	For invoices relating to the Marion Cultural Centre

Rates Report - Collection of Rates to 30 April 2016

ANALYSIS OF OUTSTANDING RATES AS AT 30 APRIL 2016

	<u>Note</u>		% of Total Annual Rates
CURRENT	1	\$ 13,707,871	19.6%
OVERDUE	2	\$ 1,226,131	1.8%
ARREARS	3	\$ 796,393	1.1%
POSTPONED	4	\$ 109,311	0.2%
LEGALS	5	\$ 28,921	0.0%
		\$ 15,868,627	22.7%
TOTAL ANNUAL RATES FOR 2015/16		\$ 69,988,000	

Note 1: Current

Current rates represent the total amount of rates levied in the current financial year that are not yet due for payment. For example at 1st January this represents Quarter 3 & Quarter 4 rates unpaid.

Note 2: Overdue

Overdue rates represent rates levied in the current financial year that remain unpaid past their due payment date. For example on 1st January, this represents rates from Quarter 1 and Quarter 2 that remain unpaid.

Note 3: Arrears

Rates in arrears represent rates and charges levied in previous financial years that remain unpaid .

Note 4: Postponed

Postponed rates represent any rates amount due by seniors that have been granted a deferral, until the eventual sale of their property, as allowable under the Local Government Act. Interest is charged on these deferred rates and is recoverable when the property is sold.

Note 5: Legals

Legals represent any legal fees, court costs that have been incurred by Council in the collection of rates in the current financial year. These amounts represent costs that have been on-charged to the defaulting ratepayers and are currently outstanding.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Marg Edgecombe, Unit Manager, Community Cultural Development

Corporate Manager: Liz Byrne, Community and Cultural Services

General Manager: Tony Lines, Operations

Subject: Reconciliation Action Plan 2016-2019 Progress Report

Report Reference: GC240516R06

REPORT OBJECTIVES: This report is to provide Council with an update in relation to the Reconciliation Action Plan (RAP) 2016-2019.

PROJECT UPDATE:

In February 2016 (GCM090216) Council unanimously resolved the following:

Reconciliation Action Plan 2016 - 2019

Report Reference: GC090216R05

Moved Councillor Veliskou, Seconded Councillor Westwood that:

1. Council holds a further Elected Member Forum to discuss the Reconciliation Action Plan 2016-2019.
2. A report be brought back to Council no later than May 2016.

The draft RAP 2016-2019 was presented to an Elected Member Forum on 19 April 2016 at which Elected Members discussed the details of the 26 proposed actions in the draft RAP.

At this forum it was noted that the Living Kaurua Cultural Centre (LKCC) Service Review report would be presented at the General Council Meeting on 14 June 2016. Given that some of the actions in the RAP related to potential outcomes in the LKCC Service Review it was requested that the draft RAP 2016-2019 be brought back to General Council Meeting 28 June 2016 for endorsement.

RECOMMENDATIONS (2)
That Council:

DUE DATES

- | | |
|--|--------------|
| 1. Notes the report and the current status of the project. | 24 May 2016 |
| 2. Notes that a further report will be brought for Council's consideration with the draft Reconciliation Action Plan 2016-2019 to the General Council Meeting on 28 June 2016. | 28 June 2016 |

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Yvette Zaric, Governance Officer

Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Nominations sought for the State Bushfire Coordinating Committee (SBCC)

Reference No: GC240516R07

REPORT OBJECTIVE:

The State Bushfire Coordinating Committee (SBCC) is the peak bushfire management committee that has responsibility for all aspects of bushfire management in South Australia.

The Fire and Emergency Services Act 2005 assigns the following general functions to the committee:

- to advise the Minister on bushfire prevention in the country and in designated urban bushfire risk areas;
- to advise the Minister on matters related to bushfire management;
- as far as is reasonably practicable to promote the State-wide coordination and integration of policies, practices and strategies relating to bushfire management activities;
- to provide guidance, direction and advice to bushfire management committees;
- to prepare, and to keep under review, the State Bushfire Management Plan;
- to oversee the implementation of the State Bushfire Management Plan and to report to the Minister on any failure or delay in relation to the implementation of the plan;
- to prepare, or initiate the development of, other plans, policies, practices, codes of practice or strategies to promote effective bushfire management within the State;
- to convene forums to discuss bushfire management issues, and to promote public awareness of the need to ensure proper bushfire management within the State;
- at the request of the Minister, or on its own initiative, to provide a report on any matter relevant to bushfire management.

Appointments to the SBCC are for a term of three years, commencing on 1 July 2016. The LGA is currently represented by Cr Katherine Stanely-Murray (Alexandrina Council) as Member, and Cr Bruce Hull (Marion) as Deputy Member. Their terms on the SBCC expires on 30 June 2016, and they are eligible for re-appointment.

Councillor Bruce Hull has indicated that he wishes to nominate for re-appointment to the SBCC.

Sitting Fees of \$206 per 4 hour session are payable, plus travel expenses.

The SBCC meets for 2-3 hours during business hours, quarterly, at a metropolitan location.

LGA nominations on outside bodies will, unless determined otherwise by the LGA State or Executive Committee, be currently serving Council Members or Council Staff.

Nominations addressing the Selection Criteria provided in Appendix 1 for the SBCC must be forwarded to lgasa@lga.sa.gov.au by a Council using the attached Appendix 2 by COB 9 June 2016.

The LGA Executive Committee will consider nominations received at its meeting on Thursday 16 June 2016.

RECOMMENDATIONS (3)

DUE DATES

That:

- | | |
|---|--------------------|
| 1. Council notes the report 'Nominations sought for the State Bushfire Coordinating Committee'. | 24 May 2016 |
| 2. Council nominates Councillor Hull as a Member to the Local Government Association for the State Bushfire Coordinating Committee. | 24 May 2016 |
| 3. Administration forwards the above nominations to the Local Government Association by close of business on Thursday 9 June 2016. | 9 June 2016 |

Nominations to Outside Bodies



PART A

Name of Body	State Bushfire Coordination Committee (SBCC)
Legal Status of Body	Committee established pursuant to s71 of the Fire and Emergency Services Act 2009
Summary Statement	The SBCC is the peak bushfire management committee that has responsibility for all aspects of bushfire management in South Australia. The LGA has a member and deputy member appointed to the Committee.

SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES

The following selection criteria must be addressed when completing Part B

Qualifications Required <i>(formal qualifications relevant to the appointment)</i>	N/A
Industry Experience	Preferable: Volunteer fire fighter, membership on a Bushfire Management Committee, bushfire response operations, bushfire prevention planning.
Board / Committee Experience	Membership on high level intergovernmental committees. Member on Bushfire Management Committee Membership of Council or Council Committees
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Knowledge of legislation appropriate to the position. Understanding of current best practice bushfire management principles Understanding of Local Government and its relationship with the emergency services.

LIABILITY AND INDEMNITY COVER

The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)

Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are Valid & Current	Yes

PART B: Nominations to Outside Bodies

This form:

- must not exceed 2 pages;
- must be submitted by a Council; and
- must be emailed in PDF format to lgasa@lga.sa.gov.au Att: (insert LGA contact officer name)
- upon receipt at the LGA, will be acknowledged by return email.

Name of Body: State Bushfire Coordination Committee (SBCC)

COUNCIL DETAILS			
Name of Council submitting the nomination			
Name of person submitting this form on behalf of Council	Name: Email: Telephone:		
NOMINEE DETAILS			
Name of Nominee	Title	First name	Surname
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Current Elected Member </div> <div style="text-align: center;">OR</div> <div style="text-align: center;"> <input type="checkbox"/> Current Council Officer </div> </div>			
Home / Postal Address			
Work Phone		Facsimile:	
A/H Phone		Mobile:	
Email			
INFORMATION RELEVANT TO THE APPOINTMENT SOUGHT (forms part of the selection criteria for nomination)			
Formal qualifications:			
Experience:			
Board/Committee Experience:			
Key Expertise:			
Any other comments:			
Undertaking:			
<p>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current Local Government Members or officers. If you leave Local Government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</p>			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature of Nominee: _____			

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Sherie Walczak, Unit Manager Risk

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Fraud and Corruption Management Policy

Report Reference: GC240516R08

REPORT OBJECTIVES:

The purpose of this report is to provide Council with a Fraud and Corruption Management Policy for adoption.

EXECUTIVE SUMMARY:

In 2014, amendments to the *Local Government Act 1999* were enacted regarding the obligation of Councils external auditors to report on the internal controls exercised by the Council during the financial year. The City of Marion implemented a process to assess and track internal controls across the City of Marion. Through this process, it was identified that the City of Marion did not have a Fraud and Corruption Policy and it was recommended that one be implemented.

In response, a Fraud and Corruption Management Policy (Appendix 1) has been drafted to address how fraud and corruption will be managed, mitigated and implemented across the organisation. It also aligns to Council's internal control obligations and contributes to the protection of public funds and assets as well as the integrity, security and reputation of the Council. It is designed to formalise the City of Marion's commitment to good governance practices by providing a policy position for the management of fraud and corruption.

DISCUSSION

The Policy was submitted to the Finance and Audit Committee at its meeting on the 8th March 2016 for their review and feedback resulting in their recommendation to Council that the Fraud and Corruption Management Policy be adopted after the incorporation of their revisions as outlined in the Finance and Audit Committee meeting minutes (attached extract of Minutes – Appendix 2).

Supporting documentation will be developed and implemented including a Fraud and Corruption Management Framework and an annual Fraud and Corruption Management Reporting Tool. The practical element, being the annual Fraud and Corruption Management Reporting Tool, will be aligned with the Work Area Plan process during the year. This will assist teams to provide assurance that an environment exists where Fraud and Corruption is being meticulously controlled and appropriately managed to thwart any exploitation of fraud and corruption within their area of responsibility. Dishonesty and fraudulent behaviour is not accepted.

RECOMMENDATIONS (1)

DUE DATE

That Council:

- 1. Endorse and adopt the Fraud and Corruption Management Policy.**

24 May 2016

Fraud and Corruption Management

Policy



1. Policy Statement

The City of Marion ('the Council') is committed to excellence in governance. The Council is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency, which are all key components of good governance. It is recognised that Fraud and Corruption in Public Administration have the potential to cause significant financial and non-financial harm and, therefore, the prevention and control of Fraud and Corruption should be covered within the Council's Risk Management systems and procedures.

This Policy is design to protect public funds and assets as well as the integrity, security and reputation of the Council. It outlines the Council's approach to the prevention or minimisation, identification and control of fraudulent and/or corrupt activity and summarises the associated responsibilities.

The Council is committed to protecting its revenue, expenditure and assets and therefore has implemented appropriate Fraud and Corruption prevention and will:

- Comply with the requirements of the Independent Commission Against Corruption (ICAC) Act 2012
- Foster an ethical environment in which dishonest and fraudulent behaviour is ~~actively discouraged~~not accepted.
- Adopt a risk management approach to Fraud and Corruption, including pro-active assessment of risks establishing and maintaining an effective system of controls and enforcing compliance with those controls.
- Ensure all of the Council's employees and elected members are aware of their obligations through the induction process, ongoing training and the evaluation of practices relevant to the control of Fraud and Corruption.
- Take appropriate action in response to allegations of fraudulent and/or corrupt activity including reporting in accordance with the ICAC Act and the City of Marion Whistleblower Policy including~~and~~ taking the appropriate disciplinary action in accordance with the Council's Code of Conduct.

The purpose of this Policy is to formalise the Council's commitment to managing Fraud and Corruption risks and to establish responsibilities for the application of Fraud and Corruption mitigation strategies and Internal Controls within the Council's operations.

2. Policy Scope

This Fraud and Corruption Management Policy applies to all operations and functions of the Council.

3. Definitions

Corruption in public administration, as defined in the ICAC Act, includes:

- bribery or corruption of public officers
- threats or reprisals against public officers and
- certain offences committed by public officers including:
 - abuse of public office
 - demanding or requiring a benefit on the basis of public office
 - an offence, or an attempt to commit an offence against the Public Sector (Honesty and Accountability) Act 1995 or the Public Corporations Act 1993 and
 - any other offence committed by a public officer whilst acting in his or her capacity as a public officer.

Fraud, as defined in the AS 8001:2008 Fraud and Corruption Control, is Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

4. Objectives

The following objectives underpin the City of Marion's approach to addressing Fraud and Corruption Management:

- Introduce and embed an ethical culture and high level of Fraud and Corruption awareness throughout all levels of CoM to support the prevention, assessment, reporting, action and investigation of Fraud and Corruption.
- Implement consistent Fraud and Corruption management processes to manage Fraud and Corruption throughout CoM's organisational systems and functions in line with Fraud and Corruption standards including AS 8001:2008 Fraud and Corruption Control.
- To clarify the responsibilities within the Fraud and Corruption Control Framework to enable the consistent and systematic application of our Fraud and Corruption management approach within all of the Council's operations.
- To guide a risk management approach to Fraud and Corruption control to ensure proactive management strategies are implemented to mitigate against events occurring and ensure robust contingency plans to lessen the impact of events if they were to materialise.

~~• To continually align the Fraud and Corruption management program with the Business Excellence Framework.~~

The overarching aim of the Fraud and Corruption Management Policy is to embed appropriate fraud controls throughout CoM's operational work areas to ensure outcomes in alignment with objectives.

To achieve the Council's objectives, the City of Marion Fraud and Corruption Control Framework ("the Framework") has been established and refined in accordance with the Australian Standard 8001:2008 Fraud and Corruption Control. The aim of the Framework is to provide guidance on the most effective way to prevent and manage Fraud and Corruption activities to minimise the associated risks that may impact on achievement of the Council's strategic objectives as outlined in the Community Plan.

5. Roles and Responsibilities

As the decision making body of the Council, Elected Members are responsible for ensuring that the Council promotes community awareness of the Council's commitment to the prevention of Fraud and Corruption, providing adequate resources and security for the prevention of Fraud and Corruption, providing mechanisms for receiving allegations of Fraud and Corruption and appoints a Responsible Officer to manage the prevention and control of Fraud and Corruption.

To assist the Council in discharging its responsibility in relation to Fraud and Corruption control, the Council will seek the views of its Finance & Audit Committee. The responsibilities of the Committee are contained in the Committee's Policy and Terms of Reference.

Council has also delegated various powers and functions to the Responsible Officer (Chief Executive Officer) to enable the setting of the policy and procedures to assist with the management of the City of Marion Fraud and Corruption profile and therefore has overall accountability for an effective Fraud and Corruption management program.

Note: The Framework provides further information on the Fraud and Corruption management roles and

responsibilities.

6. Compliance Obligations

[Local Government Act 1999](#)

[Independent Commissioner Against Corruption Act 2012](#)

[Public Sector \(Honesty and Accountability\) Act 1995](#)

[Public Corporations Act 1993](#)

7. References

City of Marion Fraud and Corruption Control Framework

[City of Marion Whistleblower Policy](#)

City of Marion Code of Conduct

City of Marion Risk Management Policy and Framework

City of Marion Finance & Audit Committee Policy and Terms of Reference

AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines

AS 8001:2008 Fraud and Corruption Control

The Committee suggested that the following risks should also be included:

- Work Health Safety (noting that the WHS system has significantly progressed in the last 18 months)
- Inability to deliver further budget savings
- Potential dysfunction between Council and Administration.

7.3 Draft Fraud Policy Reference No: FAC080316R7.3

The Committee noted the policy and made the following suggestions:

- Change the word 'actively discouraged' within the Policy Statement to either not acceptable or not tolerated.
- Alter the objectives within the report to be clear that the Policy is about embedding fraud controls and ensuring outcomes.
- Include reference to the Whistleblowers Act and Policy.

The Committee noted that the internal control audit is a standard process included within the audit of statutory accounts and therefore the controls for fraud are across the board, not just at a high level.

The Committee recommended that further work progress on the Fraud Framework and the Policy be presented to Council for consideration and adoption.

8. CONFIDENTIAL ITEMS

Service Reviews Scopes Reviews and Monitoring (Hard Rubbish) Reference No: FAC080316F8.1

Moved Mr Owens, Seconded Councillor Gard that the Finance and Audit Committee that pursuant to Section 90 (2) and (3)(b)(d) of the *Local Government Act 1999*, the Finance and Audit Committee orders that all persons present, with the exception of the following persons: Adrian Skull, Tony Lines, Vincent Mifsud, Abby Dickson, Colin Heath, Roger Belding, Kate McKenzie, Deborah Horton and Melissa Nottle-Justice, be excluded from the meeting as the Finance and Audit Committee receives and considers information relating to the Service Review - Hard Waste Service and Management of Dumped Rubbish report, upon the basis that the Finance and Audit Committee is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to commercial information.

Carried Unanimously

4.37 pm The Meeting went into confidence

The Committee reviewed the Service Review for Hard Rubbish and Illegally Dumped Rubbish and acknowledged the team's work on the review, congratulating them on an excellent report. It was noted that the service review clearly demonstrated that there is a need for the services within the Community.

The Committee noted the following points:

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Orders - Overview

Report Reference: GC240516R09

REPORT OBJECTIVES / EXECUTIVE SUMMARY:

Section 90 of the *Local Government Act 1999* (the Act) prescribes matters which Council may consider in confidence where it considers it necessary and appropriate to do so.

Section 91 of the Act enables a Council to order that documents or part of a document relating to matters considered in confidence be kept confidential. Where Council makes such an order it must specify the duration of the order, or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed.

Any order that operates for a period exceeding 12 months must be reviewed at least once a year to determine whether or not the confidentiality of the document needs to be retained.

In December 2015 (GC081215R10 (30) – (45)), Council identified sixteen items to remain confidential, however requested further investigation be carried out to determine if these items can be released by April 2016.

This report provides an overview of the sixteen confidential orders to be reviewed, and has been written to enable Council to:

- review the confidentiality orders pertaining to identified documents as required by Section 91 of the Act; and
- consider whether it is appropriate for the confidentiality orders to be retained; and if so:
 - determine the appropriate period of time for the maintenance of confidential orders to ensure Council continues to adhere to both the confidentiality provisions within the Act and the principles of open government.
 - to consider whether new orders are required on documents where the orders are due to expire.

RECOMMENDATIONS (1)

DUE DATES

1. That Council notes the report, '*Review of Confidential Orders - Overview*'.

24 May 16

BACKGROUND

In accordance with Section 90 of the *Local Government Act 1999* (the Act) Council has, from time to time, made orders restricting public access to information. Council has also made orders pursuant to Section 91 of the Act to retain the confidentiality of certain documents and information.

At the December 2003 meeting of Council, the Management of Confidential Items Framework was endorsed (GC161203F01). This framework included ensuring all confidentiality orders made by Council or a Council Committee are referred to the December meeting of Council each year for review, except where the Chief Executive has reviewed and revoked confidential orders in accordance with his delegation.

In the December 2015 review sixteen items were identified for potential release and it was resolved to review these items again in April 2016 unless released prior.

Appendix 1 details the above confidential orders requiring review and recommendations either to release or retain the order. It is recommended that one item be released in full, five be released with some information redacted, and ten be retained.

ANALYSIS:

Current Review

In determining whether or not a document should continue to remain confidential Council must consider whether the ground/s (in s90(3) of the Act) on which the original order was made, are still applicable. For example:

- Does Council still have a duty of confidence, or other legal obligation or duty?
- Does the document contain commercial information that the disclosure of which would on balance be contrary to the public interest?
- Does the document relate to a tender for goods or services?
- Does the document relate to matters affecting the security of the council, members or employees, or council property, or safety of any person?
- Does the document relate to litigation, or possible litigation, involving the council or a council employee?
- Does the document relate to a proposed amendment in a Development Plan that has not yet been released for public consultation under the *Development Act 1993*?
- Does the document contain legal advice that is still necessary and appropriate to be kept confidential?
- Does the information concern the personal affairs of an individual (living or dead), the disclosure of which would still be unreasonable? Council might like to also take into account the views of the person to whom the matter relates. Where the person has no objection to the matter being released to the public, it may be consistent with the principles of open government, as well as the *Freedom of Information Act 1991* to release the information.

- Could the document be released with a limited amount of confidential information redacted?

Should the confidentiality orders be retained or new orders created, then the orders will be referred to the December 2016 meeting of Council for review, unless an alternative date or event has been resolved by Council, or Council delegates the power to review or revoke the order to the Chief Executive Officer.

Any confidential orders that are revoked will be released and made available to the public upon revocation.

If Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Sections 90(2) and (3) of the *Local Government Act 1999* given the current confidentiality orders are still in force.

CONCLUSION:

In order to ensure the principles of open, accessible and accountable governance and compliance with the provisions of the Act, Council must undertake an annual review of its confidentiality orders and resolve to maintain, release or release in part, reports that have been considered in confidence.

Appendix 1 – Schedule of Confidential Items – April Review

SCHEDULE OF CONFIDENTIAL ITEMS – APRIL 2016 REVIEW RELEASE, CONSIDER, RETAIN

Number	Internal reference #	Subject & Date	Description	Grounds for Confidential Order	FOR RELEASE
1.	33.	Cove Sports and Community Club SGC010205F01	<p>The Report provided options for the future management structure of the Cove Sports and Community Club (the Club) and contained information that reflected the “personal affairs” of nominees for the Board of Management of the Club in the form of application forms.</p> <p>Given the timeframe, release with sensitive information redacted such as persons names and addresses etc</p>	Personal information	<p>YES</p> <p>(with sensitive information redacted)</p>
2.	42	Cove Sports and Community Club Inc CC140605R07 Appendix 2 only confidential	<p>The Appendix comprised the April Activity Report of the Cove Sports and Community Club (the Club) and was considered to contain commercial information that if disclosed, could reasonably be expected to prejudice the commercial position of the person who supplied the information.</p> <p>Given the amount of time that has passed, release with sensitive information redacted</p>	Commercial information	<p>YES</p> <p>(with sensitive information redacted)</p>
3.	113.	Program Evaluation and Business Improvement Service Provisions AC020610F01	<p>The information relates to a tender for the provision of services. The tender has been awarded and services rendered.</p> <p>Release with sensitive information redacted such as comparative data and weighting scores.</p>	Commercial information	<p>YES</p> <p>(with sensitive information redacted)</p>
4.	117.	Program Evaluation and Business Improvement Service Provisions AC100810F01	<p>The information relates to a tender for the provision of services. The tender has been awarded and services rendered.</p> <p>Retain confidentiality of Appendix 4 – Commercial Information.</p> <p>Release with sensitive information redacted such as comparative data and weighting scores.</p>	Commercial information	<p>RELEASE report and minutes</p> <p>RETAIN Appendix 4 in confidence</p>

5.	121.	Program Evaluation and Business Improvement Service Provision Reference No: GC240810F02	The information relates to a tender for the provision of services. Given the tender has been awarded and services rendered, it is reasonable to now consult with agencies whom had tendered in order to seek release. Release with sensitive information redacted such as comparative data and weighting scores.	Commercial information	YES (with sensitive information redacted)
6.	202.	Code of Conduct GC270514F02	Code of Conduct Complaint by Councillor Allen regarding Councillor Hull Release with sensitive information redacted (one paragraph of Personal Explanation)	Personal Information	YES (with sensitive information redacted)
7.	239.	Council Briefing – Nursery Operations GC250815F06	The report provides an update of the action being taken by the AWU in relation to Council's decision to cease Nursery operations. Matter is now finalised so should be released.	Legal advice / litigation	YES
8.	141.	Commercial Arrangements GC240112F01	Information related to the recommendation of a lease for Signatures Café however the lease did not progress. Review in December 2016 as part of Annual Review of Confidential Orders.	Commercial Information	NO
9.	158.	Commercial Arrangements GC240712F01	Information related to the recommendation of a lease for Signatures Café however the lease did not progress. Review in December 2016 as part of Annual Review of Confidential Orders.	Commercial Information	NO
10.	31.	Living Kaurua Cultural Centre GC250105F02	This order was made on the basis that the Report contained information concerning the personal affairs of a number of persons. Review in December 2016 as part of Annual Review of Confidential Orders as it potentially affects the security of Council and safety of members, employees of the Council and other persons.	Personal information	NO

11.	34.	Living Kaurua Cultural Centre GC220305F01	This order was made on the basis that the Report contained information concerning the personal affairs of a number of persons. Review in December 2016 as part of Annual Review of Confidential Orders as it potentially affects the security of Council and safety of members, employees of the Council and other persons.	Personal information	NO
12.	86	Oaklands Regeneration Project, State Aquatic SGC300608F01	Appendix 1 contains information over which Council still has a duty of confidence Party consulted and did NOT agree to release – commercial in confidence. Review in December 2016 as part of Annual Review of Confidential Orders.	Confidential Commercial information / duty of confidence	NO
13.	213.	Marion Leisure and Fitness Centre GC270115F01	Report relates to Marion Leisure and Fitness Centre Lease to CASA Leisure Pty Ltd (legal advice not to release) to be reviewed December 2016. Confidential commercial information may be relevant to the tender process regarding the provision of a long-term operator of the centre and accordingly needs to be kept in confidence.	Commercial advantage/contrary to public interest and future tender	NO
14.	216.	Marion Leisure and Fitness Centre SGC190215F01	Report relates to Marion Leisure and Fitness Centre Lease to CASA Leisure Pty Ltd (legal advice not to release) to be reviewed December 2016. Confidential commercial information may be relevant to the tender process regarding the provision of a long-term operator of the centre and accordingly needs to be kept in confidence.	Commercial advantage/contrary to public interest and future tender	NO
15.	218.	Cove Civic Centre – Cost and programme management GC240215F01	Report relates to cost and time issues associated with the construction of the Cove Civic Centre. Review in December 2016 as part of Annual Review of Confidential Orders	Commercial advantage contrary to public interest	NO

16.	244.	Cove Civic Centre GC220915F01	Report relates to the negotiated settlement to MC+1 re the Cove Civic Centre which is not yet completed therefore recommended to remain in confidence to be reviewed December 2016. Review in December 2016 as part of Annual Review of Confidential Orders	Confidential commercial information/contrary to public interest Duty of confidence	NO
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CITY OF MARION GENERAL COUNCIL MEETING 24 MAY 2016

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item:
Cove Sports and Community Club, SGC010205F01

Ref No: GC240516R09 - (1)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Cove Sports and Community Club, SGC010205F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (1)

DUE DATES

That:

- | | |
|---|-------------------------|
| <p>1. The confidentiality order pertaining to Appendix 2 of the report “<i>Cove Sports and Community Club, SGC010205F01</i>” be revoked and the item be released with the confidential personal information redacted.</p> | <p>24 May 16</p> |
|---|-------------------------|

BACKGROUND:

Section 91(9) of the Local Government Act 1999 (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 1 February 2005, Council ordered that the report and associated documents relating to the *Cove Sports and Community Club, SGC010205F01* (the Report) be kept confidential for a period of 12 months, to be reviewed in December 2005. The Report provided options for the future management structure of the Cove Sports and Community Club (the Club) and contained information that reflected the “personal affairs” of nominees for the Board of Management of the Club in the form of application forms.

As required by the Act, this confidentiality order has been reviewed annually since December 2005. The last review was at the 8 December 2015 General Council meeting where it was resolved that:

1. Pursuant to Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the Appendices to the Report, “*Cove Sports and Community Club, SGC010205F01*” be kept confidential on the basis that they contain information the

disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of nominees to the Board of Management of the Cove Sports and Community Club Inc. in the form of application forms (Section 90(3)(a) of the *Local Government Act 1999*).

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

ANALYSIS

The Act defines “personal affairs” to include:

- (a) that person's-
 - (i) financial affairs
 - (ii) criminal records
 - (iii) marital or other personal relationships
 - (iv) personal qualities, attributes or health status
- (b) that person's employment records, employment performance or suitability for a particular position, or other personnel matters relating to the person

On reviewing the original Report, it is noted that the Appendices of the Report contain information relating to the personal affairs of the nominees for the Club's Board of Management, which clearly fall within the definition of “personal affairs” as detailed in (b) above.

As such, it is recommended these documents be released, removing the confidential personal and sensitive information - that is with the personal affairs redacted.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting prior to resolving the release or otherwise of the Report, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(a) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Releasing the report '*Cove Sports and Community Club, SGC010205F01*' and associated documents with the information relating to personal affairs redacted demonstrates openness and accountability.

CITY OF MARION

GENERAL COUNCIL MEETING

24 MAY 2016

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item:
Cove Sports and Community Club, CC140605R07

Ref No: GC240516R09 (2)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Cove Sports and Community Club, CC140605R07* in accordance with Section 91(9) of the *Local Government Act 1999*.

RECOMMENDATIONS (1)

DUE DATES

That:

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|--|-------------------------|
| <p>1. The confidentiality order pertaining to Appendix 2 of the report “<i>Cove Sports and Community Club, CC140605R07</i>” be revoked and the item be released with the confidential commercially sensitive information redacted.</p> | <p>24 May 16</p> |
|--|-------------------------|

BACKGROUND:

Section 91(9) of the Local Government Act 1999 (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 14 June 2005, Council ordered that Appendix 2 to the report relating to the *Cove Sports and Community Club, CC140605R07* (the Report) be kept confidential for a period of 12 months, to be reviewed in December 2005. The Appendix comprised the April Activity Report of the Cove Sports and Community Club (the Club) and was considered to contain commercial information that if disclosed, could reasonably be expected to prejudice the commercial position of the person who supplied the information.

As required by the Act, this confidentiality order has been reviewed annually since December 2005. The last review was at the 9 December 2014 General Council meeting where it was resolved that:

1. Pursuant to Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the Appendix 2 to the Report, “*Cove Sports and Community Club*,

CC140605R07" be kept confidential on the basis that it deals with information the disclosure of which will involve the unreasonable disclosure of commercial information of a confidential nature, which, on balance, would be contrary to the public interest (Section 90(3)(d) of the *Local Government Act 1999*).

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the December 2016 meeting of Council.

In accordance with the Act and the above resolutions, the confidentiality order is due for review.

ANALYSIS

On reviewing Appendix 2 to the original Report, it is recommended these documents be released, removing the confidential commercially sensitive information - that is with dollar figures redacted.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting prior to resolving the release or otherwise of the Report, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(d) of Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Releasing the report '*Cove Sports and Community Club, CC140605R07*,' and associated documents with the information relating to commercial affairs redacted demonstrates openness and accountability.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item: Program Evaluation and Business Improvement Service Provisions, AC020610F01

Ref No: GC240516R09 (3)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Program Evaluation and Business Improvement Service Provisions, AC020610F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (1)

DUE DATES

That:

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| <p>1. The confidentiality order pertaining to the report “<i>Program Evaluation and Business Improvement Service Provisions, AC020610F01</i>”, appendices and associated minutes be revoked and the item be released with the confidential commercially sensitive information redacted.</p> | <p>24 May 16</p> |
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BACKGROUND:

Section 91(9) of the Local Government Act 1999 (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 2 June 2010, the Audit Committee ordered that the Report *Program Evaluation and Business Improvement Service Provisions, AC020610F01* and minutes arising from the report be kept confidential for a period of 12 months, to be reviewed at the General Council meeting in December 2010.

The confidentiality order has been reviewed annually since 2010. The last review was at the General Council Meeting on 8 December 2015, where it was resolved:

1. Pursuant to Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the Report, “*Program Evaluation and Business Improvement Service Provisions, AC020610F01*” together with the appendices and minutes arising from the report be kept confidential on the basis that they contain information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who

supplied the information, or to confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest (*Section 90(3)(d) of the Local Government Act 1999*);

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

In accordance with Section 91(9) of the Act and the above resolutions, the confidentiality order relating to the Report *Program Evaluation and Business Improvement Service Provisions, AC020610F01* is now due for review.

ANALYSIS

Given the tender has been awarded and services rendered, it is reasonable that these documents be released, removing the confidential commercially sensitive information - that is with names and figures redacted.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(d) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Releasing the report '*Program Evaluation and Business Improvement Service Provisions, AC020610F01*,' and associated documents with the information relating to commercial affairs redacted demonstrates openness and accountability

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item: Program Evaluation and Business Improvement Service Provisions, AC100810F01

Ref No: GC240516R09 (4)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Program Evaluation and Business Improvement Service Provisions, AC100810F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (3)

DUE DATES

That:

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| 1. | The confidentiality order pertaining to the report “ <i>Program Evaluation and Business Improvement Service Provisions, AC100810F01</i> ” and minutes be revoked and the item be released with the confidential commercially sensitive information redacted. | 24 May 16 |
| 2. | Pursuant to Section 91(7) and (9) of the <i>Local Government Act 1999</i> the Council orders that the Appendix 4 of the report, “ <i>Program Evaluation and Business Improvement Service Provisions, AC100810F01</i> ” be kept confidential on the basis that they contain information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest (Section 90(3)(d) of the <i>Local Government Act 1999</i>) | 24 May 16 |
| | This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made. | |
| | | Dec16 |
| 3. | This confidential order be reviewed at the Dec 2016 meeting of Council. | |

BACKGROUND:

Section 91(9) of the Local Government Act 1999 (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 10 August 2010, the Audit Committee ordered that the Report *Program Evaluation and Business Improvement Service Provisions, AC100810F01* and minutes arising from the report be kept confidential for a period of 12 months, to be reviewed at the General Council meeting in December 2010.

The confidentiality order has been reviewed annually since 2010. The last review was at the General Council Meeting on 8 December 2015, where it was resolved that:

1. Pursuant to Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the Report, "*Program Evaluation and Business Improvement Service Provisions, AC100810F01*" together with the appendices and minutes arising from the report be kept confidential on the basis that they contain information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest (Section 90(3)(d) of the Local Government Act 1999)

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

In accordance with Section 91(9) of the Act and the above resolutions, the confidentiality order relating to the Report *Program Evaluation and Business Improvement Service Provisions, AC100810F01* is now due for review.

ANALYSIS

To ensure that integrity and probity is maintained with Council's tendering processes, it is recommended that the confidentiality order be retained on the basis that the Appendix to the Report contains information the disclosure of which would involve the unreasonable disclosure of information concerning tenders for the provision of services.

The report and minutes could be released, removing the confidential commercially sensitive information - that is with names and figures redacted.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(d) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the Appendix to the report *Program Evaluation and Business Improvement Service Provisions, AC100810F01* is important to ensure that Council does not prejudice the integrity of the tendering process.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item: Program Evaluation and Business Improvement Service Provision, GC240810F02

Ref No: GC240516R09 (5)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Program Evaluation and Business Improvement Service Provision, GC240810F02* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (1)

DUE DATES

That:

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| <p>1. The confidentiality order pertaining to the report “<i>Program Evaluation and Business Improvement Service Provision, GC240810F02</i>”, appendices and associated minutes be revoked and the item be released with the confidential commercially sensitive information redacted.</p> | <p>24 May 16</p> |
|--|-------------------------|

BACKGROUND:

Section 91(9) of the Local Government Act 1999 (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 2 June 2010, the Audit Committee ordered that the Report *Program Evaluation and Business Improvement Service Provision, GC240810F02* and minutes arising from the report be kept confidential for a period of 12 months, to be reviewed at the General Council meeting in December 2010.

The confidentiality order has been reviewed annually since 2010. The last review was at the General Council Meeting on 8 December 2015, where it was resolved:

1. Pursuant to Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the Report, “*Program Evaluation and Business Improvement Service Provisions, GC240810F02*” together with the appendices and minutes arising from the report be kept confidential on the basis that they contain information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who

supplied the information, or to confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest (*Section 90(3)(d) of the Local Government Act 1999*);

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

In accordance with Section 91(9) of the Act and the above resolutions, the confidentiality order relating to the Report *Program Evaluation and Business Improvement Service Provisions, GC240810F02* is now due for review.

ANALYSIS

Given the tender has been awarded and services rendered, it is reasonable that these documents be released, removing the confidential commercially sensitive information - that is with names and figures redacted.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(d) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Releasing the report '*Program Evaluation and Business Improvement Service Provisions, GC240810F02*,' and associated documents with the information relating to commercial affairs redacted demonstrates openness and accountability.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for Item: Code of Conduct, GC270514F02

Report Reference: GC240516R09 (6)

REPORT OBJECTIVES / EXECUTIVE SUMMARY:

To review the confidential item relating to the “*Code of Conduct, GC270514F02*” in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (1)

DUE DATES

1. The confidentiality order pertaining to the report “*Code of Conduct, GC270514F02*”, *appendices and minutes* be revoked and the item be released with the confidential personal information redacted.

24 May 16

BACKGROUND

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 27 May 2014, Council ordered that the report “*Code of Conduct GC270514F02*”, and any attachment to this report and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(e), (f) and (g) of the Act be kept confidential until such time as the conditions of confidentiality no longer exist. This confidentiality order will be reviewed at the General Council Meeting in December 2014.

On 8 December 2015, Council reviewed the order and resolved that:

1. That the confidentiality order pertaining to the Report “*Code of Conduct, GC270514F02*”, *appendices and the minutes* arising from the report be retained on the grounds that it relates to information that must be considered in confidence in order to ensure that the council does not breach any legal obligation or duty (Section 90(2) and (3)(e), (f) and (g) of the *Local Government Act 1999*).

This order is to remain in force until such time as the conditions of confidentiality no longer exist.

Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.

2. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
3. This confidential order be reviewed at the April 2016 meeting of Council.

The orders were made on the basis that the report contains information that may affect the safety of persons and information the disclosure of which could reasonably be expected to prejudice the maintenance of law and / or breach Council's duty of confidence.

In accordance with Section 91(9) of the Act and the above resolutions, the order relating to the Report "*Code of Conduct, GC270514F02*" is being reviewed.

ANAYLSIS

As the matter has now been finalised, the affected persons have been consulted and consented to release of the documents with one section redacted, it is recommended these documents be released, removing the confidential personal and sensitive information - that is with a section of the personal explanation redacted.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(e),(f) and (g) of the *Local Government Act 1999* given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Releasing the report '*Code of Conduct, GC270514F02*' and associated documents with the information relating to personal affairs redacted demonstrates openness and accountability.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidentiality Order: Council Briefing – Nursery Operations, GC250815F06

Report Reference: GC240516R09 (7)

REPORT OBJECTIVES / EXECUTIVE SUMMARY:

To review the confidential item relating to the Report *Council Briefing – Nursery operations, GC250815F06* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (1)

DUE DATES

That:

24 May 16

1. The confidentiality order pertaining to the report *Council Briefing – Nursery operations, GC250815F06*, together with the minutes arising from the report, be revoked.

BACKGROUND

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 25 August 2015 Council ordered that:

1. Council, in accordance with Section 91(7) and (9) of the Local Government Act 1999, orders that the report, 'Council Briefing - Nursery Operations (Report Reference GC250815F06)', and the Minutes arising from this report having been considered in confidence be kept confidential under Sections 90(2) and (3)(h) and (i) of the Act and not be available for public inspection for a period of 12 months from the date of this meeting or until such time as the Union dispute is resolved. This confidentiality order will be reviewed at the General Council Meeting in December 2015.

On 8 December 2015 this Confidentiality Order was reviewed and the following resolution was made:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report *Review of Confidentiality Order: Council Briefing – Nursery operations, GC250815F06* and minutes arising from this report having been considered in confidence under Section 90(2), (3)(h) and (i) of the Act be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, as the information relates to legal advice the subject of actual litigation.

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, following finalisation of this matter within the South Australian Industrial Relations Commission.
3. This confidentiality order will be reviewed at the General Council meeting in December 2016, unless revoked earlier.

In accordance with the Act, the above confidentiality order is due for review.

ANAYLSIS

Given that the matter has now been finalised it is recommended that the item be released.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(h) and (i) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Revoking the confidentiality of the Report *Council Briefing – Nursery operations, GC250815F06* demonstrates openness and transparency.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item: Commercial Arrangements, GC240112F01

Report Reference: GC240516R09 (8)

REPORT OBJECTIVES / EXECUTIVE SUMMARY:

To review the confidential item relating to the matter *Commercial Arrangements, GC240112F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That Council:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report *Commercial Arrangements, GC240112F01*, the minutes arising from this report and any other information distributed at the meeting having been considered in confidence under Section 90(2) and (3)(d) of the Act be kept confidential and not available for public inspection on the basis that it relates to proposed commercial arrangements which could reasonably be expected to prejudice the commercial position of the person who supplies the information, or to confer a commercial advantage to a third party, and the release would, on balance, be contrary to the public interest.

24 May 16

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. This confidentiality order will be reviewed at the General Council meeting in December 2016.

Dec 16

BACKGROUND

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 24 January 2012 Council ordered that the Report *Commercial Arrangements GC240112F01* and minutes be kept confidential and not available for public inspection to be reviewed at the General Council meeting in December 2012. The order was made on the basis that the report contained information relating to proposed commercial arrangements which could reasonably be expected to prejudice the commercial position of the person who supplies the information, or to confer a commercial advantage to a third party - Section 90(2) and (3)(d) of the Act.

The confidentiality order has been reviewed annually since 2012. The last review was at the General Council Meeting on 8 December 2015, where it was resolved that:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report *Commercial Arrangements, GC240112F01*, the minutes arising from this report and any other information distributed at the meeting having been considered in confidence under Section 90(2) and (3)(d) of the Act be kept confidential and not available for public inspection on the basis that it relates to proposed commercial arrangements which could reasonably be expected to prejudice the commercial position of the person who supplies the information, or to confer a commercial advantage to a third party, and the release would, on balance, be contrary to the public interest.

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidentiality order will be reviewed at the General Council meeting in April 2016.

In accordance with the Act, and the above resolution, the above confidentiality order is due for review.

ANAYLSIS

Given the report contains commercial information of a confidential nature that could could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage to a third party, it is recommended that the confidentiality order associated with this report remain in place.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(d) of the Local Government Act 1999 given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the Report *Commercial Arrangements*, GC240112F01 is necessary to ensure that Council does not prematurely disclose commercial information.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item: Commercial Arrangements, GC240712F01

Report Reference: GC240516R09 (9)

REPORT OBJECTIVES / EXECUTIVE SUMMARY:

To review the confidential item relating to the matter *Commercial Arrangements, GC240112F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That Council:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report *Commercial Arrangements, GC240712F01*, the minutes arising from this report and any other information distributed at the meeting having been considered in confidence under Section 90(2) and (3)(d) of the Act be kept confidential and not available for public inspection on the basis that it relates to proposed commercial arrangements which could reasonably be expected to prejudice the commercial position of the person who supplies the information, or to confer a commercial advantage to a third party, and the release would, on balance, be contrary to the public interest.

24 May 16

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

Dec 16

2. This confidentiality order will be reviewed at the General Council meeting in December 2016.

BACKGROUND

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 24 July 2012 Council ordered that the Report *Commercial Arrangements, GC240712F01* and minutes be kept confidential and not available for public inspection to be reviewed at the

General Council meeting in December 2012. The order was made on the basis that the report contained information relating to proposed commercial arrangements which could reasonably be expected to prejudice the commercial position of the person who supplies the information, or to confer a commercial advantage to a third party - Section 90(2) and (3)(d) of the Act.

The confidentiality order has been reviewed annually since 2012. The last review was at the General Council Meeting on 8 December 2015, where it was resolved that:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report *Commercial Arrangements, GC240712F01*, the minutes arising from this report and any other information distributed at the meeting having been considered in confidence under Section 90(2) and (3)(d) of the Act be kept confidential and not available for public inspection on the basis that it relates to proposed commercial arrangements which could reasonably be expected to prejudice the commercial position of the person who supplies the information, or to confer a commercial advantage to a third party, and the release would, on balance, be contrary to the public interest.

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidentiality order will be reviewed at the General Council meeting in December 2016.

In accordance with the Act, and the above resolution, the above confidentiality order is due for review.

ANAYLSIS

Given the report contains commercial information of a confidential nature that could could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage to a third party, it is recommended that the confidentiality order associated with this report remain in place.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(d) of the Local Government Act 1999 given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the Report *Commercial Arrangements*, GC240712F01 is necessary to ensure that Council does not prematurely disclose commercial information.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item:
Living Kurna Cultural Centre, GC250105F02

Ref No: GC240516R09 (10)

REPORT OBJECTIVE / EXECUTIVE SUMMARY:

To review the confidential item relating to the Report *Living Kurna Cultural Centre, GC250105F02* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act) and Council's resolution at the 8 December 2015 General Council meeting (Ref No: GC081215R10 – (37)).

RECOMMENDATIONS (2)

DUE DATES

That:

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| <p>1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, '<i>Living Kurna Cultural Centre, GC250105F02</i>' together with the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) (Section 90(3)(a) of the <i>Local Government Act 1999</i>) and may affect the security of Council and safety of members, employees of the Council, and other persons (Section 90(3)(e)), of the <i>Local Government Act 1999</i>.</p> <p>This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.</p> | <p>24 May 2016</p> |
| <p>2. This confidential order be reviewed at the December 2016 meeting of Council.</p> | <p>Dec 16</p> |

BACKGROUND:

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 25 January 2005, Council ordered that the Report and minutes relating to *Living Kaurua Cultural Centre, GC250105F02* be kept confidential for a period of 12 months, to be reviewed at the General Council meeting in December 2005. This order was made on the basis that the Report contained information concerning the personal affairs of a number of persons – Section 90(3)(a) of the Act.

As required by the Act this confidentiality order has been reviewed annually since December 2005. The last review was at the 8 December 2015 General Council meeting where it was resolved that:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, '*Living Kaurua Cultural Centre, GC250105F02*' together with the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) (Section 90(3)(a) of the *Local Government Act 1999*) and may affect the security of Council and safety of members, employees of the Council, and other persons (Section 90(3)(e)), of the *Local Government Act 1999*.

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

ANAYLSIS

On review of the original Report, it has been noted that the category of 'personal affairs' remains relevant to the content of the Report and as such, it is recommended that the order of confidentiality pursuant to Section 90(3)(a) of the Act remain in force.

As the information contained in the reports relates to persons who are still actively employed both within and outside of Council, it is further recommended that the information be kept confidential pursuant to Section 90(3)(e) of the Act, as it potentially affects the security of Council and safety of members, employees of the Council and other persons.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(e) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the Report *Living Kaurua* Report Reference: GC240516R09 (10) - *Living Kaurua Cultural Centre, GC250105F02*

Cultural Centre, GC250105F02 is necessary to ensure that Council does not prematurely disclose personal information or matters affecting the security and safety of Council, members, employees or other persons.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item:
Living Kurna Cultural Centre, GC220305F01

Ref No: GC240516R09 (11)

REPORT OBJECTIVE / EXECUTIVE SUMMARY:

To review the confidential item relating to the Report *Living Kurna Cultural Centre, GC220305F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That:

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| <p>1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, '<i>Living Kurna Cultural Centre, GC250105F02</i>' together with the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of persons (Section 90(3)(a)), and may affect the security of Council and safety of members, employees of the Council, and other persons (Section 90(3)(e)), of the <i>Local Government Act 1999</i>.</p> <p>This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.</p> | <p>24 May 16</p> |
| <p>2. This confidential order be reviewed at the December 2016 meeting of Council.</p> | <p>Dec 16</p> |

BACKGROUND:

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 22 March 2005, Council ordered that the Report and minutes relating to *Living Kurna Cultural Centre, GC220305F01* be kept confidential for a period of 12 months, to be reviewed at the General Council meeting in December 2005. This order was made on the basis that the Report contained information concerning the personal affairs of a number persons – Section 90(3)(a) of the Act.

As required by the Act this confidentiality order has been reviewed annually since December 2005. The last review was at the 8 December 2015 General Council meeting where it was resolved that:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, '*Living Kaurua Cultural Centre, GC250105F02*' together with the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of persons (Section 90(3)(a)), and may affect the security of Council and safety of members, employees of the Council, and other persons (Section 90(3)(e)), of the *Local Government Act 1999*.

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

In accordance with the Act and the above resolutions, the confidentiality order relating to the *Living Kaurua Cultural Centre, GC220305F01* is again due for review.

ANAYLSIS

On review of the original Report, it has been noted that the category of 'personal affairs' remains relevant to the content of the Report and as such, it is recommended that the order of confidentiality pursuant to Section 90(3)(a) of the Act remain in force.

As the information contained in the reports relates to persons who are still actively employed both within and outside of Council, it is further recommended that the information be kept confidential pursuant to Section 90(3)(e) of the Act, as it potentially affects the security of Council, members and employees of the Council and the safety of other persons.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2), (3)(a) and (3)(e) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the Report *Living Kaurua Cultural Centre, GC220305F01* is necessary to ensure that Council does not prematurely disclose personal information, or matters affecting the security and safety of Council, members, employees or other persons.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item:
Oaklands Regeneration Project, State Aquatic Centre,
SGC300608F01

Ref No: GC240516R09 (12)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Oaklands Regeneration Project, State Aquatic Centre, SGC300608F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That:

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| <p>1. In accordance with Section 91(7) and (9) of the <i>Local Government Act 1999</i> the Council orders that the Appendix 1 to the report, '<i>Oaklands Regeneration Project, State Aquatic Centre, SGC300608F01</i>' be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party and would, on balance, be contrary to the public interest (Section 90(3)(d)), and to ensure Council does not breach a duty of confidence (Section (3)(g)).</p> <p>This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.</p> | <p>24 May 16</p> |
| <p>2. This confidential order be reviewed at the December 2016 meeting of Council.</p> | <p>Dec 16</p> |

BACKGROUND:

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 30 June 2008, Council ordered that the Report *Oaklands Regeneration Project, State Aquatic Centre, SGC300608F01*, together with all annexure and the relevant minutes be kept confidential until 1 December 2008, after which time the order was to be reviewed

As required by the Act, this confidentiality order has been reviewed annually since December 2008. The Report, Appendix 2 and the Minutes were released following a review in March 2014. The last review was at the 8 December 2015 General Council meeting where it was resolved that:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the Appendix 1 to the report, '*Oaklands Regeneration Project, State Aquatic Centre, SGC300608F01*' be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party and would, on balance, be contrary to the public interest (Section 90(3)(d)), and to ensure Council does not breach a duty of confidence (Section (3)(g)).

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

In accordance with Section 91(9) of the Act and Council's Management of Confidential Items Framework, the confidentiality order relating to the Report *Oaklands Regeneration Project, State Aquatic Centre, SGC300608F01* is again due for review.

ANAYLSIS

On review it has been found that the appendix continues to contain commercial information over which the City of Marion has a duty of confidence.

As requested by the Council the affected party was consulted with a view to releasing Appendix 1. Objection to the release of the document was advised on the grounds that the report contains information the disclosure of which could reasonably be expected to prejudice their commercial position and would, on balance, be contrary to the public interest. They also asserted disclosure would breach a duty of confidence.

Legal advice was obtained in 2015 and based on the advice and the affected party's objection, it is recommended that the confidentiality order associated with Appendix 1 remains in place.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(d) and (g) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of Appendix 1 to the Report *Oaklands Regeneration Project, State Aquatic Centre, SGC300608F01* is necessary to ensure that Council does not prematurely disclose commercial information or breach a duty of confidence.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidentiality Order: Marion Leisure and Fitness Centre, GC270115F01

Report Reference: GC240516R09 (13)

REPORT OBJECTIVES / EXECUTIVE SUMMARY:

To review the confidential item relating to the Report *Marion Leisure and Fitness Centre, GC270115F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report *Marion Leisure and Fitness Centre, GC270115F01* and minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) of the Act be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, as the information relates to information of a commercial nature (not being a trade secret, the disclosure of which could reasonably be expected to prejudice the commercial position of a person who supplied the information or to confer a commercial advantage on a third party, and the disclosure of this information would, on balance, be contrary to the public interest as it could prejudice Council's ability to be able to negotiate a cost effective proposal for the benefit of the Council and the community.

24 May 16

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. This confidential order be reviewed at the December 2016 meeting of Council.

Dec 16

BACKGROUND

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 27 January 2015 Council ordered that:

In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Marion Leisure and Fitness Centre, Lease to CASA Licence Pty Ltd and the Minutes arising from this report having been considered in confidence under Section 90(2) and (3)(b) of the Act be kept confidential and not available for public inspection until no later than 20 February 2015.

In accordance with the Act, the above confidentiality was last reviewed on 8 December 2015 where it was resolved that:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report *Marion Leisure and Fitness Centre, GC270115F01* and minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) of the Act be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, as the information relates to information of a commercial nature (not being a trade secret, the disclosure of which could reasonably be expected to prejudice the commercial position of a person who supplied the information or to confer a commercial advantage on a third party, and the disclosure of this information would, on balance, be contrary to the public interest as it could prejudice Council's ability to be able to negotiate a cost effective proposal for the benefit of the Council and the community.

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

In accordance with the Act, the above confidentiality order is due for review.

ANAYLSIS

The Council has entered an agreement with the YMCA for the operation of the Marion Leisure and Fitness Centre as an interim measure. Information contained within the report may be relevant to the tender process regarding the provision of future services and works in respect of the centre. Therefore, it is recommended that the confidentiality order in relation to the Report and minutes arising from the report "*Marion Leisure and Fitness Centre, Lease to CASA Leisure Pty Ltd, GC270115F01*", remain in force.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(b) and (k) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the Report "*Marion Leisure and Fitness Centre, Lease to CASA Leisure Pty Ltd, GC270115F01*" is necessary to ensure that Council does not compromise a future tender for services.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidentiality Order: Marion Leisure and Fitness Centre Lease to CASA Leisure Pty Ltd, SGC190215F01

Report Reference: GC240516R09 (14)

REPORT OBJECTIVES / EXECUTIVE SUMMARY:

To review the confidential item relating to the Report *Marion Leisure and Fitness Centre Lease to CASA Leisure Pty Ltd, SGC190215F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the Report, '*Marion Leisure and Fitness Centre - Lease to CASA Leisure Pty Ltd*' (Report Reference SGC190215F01) and the Minutes arising from this report having been considered in confidence be kept confidential under Sections 90(2), (3)(b) and (3)(k) of the Act and not be available for public inspection for a period of 12 months from the date of this meeting or until such time as the tender process regarding the provision of future services and works in respect of the Centre is complete.

24 May 16

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. This confidential order be reviewed at the December 2016 meeting of Council.

Dec 16

BACKGROUND

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 19 February 2015 Council ordered that:

Council in accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, 'Marion Leisure and Fitness Centre,

Lease to CASA Leisure Pty Ltd' (Report Reference SGC190215F01) and the Minutes arising from this report having been considered in confidence be kept confidential under Sections 90(2), (3)(b), (3)(i) and (3)(k) of the Act and not be available for public inspection for a period of 12 months from the date of this meeting or until such time as the tender process regarding the provision of future services and works in respect of the Centre is complete. This confidentiality order will be reviewed at the General Council Meeting in December 2015.

In accordance with the Act, the above confidentiality was last reviewed on 8 December 2015 where it was resolved that:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the Report, '*Marion Leisure and Fitness Centre - Lease to CASA Leisure Pty Ltd*' (Report Reference SGC190215F01) and the Minutes arising from this report having been considered in confidence be kept confidential under Sections 90(2), (3)(b) and (3)(k) of the Act and not be available for public inspection for a period of 12 months from the date of this meeting or until such time as the tender process regarding the provision of future services and works in respect of the Centre is complete.

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

In accordance with the Act, the above confidentiality order is due for review.

ANAYLSIS

The Council has entered an agreement with the YMCA for the operation of the Marion Leisure and Fitness Centre as an interim measure. Information contained within the report may be relevant to the tender process regarding the provision of future services and works in respect of the centre. Therefore, it is recommended that the confidentiality order in relation to the Report and minutes arising from the report "*Marion Leisure and Fitness Centre, Lease to CASA Leisure Pty Ltd, SGC190215F01*", remain in force.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Section 90(2) and (3)(b) and (k) of the Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the appendices to the Report "*Marion Leisure and Fitness Centre, Lease to CASA Licence Pty*

Ltd, SGC190215F01” is necessary to ensure that Council does not compromise a future tender for services.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item:
Cove Civic Centre – Cost and Programme Management,
GC240215F01

Ref No: GC240516R09 (15)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Cove Civic Centre – Cost and Programme Management, GC240215F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That:

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| <p>1. In accordance with Section 91(7) and (9) of the <i>Local Government Act 1999</i> the Council orders that the report, '<i>Cove Civic Centre – Cost and Programme Management, GC240215F01</i>' together with all annexure and the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest (<i>Section 90(3)(b) of the Local Government Act 1999</i>) and would breach a duty of confidence (<i>Section 90(3)(g)</i>).</p> <p>This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.</p> | <p>24 May 16</p> |
| <p>2. This confidential order be reviewed at the December 2016 meeting of Council.</p> | <p>Dec 16</p> |

BACKGROUND:

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 24 February 2015, Council ordered that the Report *Cove Civic Centre – Cost and Programme Management, GC240215F01*, and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(b)(i) and (ii) of the Act be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2015.

On 8 December 2015 this Confidentiality Order was reviewed and the following resolution was made:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, '*Cove Civic Centre – Cost and Programme Management, GC240215F01*' together with all annexure and the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains information the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest (*Section 90(3)(b) of the Local Government Act 1999*) and would breach a duty of confidence (*Section 90(3)(g)*).

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

As required by the above resolution this order is due for review.

ANALYSIS

The report provides information to Council of cost and time issues associated with the construction of the Cove Civic Centre, and seeks Council's resolution to proceed to negotiations in order to achieve a timely and cost effective completion of the project.

As the matter is not yet finalised and there is a duty of confidence the confidentiality order needs to be retained.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Sections 90(2) and (3)(b) and (g) of Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the report, appendices and minutes to the Report "*Cove Civic Centre – Cost and Programme Management, GC240215F01*" is necessary to ensure that Council does not prematurely disclose commercial information or breach a legal obligation or duty of confidence.

CITY OF MARION GENERAL COUNCIL MEETING 24 MAY 2016

Originating Officer: Jaimie Thwaites, Unit Manager Governance and Records

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Review of Confidential Order for the Item:
Cove Civic Centre, GC220915F01

Ref No: GC240516R09 (16)

REPORT OBJECTIVE:

To review the confidential item relating to the Report *Cove Civic Centre, GC220915F01* in accordance with Section 91(9) of the *Local Government Act 1999* (the Act).

RECOMMENDATIONS (2)

DUE DATES

That:

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| <p>1. In accordance with Section 91(7) and (9) of the <i>Local Government Act 1999</i> the Council orders that the report, '<i>Cove Civic Centre, GC220915F01</i>' together with all annexure and the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains commercial information of a confidential nature and would, on balance, be contrary to the public interest (Section 90(3)(d)) and would breach a duty of confidence (Section 90(3)(g)).</p> <p>This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.</p> | <p>24 May 16</p> |
| <p>2. This confidential order be reviewed at the December 2016 meeting of Council.</p> | <p>Dec 16</p> |

BACKGROUND:

Section 91(9) of the *Local Government Act 1999* (the Act) requires that any confidential order made by Council under Section 91(7) and (9) of the Act must be reviewed at least once in every year.

On 22 September 2015, Council ordered that the Report *Cove Civic Centre, GC220915F01*, and the minutes arising from this report having been considered in confidence under Section 90(3)(b)(i) and (ii) of the Act shall, except when required to effect or comply with Council's

resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2015

On 8 December 2015 this Confidentiality Order was reviewed and the following resolution was made:

1. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, '*Cove Civic Centre, GC220915F01*' together with all annexure and the minutes arising from the report be kept confidential and not available for public inspection on the basis that the report contains commercial information of a confidential nature and would, on balance, be contrary to the public interest (Section 90(3)(d)) and would breach a duty of confidence (Section 90(3)(g)).

This order is to remain in force until such time as it is reviewed, at which time a further order of confidentiality may be made.

2. Council requests the Chief Executive Officer to undertake further investigation and consultation with the view to releasing this matter based on the outcomes of such investigation and consultation.
3. Council delegates the power to revoke this order of confidentiality to the Chief Executive Officer, subject to no reasonable objections from relevant third parties or Elected Members.
4. This confidential order be reviewed at the April 2016 meeting of Council.

As required by the above resolution this order is due for review.

ANALYSIS

The report contains commercial information of a confidential nature over which Council has a duty of confidence.

As the matter is not yet finalised and there is a duty of confidence the confidentiality order needs to be retained.

Legal / Legislative and Risk Management:

Note that if Council wishes to discuss the details of the Report during the meeting, Council will need to order that the public be excluded (with the exception of Council officers present) from the meeting pursuant to Sections 90(2) and (3)(b) of Act given the current confidentiality order is still in force.

CONCLUSION

Excellence in Governance occurs when Council's operations are underpinned by accountability, integrity, openness and transparency. Retaining the confidentiality of the report, appendices and minutes to the Report "*Cove Civic Centre, GC220915F01*" is necessary to ensure that Council does not prematurely disclose commercial information or breach a legal obligation or duty of confidence.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Michelle Stewart, Corporate Performance Officer

Corporate Manager: Kate McKenzie, Manager Corporate Governance
Fiona Harvey, Manager Innovation & Strategy

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: 3rd Quarter Corporate Performance Report 2015-16:
January to March 2016

Report Reference: GC240516R10

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

This report provides Council with the third quarter status report on Corporate Performance Measures adopted in the 2015-16 Annual Business Plan and Budget (**Appendix 1**). It forms part of the regular Corporate Performance Reporting to Council, in conjunction with the quarterly budget review reporting.

The Corporate Performance reporting process provides Council with regular status updates on the key governing systems in place to support delivery of outcomes for the Community.

RECOMMENDATIONS (1)

DUE DATES

That Council:

- | | |
|---|---------------------------|
| <p>1. Note the Corporate Performance Report – 3rd Quarter 2015-16: January to March 2016, as provided in Appendix 1.</p> | <p>24 May 2016</p> |
|---|---------------------------|

BACKGROUND

The City of Marion's governance framework is comprised of key systems and processes to support robust decision making and delivery of outcomes to the Community. Monitoring performance of these systems is conducted through a range of mechanisms at a number of levels to ensure there is clear line of sight for managing performance at the organisation, council and community level.

The suite of Key Performance Indicators (KPIs) contained within the Corporate Performance Report (**Appendix 1**) was adopted in the 2015-16 Annual Business Plan and Budget. Quarterly KPI reporting enables council and the community to track and assess progress and performance at regular intervals throughout the year. It also provides key information for decisions and actions to be taken to address any performance gaps or opportunities for improvement.

ANALYSIS:

The third quarter Corporate Performance Report shows good performance with four of Council's seven measures performing within their target range.

CONCLUSION:

The Corporate Performance Report demonstrates Council's commitment to tracking progress and delivering outcomes consistent with the 2015-16 Annual Business Plan and Budget. It also demonstrates Council's commitment to ensuring a robust and transparent planning process and fulfilling its role in delivering the practice of good governance.

Corporate Performance Report 3rd Quarter Report 2015-16: Jan 2016 - Mar 2016



This Performance Report provides both an overall dashboard view and a progress update for each of the measures.

Measure		Target	Quarter Results	
1	Actual operating surplus ratio for 2015-16 (adjusted for extraordinary items)	0 – 6%	9.7%	
2	Total employee costs (staff plus agency)	Decrease by at least 1.4%, in Dollar terms, over the previous year adopted budget	-2.9%	
3	Lost employee time due to injury	Reduce by 1% compared to average of last 5 years	22.2	
4	Major Capital Works (>\$4m each project)	Completed strictly on time and on budget (or better)	Substantially on time and on budget	
5	Number of specific Major Capital Works proposals ready for approval by Council	2	1	
6	Achieving goals of (3 year) Business Plan	High level of achievement	Moderate level of achievement	
7	Alignment throughout administration to the Strategic Plan – Towards 2040 and the Business Plan	High level of alignment	Low level of alignment	




Dashboard Status icons

	Target rating = Exceptional		No target set
	Target rating = Acceptable	—	No data available
	Target rating = Target not met		

KEY PERFORMANCE INDICATOR 1:

Actual operating surplus ratio for 2015-16 (adjusted for extraordinary items) – 0 to 6%

TARGET:

	Exceptional	0 – 3%
	Acceptable	> 3 but < 6%
	Target not met	< 0 or > 6%

PERFORMANCE:  **9.7%** Target not met

Background

This ratio expresses the operating surplus / (deficit) as a percentage of general and other rates, net of rebates.

Performance




The operating surplus ratio is forecast to exceed the currently adopted 5-year average target. This is primarily as a result of substantial gross operational savings of \$3.2m being achieved in 2015-16 which has had a significant impact on the operating surplus ratio, bringing the third quarter figure to 9.7%. Any future operating savings identified will further increase the operating surplus ratio. Council's operating profit result provides the basis to fund normal day to day community services for both (1) provision of community services, and (2) capital renewal of existing infrastructure.

It should be noted that a quarterly result may not be representative as it assumes that all sources of revenue and expense are evenly divided across the four quarters. Quarterly analysis of this ratio may not indicate a trend that would predict the annual result.

KEY PERFORMANCE INDICATOR 2:

Total employee costs (staff plus agency) – Decrease by at least 1.4%, in dollar terms, over the previous year adopted budget

TARGET:

	Exceptional	Reduce by 5 – 10%
	Acceptable	Reduce by 1 – 5%
	Target not met	No reduction

PERFORMANCE:  **-2.9%** Acceptable

Background

Employee costs include salaries and wages paid through the City of Marion's payroll system for direct employees.

Agency costs include salaries and wages paid through the City of Marion's payroll system for employees hired through a third party employment agency.

Performance




The third quarter Budget Review reports a decrease in employee costs of 2.9% against the prior year adopted budget to date. This reduction is after allowing for an increase in employee costs of \$0.154m due to additional grant funded program positions which will be fully offset by an increase in operating grant revenue.

This result is not comparative of a full year result as the prior year budget does not account for the timing of actual pay periods in the current year.

KEY PERFORMANCE INDICATOR 3:

Lost employee time due to injury – Reduce by 1% (compared to average of last 5 years)

TARGET:

	Exceptional	Reduce by 1% (using average of last 5 years of 22.1)
	Acceptable	Equal to or < 1% reduction (using average of last 5 years of 22.1)
	Target not met	Any increase when compared to the average of last 5 years (of 22.1)

PERFORMANCE:

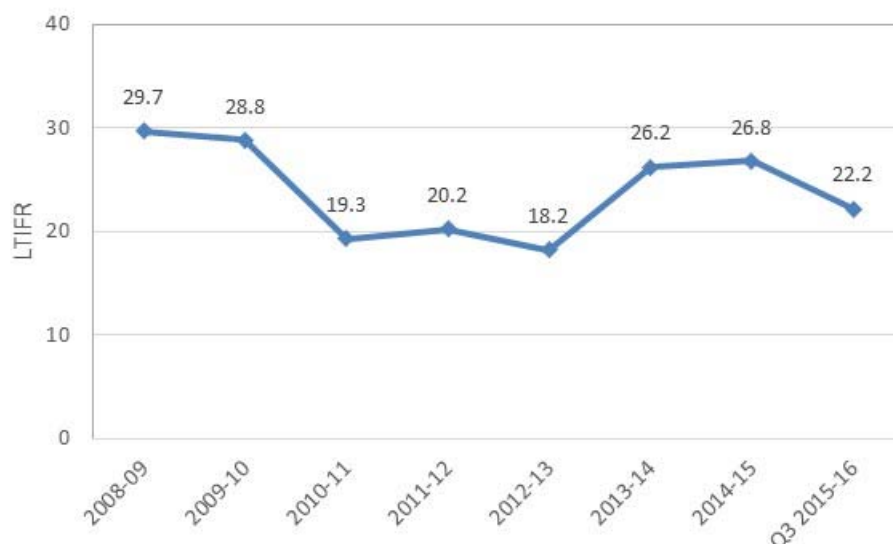
22.2 Target not met (cumulative result)

Background

Lost employee time due to injury is tracked by a widely used lag performance indicator called Lost Time Injury Frequency Rate (LTIFR). This measurement is calculated as per the Australian Standard 1885.1: 'Total number of Lost Time Injuries/Total Hours Worked) * 1,000,000'.

Performance

The graph below tracks Council's LTIFR performance for the past seven years as reported by the Local Government Association Worker's Compensation Scheme (LGAWCS).



The result for the 3rd quarter of 2015-16 is 22.2 LTIFR and is based on eleven LTIs being accepted and recorded in the LGAWCS statistical data. The due diligence processes associated with claim acceptance and payment occurring, results in a lag in statistics appearing in the month the incident occurred and it will be adjusted accordingly within the next quarterly report.

Analysis of the incidents so far in 2015-16 shows the three primary mechanisms of injuries are:




1. Manual handling (muscular stress while lifting or carrying)
2. Falls from the same and differing levels (slips, trips and falls)
3. Repetitive movement (low muscle loading)

In order to improve our safety outcomes, a number of Hazard Prevention and LTI Reduction Strategies are currently being implemented by the Risk Unit, in conjunction with the Leadership Team. The organisation's hazard register is being reviewed to ensure all hazards are appropriately identified and that all hazardous tasks identified has a documented Safe Work Method Statement, Safe Work Procedure or Safe Operating Procedure. Incident Management Training was rolled out to all People Managers during April 2016 and Manual Handling Training is being schedule for May 2016 to address manual handling injuries. Additional strategies are also being explored including specifying preferred medical practices who specialise in worker injury as well as accompanying workers to their initial consultation with the medical practitioner. This should provide an increased focus on the provision of suitable duties immediately following an injury and should subsequently reduce the number of LTI's.

KEY PERFORMANCE INDICATOR 4:

Major Capital Works (>\$4m each project) – Completed strictly on time and on budget (or better)

TARGET:

	Exceptional	Strictly on time and on budget (or better)
	Acceptable	Substantially on time and on budget (within 4 months and 102% budget)
	Target not met	Any case of substantially over time / over budget (>4 months or 102% budget)

This measure represents a combined score of the progress towards delivering two key Council Major Capital Works that each exceed \$4m:

1. Cove Civic Centre
2. City Services Redevelopment

All data in the composite is evenly weighted.

PERFORMANCE:

Substantially on time and on budget

Acceptable

Background

The City of Marion undertakes or facilitates major projects which support the development of services and facilities for the community and enhance the environmental sustainability of the area. A project is formally considered a Major Capital Works based on the level of investment, scale and/or the dependency on the partnering support and commitment from key strategic partners, from both the public and private sectors.

Specifically, Major Capital Works have the following characteristics:

- an investment by Council of over \$4 million
- more than 12 months to deliver the project
- generally involves a project partner(s)

Performance

Project	Council approved budget	Tendered sum and Council costs	Estimated final cost	Original completion date	Revised completion date due to contractually valid delays	Actual completion date
City Services	\$14,332,000	\$14,302,000	\$14,111,000 (1)	30/10/15	15/12/15	16/11/15
Cove Civic Centre	\$13,400,000 +\$100,000 Arts SA funding +\$223,000 interest on Federal funds	\$12,400,000 (2)	\$12,720,082 (3)	18/12/14	12/03/15	18/06/15

(1) Final estimated cost (as at 11 May) is below tendered sum and Council costs due to savings in the ground contingency allowance, lower costs for furniture and equipment and savings in costs for temporary accommodation required during construction.

(2) Lump sum cost at time of tender, not a fixed priced contract. Lump sum increased by cost of additionally required design solutions and contractually valid variations such as inclement weather that delayed / impacted on construction and increased consultancy costs.

(3) Estimated final cost as of 11 May 2016.

Through the Section 48 process, required under the Local Government Act, Council establishes an appropriate budget for projects. The budget is informed by independent cost advice that is developed and reviewed at several stages through the design process, usually over 12 to 18 months.




When a project is approved by Council tenders are then called for construction. Tenderers are given four to five weeks to review all the design plans, gain sub-contractor costs for undertaking parts (packages) of the construction and then submit their cost for undertaking the project. The costs for undertaking the construction are subject to the provisions of the contract type used. Standard contracts have provisions, ie for costs over the tendered sum, for inclement weather (heat, cold and rain that may influence different parts of the construction) and additional costs that can occur due to ground conditions (soft ground, shallow bedrock, contamination, ground water) and costs required during construction to give effect to the design.

With the Cove Civic Centre (CCC) the estimated final cost is under the \$13,400,000 Council budget and over the tendered lump sum (inclusive of additional Council costs, ie design and construction contingencies, external site services, consultant fees). The difference between the tendered sum of \$12,400,000 and the estimated final cost of \$12,720,082 (as at 11 May 2016) is made up of design and building variations (costs) required to construct the building, contractually legitimate extensions of time claims (costs) and additional consultancy fees.

KEY PERFORMANCE INDICATOR 5:

Number of specific Major Capital Works proposals ready for approval by Council – Target of 2

TARGET:

	Exceptional	2 +
	Acceptable	1
	Target not met	0

PERFORMANCE:

1

Acceptable

Background

At the 14 April 2015 Council meeting the following resolutions were adopted:

1. Endorse investigations being undertaken with peak sporting bodies, relevant clubs, funding bodies and agencies to seek partnering opportunities for the development of plans and potential funding solutions for the following sports infrastructure:
 - Edwardstown Oval Masterplan
 - Options for new soccer pitches and a BMX track in the South
 - Indoor multipurpose Stadium 4-8 Court (SA regional standard)
 - Mitchell Park Sports and Community Club building upgrade
2. Note that consultation plans will be brought to Council for consideration after initial investigations are undertaken with peak sporting bodies, relevant clubs and agencies.
3. That potential funding opportunities relevant to the above sports infrastructure be actively pursued as they arise.

Performance




1. Edwardstown Oval – Council approved Section 48 prudential management report and lodgment of application to National Stronger Regions Fund on 8 March 2016. Mayor and CEO lobbying to support funding application. An announcement regarding federal funding is expected in July 2016.
2. BMX track – Draft feasibility study completed and presented to Infrastructure Committee. BMX SA and BMX Clubs working closely with Marion and Onkaparinga Councils to gain support for the project. Majors Road site owned by the Department of Environment, Water and Natural Resources (DEWNR) has received strong support within State government. Feasibility study will be followed with securing an option for DEWNR land and funding opportunities.

3. Soccer facility – Business Plan developed with Football Federation South Australia (FFSA). Former TAFE site on Majors Road has been purchased and discussions have been held with the new owners (Islamic College) on the potential for soccer to be located at the college. Securing a site will enable the project to proceed to design and costing, then subsequently pursuit of funding, subject to Council approval of a Section 48 Prudential Management (i.e. Due Diligence) report.
4. Council considered options for an Indoor Multipurpose Stadium and Mitchell Park Sports and Community Club at the Special General Council meeting of 10 May 2016 – Council adopted a ‘preferred option’ comprising 4 indoor courts and new facilities for the MPSCC and neighbourhood centre facilities. Council’s preferred option is being further developed and a Section 48 Prudential Management report is being prepared. The Section 48 report will be considered by the Audit Committee in June and then subsequently by Council.

KEY PERFORMANCE INDICATOR 6:

Achieving goals of (3 year) Business Plan – High level of achievement

TARGET:

	Exceptional	High level of achievement
	Acceptable	Moderate level of achievement
	Target not met	Low level of achievement

PERFORMANCE:**Moderate level of achievement**

Acceptable

Performance

Council has adopted a long term Strategic Plan - Towards 2040 and a Strategic Plan 2010-2020. Drafting of a medium term business plan 2016-2019 has begun and is scheduled to be completed for implementation from early 2016/17. Alignment of the 3-year draft business plan initiatives to the 10-year strategic plan will also be presented to Elected Members in July.




All strategies and projects within the 2010-2020 Strategic Plan are complete or progressing, with the exception of CWSP1.4 Facilitate improved access and infrastructure for the Warradale Shopping Precinct. While some minor work has been completed to improve pedestrian access, this project is closely linked to the Oaklands Crossing which is the focus of a campaign led by Council that started in April 2016.

2016-19 Work Area Plans (WAPs) were launched in April 2015 and will be completed in preparation for implementation from 1 July 2016. 28 WAPs will be prepared and will include all initiatives from the draft 3-year Business Plan and all corporate key performance indicators.

KEY PERFORMANCE INDICATOR 7:

Alignment throughout administration to the Strategic Plan -Towards 2040 and the Business Plan (3 years) – High level of alignment

TARGET:

	Exceptional	High level of alignment
	Acceptable	Moderate level of alignment
	Target not met	Low level of alignment

PERFORMANCE:**Low level of alignment**

Target not met

Background

The City of Marion's Strategic Management Framework (SMF) sets out the overarching framework for Council's strategic and business plans. The focus of the SMF is to ensure that the key elements of the strategic planning and management systems and processes are aligned and integrated to ensure that Council can effectively pursue the Community's aspirations over the next 25 years. The SMF is supported by a series of processes to support decision making, resource allocation, service delivery and performance monitoring.

Currently the City of Marion has a number of adopted plans that form its suite of strategic management plans:

- 25 Year Strategic Plan - Towards 2040 (adopted in 2013)
- 10 Year Strategic Plan 2010-2020 (adopted in 2010 and refined in 2011)
- 10 Year Long Term Financial Plan (reviewed and adopted annually)
- 10 Year Asset Management Plan (adopted in January 2016)
- Medium Term Strategic Directions Report (urban development priorities) (adopted in 2013)

Short term business plans, policies and strategies have been developed to implement the suite of strategic plans.

Performance

A review of the Strategic Management Framework in 2011-12 recommended that a long term (30 year) Strategic Plan and a separate medium term (10 year) Business Plan be developed to provide further clarity and simplicity for the community and organisation. Based on this recommendation a Strategic Plan – Towards 2040 was adopted by Council in 2013. However, there is now misalignment between the six themes of the Strategic Plan – Towards 2040 and the four pillars of the 2010-2020 Strategic Plan.

To refine and simplify the SMF a 3-year Business Plan, based on the six themes of the Strategic Plan – Towards 2040 is being developed which will strengthen the alignment throughout administration to this long term vision. The draft 3-year Plan will be presented to Council in July 2016 for adoption to begin community consultation.

To further simplify the SMF it is proposed to:

- renamed the Strategic Plan- Towards 2040 the 'Community Vision' to reflect its long term aspirational nature.
- Link the 10-year Strategic Plan with the 3-year Business Plan and represent these plans in a combined document

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Heath Harding, Management Accountant
Manager: Ray Barnwell, Manager Finance
General Manager: Vincent Mifsud, General Manager Corporate Services
Subject: 3rd Quarter Budget Review 2015/16
Report Reference: GC240516R11

REPORT OBJECTIVE AND EXECUTIVE SUMMARY

The purpose of this report is to provide the financial results for the 3rd Budget Review for 2015/16. The budget review is a revised forecast of the original budget and as such any savings identified during the reviews will not be confirmed until the financial statements are prepared at the end of the financial year.

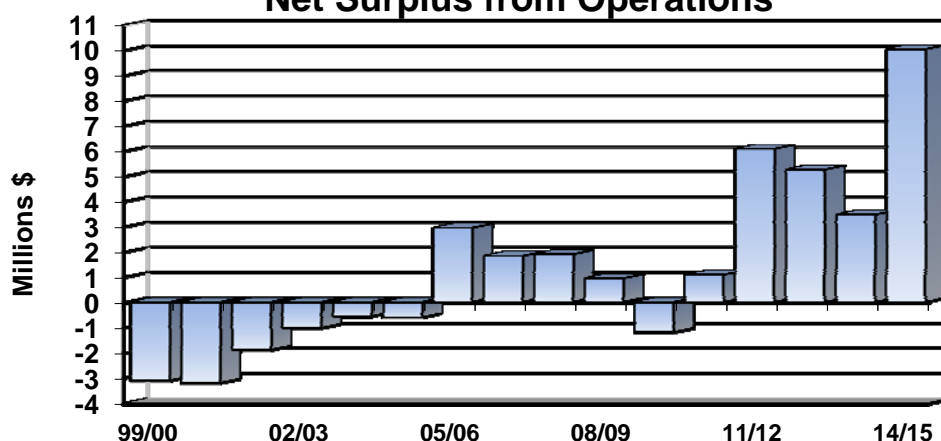
Funding/Cash

The 3rd Budget Review forecasts a full year funding surplus of \$0.975m (refer Appendix 1 Budgeted Funding Statement – “Movement in levels of Cash/ Accruals”), a favourable adjustment of \$0.886m from the 2nd Budget Review. This forecast funding surplus also includes expenditure of \$0.401m which was incorporated into the 2015/16 budget through council resolutions. This expenditure was resolved to be funded from identified annual savings from 2014/15. Adjusting for this expenditure leaves Council with a forecast underlying 3rd Budget Review funding surplus of \$1.376m for the 2015/16 year.

Operating

The 3rd Budget Review forecasts a full year operating budget surplus of \$6.628m, an increase of \$1.136m from the 2nd Budget Review budget surplus of \$5.492m. This increase is mainly due to savings in labour due to the organisational restructure and some temporary vacant positions (\$0.442m) and the reclassification of budget from operating to capital for the Coastal Walking Trail renewal (\$0.341m). The 3rd Budget Review operating budget surplus currently exceeds the target set in the Annual Business Plan and Budget.

Financial Performance Indicators Net Surplus from Operations



* The underlying operating surplus for 2009/10 after adjusting for the once-off Domain Land transfer for the State Aquatic Centre is an Operating Surplus of \$4.787m.

** The underlying operating surplus for 2010/11 after adjusting for the once-off cash contribution for the SA Aquatic and Leisure Centre is \$6.078m

Report Reference: GC240516R11

RECOMMENDATION (1):**DUE DATE****That Council:**

1. **Adopt, as presented in Appendix 1, the revised budgeted statements including the Income Statement, Balance Sheet, Statement of Changes in Equity and Statement of Cash Flows.**

24 May 2016**BACKGROUND:**

Council is required to reconsider the approved budget three times during the year in accordance with Section 123 (13) of the Local Government Act 1999 and Section 7 of the Local Government Regulations.

The original 2015/16 budget was developed within the context of a long term framework to achieve a balance between meeting the objectives of the Strategic Plan and attaining financial sustainability in the long term.

Framework

This budget review continues the focus on achieving the objectives set out in the framework set by Council when developing the 2015/16 and recently updated at the General Council Meeting on the 19th January 2016 (GC190116R11):

- Support the achievement of the City of Marion's Strategic Directions;
- Addresses issues arising and opportunities identified from internal audit reviews, service reviews and business excellence assessments;
- Maintain an Operating Surplus ratio of between 0-5% over any five consecutive years, with a primary focus being on Cash Flow and Funding;
- Continue to improve the maintenance of assets in accordance with Council's Asset Management Plans, with a priority on maintenance before renewal, and renewal before new where it is cost effective to do so;
- Review existing services and assets to ensure they meet prioritised community needs;
- Council only approve new Major Projects where it has the identified funding capacity to do so;
- Maintain Council's position for an average residential rate which remains among the lower rating metropolitan councils;
- Implement responses for progressing liveable cities strategies and funding opportunities within Marion.

DISCUSSION:**Funding Result**

The 3rd Budget Review forecasts an underlying funding surplus of \$1.376m which is a favourable funding adjustment of \$0.886m from the 2nd Budget Review. The table below reflects the budget adjustments since the 2nd Review:

2 nd Budget Review Funding Surplus/(Deficit)	\$0.089m
3 rd Budget Review Adjustments - Favourable	\$0.886m
Add back : Expenditure funded from 2014/15 identified savings	<u>\$0.401m</u>
3 rd Budget Review Underlying Funding Surplus/(Deficit)	<u>\$1.376m</u>

As noted above Council has resolved to fund the following expenditure from identified 2014/15 annual savings;

GC271015R12	Reserve Street Reserve Dog Park	\$0.126m
GC271015M05	Cove Sports Soccer Field Irrigation	\$0.110m
GC280715R05	Hendrie Street Inclusive Playspace	\$0.063m
GC220915R03	Energy Projects	\$0.015m
GC131015R08	Oaklands Crossing Campaign	\$0.084m
GC140715R04	Murray Darling Membership	<u>\$0.003m</u>
Total Budget Adjustments funded from 2014/15 annual savings		<u>\$0.401m</u>

The funding result:

- Identifies the difference between total revenues and expenditures of Council after allowing for funding from loans, investments, cash draw-downs and reserves.
- Includes capital expenditures, which are excluded from the operating result.
- Provides information of changes in uncommitted financial resources available to Council.
- Returns a surplus where savings arise from the original budget, representing an increase in uncommitted financial resources or returns a deficit when costs are greater than the original budget, representing a decrease in available financial resources.

The 3rd Budget review is based upon actual results to the end of March 2016 and forecast to June 2016. In accordance with the Local Government (Financial Management) Regulations 1999 a revised budgeted income statement, balance sheet, statement of changes in equity and statement of cash flows are provided in the Attachments to Appendix 1.

Operating Result

The 3rd Budget Review forecasts a full year operating budget surplus of \$6.628m, an increase of \$1.136m from the 2nd Budget Review budget surplus of \$5.492m. This increase is mainly due to savings in labour due to the organisational restructure and temporary vacant positions (\$0.442m) and the reclassification of budget from operating to capital for the Coastal Walking Trail renewal (\$0.341m). The 3rd Budget Review operating budget surplus currently exceeds the target set in the Annual Business Plan and Budget.

Capital Budget

The 3rd Budget Review forecasts expenditure on new capital assets decreasing by \$0.582m from \$14.021m to \$13.439m. The net decrease is mainly due to the revised budget for the Cove Civic Centre (\$0.903m) offset by Bus Shelter DDA works (\$0.100m) and other minor capital new budget reductions (\$0.221m).

Expenditure on renewal of Capital Assets is forecast to decrease by \$1.261m from \$13.643m to \$12.382m. The net decrease is primarily due to the retiming into 2016/17 of purchases as part of the fleet vehicle replacement program (\$1.224m).

The Capital Budget is linked to one of Council's key financial indicators, the Asset Sustainability Ratio, which indicates that Council, with a ratio of 89.2%, has fallen outside its performance indicator target of 95 – 100% in this budget review. The retiming of \$1.224m for fleet vehicle replacement into 2016/17 has had a significant impact on the ratio which would otherwise have been 95.2% and within council's performance indicator target.

Report Reference: GC240516R11

Borrowings

Council's Treasury Management Policy indicates that in the management of its finances, any funds that are not required to meet approved expenditure can be used to reduce the level of borrowings that would otherwise be required.

The current Long Term Financial Plan incorporates a modest borrowing program and it is considered good Treasury Management to offset some future borrowing requirements where possible. In addition, the guidelines of Council's Annual Savings Initiative have the objective to ensure continued improvement in financial performance. One of the three focus areas is to reduce the borrowing program to assist with Long Term Financial Planning.

The 3rd Budget Review forecasts a reduction of \$0.904m in the level of forecast loan funding required as a result of the revised budget for the Cove Civic Centre

Council also currently has substantial cash backed reserves and further consideration of the timing of taking out future borrowings will be reviewed in the lead into the Annual Business Plan and Budgeting process for 2016/17. Interest charged on borrowings is generally higher than that earned through investments. Therefore, it is not financially prudent to borrow money when we have cash reserves available to meet immediate and foreseeable funding needs. In everyday terms this could be compared to paying a minimum credit card payment while sitting on money in the bank for a rainy day.

Cash & Reserves

The 3rd Budget Review reports a decrease in the use of Cash & Reserves of \$2.131m.

The available balances held in the Reserves at the 3rd budget review, excluding Grants & Carryovers Reserve, are as follows:

Open Space Reserve			\$0.857m
Asset Sustainability Reserve - Major Infrastructure	\$2.000m		
- General	\$0.819m		
- CFPP Major New Projects	\$3.862m		
- CFPP	<u>\$3.136m</u>	<u>\$9.817m</u>	
Total Reserves			<u>\$10.674m</u>

A detailed breakdown of the movement in the Asset Sustainability Reserve since 30 June 2015 is as follows:

Asset Sustainability Reserve						
Council Report Ref		Major Infrastructure Failure	General	CFPP	CFPP Major New Projects	Total
1-Jul-15	Balance	2,000,000	1,135,806	-	-	3,135,806
Additions:						
1-Jul	TFR 2015/16 Budgeted Funding Surplus	-	-	-	4,197,462	4,197,462
1-Jul	TFR CFPP 2015/16 Budget Allocation	-	-	1,400,000	-	1,400,000
30-Sep	TFR Carryover CFPP from 2014/15	-	-	1,849,703	-	1,849,703
		-	-	3,249,703	4,197,462	7,447,165
Allocated:						
11-Aug	GC110815R01 Hallett Cove Foreshore Masterplan	-	(15,000)	-	-	(15,000)
11-Aug	GC110815R01 Heron Way - Stage 4	-	(293,000)	-	-	(293,000)
8-Sep	GC080915R01 Fence - Cove Sports Club	-	(9,000)	-	-	(9,000)
	E'wardstown Sports Club - Concept Plan					
22-Sep	GC220915R02 & Submission	-	-	-	(135,000)	(135,000)
	Mitchell Park Masterplan - Engagement of specialist consultants required to develop a costed concept plan	-	-	-	(200,000)	(200,000)
8-Dec	GC081215R05	-	-	-	(200,000)	(200,000)
19-Jan	GC190116M02 Cove Sports Club Balcony	-	-	(30,000)	-	(30,000)
22-Mar	GC220316R11 Capella Drive Reserve Improvements	-	-	(45,250)	-	(45,250)
22-Mar	GC220316R13 Hallett Cove Beach Tennis Club	-	-	(38,000)	-	(38,000)
		-	(317,000)	(113,250)	(335,000)	(765,250)
Unallocated - Fund Availability 30.04.16		2,000,000	818,806	3,136,453	3,862,462	9,817,721

Operating Grants & Subsidies

Forecast operating grants and subsidies have increased by \$0.049m from \$5.790m to \$5.839m.

Investment Income

Forecast investment income has increased by \$0.025m due to higher interest revenue as a result of forecast larger average cash deposits being held throughout the year.

Employee Costs

Forecast employee costs have decreased by \$0.442m (0.1%) from the 2nd Budget Review to \$31.833m. This decrease is due to the realisation of savings as a result of the organisational restructure and some temporary vacant positions.

Contractual Services

Forecast contractual services have decreased by \$0.523m from the 2nd Budget Review. This decrease is mainly due to the reclassification from operating to capital for renewal of the Coastal Walking Trail (\$0.341m) and other minor reductions and reallocations.

Corporate KPI – Performance against Council's Adopted Budget

Council's key financial indicators have been updated to reflect adjustments associated with the 3rd Budget Review. Commentary in relation to the indicators is provided in Appendix 1.

CONCLUSION:

The 3rd Budget Review forecasts an underlying full year funding surplus of \$1.376m. After taking into consideration the budget adjustments funded from the 2014/15 annual savings of \$0.401m, this results in a full year funding surplus for the 2015/16 financial year of \$0.975m.

Report Reference: GC240516R11

Appendix 1

Budgeted Funding Statement

The following report details the proposed budget changes for the 3rd Budget Review.

CITY OF MARION Budgeted Funding Statement			
	2015/16 2nd Review \$000's	2015/16 3rd Review \$000's	Variance \$000's
OPERATING REVENUE			
Rates			
General	68,408	68,386	(22)
Other	1,573	1,573	0
Statutory Charges	1,746	1,741	(5)
User Charges	1,726	1,796	70
Operating Grants and Subsidies	5,790	5,839	49
Investment Income	677	702	25
Reimbursements	765	843	78
Share of Profit SRWRA	315	315	0
Other	549	553	4
	81,549	81,748	199
OPERATING EXPENSES			
Employee Costs	32,275	31,833	(442)
Contractual Services	18,228	17,705	(523)
Materials	4,643	4,727	84
Finance Charges	718	700	(18)
Depreciation	13,821	13,877	56
Other	6,372	6,278	(94)
<i>Less</i>	76,057	75,120	(937)
Operating Surplus/(Deficit) before Capital rev's	5,492	6,628	1,136
<i>Add</i>			
(a) Capital Revenue	1,500	1,500	0
<i>Equals</i> Net Surplus/(Deficit) resulting from operations	6,992	8,128	1,136
<i>Add</i> Depreciation	13,821	13,877	56
<i>Less</i> Share of Profit SRWRA	315	315	0
<i>Equals</i> Funding available for Capital Investment exp	20,498	21,690	1,192
Capital			
<i>Less</i> Capital Expenditure - Renewal	13,643	12,382	(1,261)
<i>Less</i> Capital Expenditure - New	14,021	13,439	(582)
<i>Less</i> Capital - contributed assets	1,500	1,500	0
<i>Equals</i> Net Overall funding Surplus/(Deficit)	(8,666)	(5,631)	3,035

(a) Capital Revenue excludes book gains/loss on sale of assets

(b) Relates to use of cash to fund major projects

CITY OF MARION Budgeted Funding Statement			
	2015/16 2nd Review \$000's	2015/16 3rd Review \$000's	Variance \$000's

Funding transactions associated with accomodating the above net overall funding deficit (or applying the net overall funding surplus) are as follows:

	LOANS			
	Loan Principal Receipts (Net)	6,164	5,260	(904)
Less	Loan Principal Payments	1,671	1,671	-
	Loan funding (Net)	4,493	3,589	(904)
	Movement in level of cash & accruals			
(b)	Cash Surplus/(Deficit) funding requirements	89	975	886
Less	Reserves (Net)	4,262	3,017	(1,245)
	Cash/Investments/Accruals Funding	(4,173)	(2,042)	(2,131)
Equals	Funding Transactions	8,666	5,631	(3,035)

Analysis of Budgeted Funding Statement

This section of the 3rd Budget Review provides an analysis of the movements in the Budgeted Funding Statement (revenues, expenditures, capital, loans and reserves).

The 3rd Budget Review reports an underlying funding surplus of \$1.376m with a net funding surplus of \$0.975m after offsetting budget funding provided from annual savings from 2014/15.

Financial Indicators

To assist Council in meeting its objective of financial sustainability a series of financial indicators endorsed by the Local Government Association are provided. Where a Council target has not been adopted, the recommended Local Government Association (LGA) target has been provided. The following table provides a matrix of indicators of the 3rd Budget Review 2015/2016 and whether the target has been achieved.

Key Financial Indicator	2015/16	Target	Result 5 Yr Avge
Operating Surplus/(Deficit)	\$6.628m	\$0 - \$3.419m	↑
Operating Surplus Ratio	9.7%	0 - 5%	↑
Debt Servicing Ratio	3.5%	0 – 5%	✓
Net Financial Liabilities Ratio	5.3%	0 - 50%	✓
Asset Sustainability Ratio	89.2%	95 - 100%	x
Asset Consumption Ratio	89.3%	80 - 100%	✓

In most instances the 3rd Budget Review 2015/16 is meeting or exceeding the required targets and is within range of Council meeting its objective of financial sustainability.

The Asset Sustainability Ratio has fallen outside council's target of 95-100% primarily due to the retiming into 2016/17 of \$1.224m for fleet vehicle replacement. Had this expenditure not been retimed the Asset Sustainability Ratio would have been 95.2% and within the target for 2015/16.

Further detail is provided below which explains the basis of each indicator:

Operating surplus – being the operating surplus/(deficit) before capital amounts

Operating Surplus(Deficit) Ratio – this ratio expresses the operating surplus/(deficit) as a percentage of general and other rates, net of rebates.

Debt Servicing Ratio – this ratio measures the cash flow available to pay current debt obligations.

Net Financial Liabilities Ratio – indicates the extent to which net financial liabilities of Council can be met by Council's total operating revenue

Asset Sustainability Ratio – indicates whether Council is renewing or replacing existing assets at the rate of consumption.

Asset Consumption Ratio – indicates the remaining useful life of Council's assets or the asset stock at a point in time.

Attachments to Appendix 1

- Attachment 1 – Budgeted Income Statement
- Attachment 2 – Budgeted Balance Sheet
- Attachment 3 – Budgeted Statement of Changes in Equity
- Attachment 4 – Budgeted Statement of Cash Flows
- Attachment 5 – Consultants

ATTACHMENT 1

CITY OF MARION Budgeted Income Statement		
	Actual 2014/15 \$000's	3rd Review 2015/16 \$000's
OPERATING REVENUE		
Rates		
General	65,942	68,386
Other	1,523	1,573
Statutory Charges	1,749	1,741
User Charges	1,689	1,796
Operating Grants and Subsidies	7,694	5,839
Investment Income	888	702
Reimbursements	874	843
Net Gain - Equity Accounted Council Businesses	817	315
Other	800	553
TOTAL OPERATING REVENUE	81,976	81,748
OPERATING EXPENSES		
Employee Costs	31,757	31,833
Contractual Services	15,529	17,705
Materials	4,715	4,727
Finance Charges	800	700
Depreciation	12,974	13,877
Other	6,174	6,278
TOTAL OPERATING EXPENSES	71,949	75,120
Operating Surplus/(Deficit) before Capital Revenues	10,027	6,628
CAPITAL REVENUES		
Capital Grants, Subsidies and Monetary Contributions	1,831	-
Physical resources received free of charge	8,242	1,500
Gain/(Loss) on disposal of assets	(202)	-
Net Surplus/(Deficit) resulting from Operations	19,898	8,128

ATTACHMENT 2

CITY OF MARION		
Budgeted Statement of Financial Position		
	Actual	3rd
	2014/15	Review
	\$000's	2015/16
		\$000's
<u>CURRENT ASSETS</u>		
Cash	22,438	20,397
Receivables	4,036	4,036
Inventory	166	166
TOTAL CURRENT ASSETS	26,640	24,599
<u>CURRENT LIABILITIES</u>		
Creditors	10,142	10,142
Provisions	2,291	2,291
Loans	1,671	1,360
TOTAL CURRENT LIABILITIES	14,104	13,793
Net Current Assets/(Liabilities)	12,536	10,806
<u>NON-CURRENT ASSETS</u>		
Investment in SRWRA & Council Solutions	5,120	5,435
Land	342,635	344,715
Buildings	92,075	94,684
Infrastructure	651,612	660,262
Equipment	7,138	6,821
Furniture & Fittings	384	539
Other	20,054	20,320
TOTAL NON-CURRENT ASSETS	1,119,018	1,132,776
<u>NON-CURRENT LIABILITIES</u>		
Provisions	857	857
Loans	10,229	14,129
TOTAL NON-CURRENT LIABILITIES	11,086	14,986
NET ASSETS	1,120,468	1,128,596
<u>EQUITY</u>		
Accumulated surplus	360,929	372,074
Reserves	759,539	756,522
TOTAL EQUITY	1,120,468	1,128,596

ATTACHMENT 3

CITY OF MARION		
Budgeted Statement of Changes in Equity		
	Actual	3rd
	2014/15	Review
	\$000's	2015/16
		\$000's
ACCUMULATED SURPLUS		
Balance at beginning of period	340,053	360,929
Net Surplus/(Deficit)	19,582	8,128
Transfers from Reserves	16,691	13,601
Transfers to Reserves	(15,397)	(10,584)
Balance at end of period	360,929	372,074
ASSET REVALUATION RESERVE		
Balance at beginning of period	736,779	740,335
Net change this year	3,556	-
Balance at end of period	740,335	740,335
OPEN SPACE RESERVES		
Balance at beginning of period	1,288	857
Net change this year	(431)	10
Balance at end of period	857	867
OTHER RESERVES		
Balance at beginning of period	18,894	18,347
Net change this year	(547)	(3,027)
Balance at end of period	18,347	15,320
Total Reserves	759,539	756,522
TOTAL EQUITY	1,120,468	1,128,596

ATTACHMENT 4

CITY OF MARION		
Budgeted Statement of Cash Flows		
	Actual 2014/15 \$000's	3rd Review 2015/16 \$000's
CASH FLOWS FROM OPERATING ACTIVITIES		
<i>Receipts</i>	85,988	81,133
<i>Payments</i>	(62,778)	(61,243)
NET CASH PROVIDED BY OPERATING ACTIVITIES	23,210	19,890
CASH FLOWS FROM FINANCING ACTIVITIES		
<i>Receipts</i>		
Loans Received	-	5,260
Loans From Sporting Clubs	-	-
<i>Payments</i>		
Principal	(1,572)	(1,671)
NET CASH (USED IN) FINANCING ACTIVITIES	(1,572)	3,589
CASH FLOWS FROM INVESTING ACTIVITIES		
<i>Receipts</i>		
Capital Grants/Subsidies & Contributions/Investments	1,831	-
Sale of Equipment	721	-
Distributions form Equity Accounted Investments	60	-
<i>Payments</i>		
Purchase of IPP&E	(29,877)	(25,520)
NET CASH (USED IN) INVESTING ACTIVITIES	(27,265)	(25,520)
NET INCREASE/(DECREASE) IN CASH HELD	(5,627)	(2,041)
CASH AT BEGINNING OF REPORTING PERIOD	28,065	22,438
CASH AT END OF REPORTING PERIOD	22,438	20,397

ATTACHMENT 5**CONSULTANTS**

Council resolved at the Council meeting held 8 December 1998 that future budget reviews include an Executive Summary with reference to consultants.

Consultants are defined as an expert called on to provide professional or technical advice not currently available within the organisation. An analysis of Council's accounts reveals the following information of actual + committed year to date (10/05/16) expenditure versus full year actuals for 2014/15 relating to expenditure on Consultants of an operating nature:

Legal Consultants

As at 10 May 2016 3rd Budget review

	Full Year Actual 2014/15	Actual YTD 2015/16
Organisational Development <i>(Employment advice)</i>	82,036	69,633
Libraries	261	1,170
Commercial Facilities	902	-
Community Centres	27	-
Environmental Health	7,728	10,377
General Inspection <i>(Dog/Cat & Parking Control)</i>	17,353	21,785
Governance	99,695	35,504
Financial Services	1,980	-
Strategic Projects	15,612	12,746
Asset & Property Management	46,487	33,980
Development Assessment	134,233	160,437
Infrastructure Management (Engineering)	12,090	2,979
Civil Services	2,794	-
City Management	-	750
Open Space Services	-	337
	421,200	349,698
Full Year Budget		366,511

Other Consultants (not including legal)

As at 10th May 2016 3rd Budget review

	Actual Full year 2014/15	Actual YTD 2015/16
Strategic Development	56,211	77,263
Organisational Development	66,119	67,584
Community Development	34,053	(a) 314,205
Community Centres	428	383
Occupational Health & Safety	24,990	250
Community Care	680	-
Cultural Development	16,059	2,403
Libraries	880	-
Commercial Facilities	35,659	(b) 86,167
Governance	42,400	48,279
Strategic Projects	14,619	32,162
Asset & Property Management	8,535	27,610
Economic Development	1,500	5,000
Development Assessment	55,220	39,871
Infrastructure Management (Engineering)	54,726	72,527
Civil Services	23,850	16,461
Open Space Services	60,353	9,955
Depot	-	335
Recruitment	96,012	50,625
	592,294	851,079
Full Year Budget		994,487

(a)	Edwardstown Memorial Master Plan	125,034
	Mitchell Park Sports Club Development Concept Plan	175,719
	Other expenditure	<u>13,453</u>
		<u>314,205</u>
(b)	Marion Outdoor Pool Master Plan	86,167

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Rachel McCaskill, Community Development Officer

Corporate Manager: Liz Byrne, Acting Manager Community & Cultural Services

Director: Tony Lines, General Manager Operations

Subject: Community Grants Round 2015/2016

Ref No: GC240516R12

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

The City of Marion Community Grants Program provides funding support to clubs and organisations for activities which provide a community benefit. This report provides Council with a summary of the applications received for the 2015/2016 Round Community Grants Program and makes recommendations for Council approval.

Due to a service review of the Community Grants Program being undertaken, Round One 2015/2016 was deferred. Therefore, both rounds have been combined in this one current grant round.

In this round forty-eight applications were received, requesting funding to the value of \$171,636. Following assessment of the applications against the grant guidelines, twenty-nine grants are recommended for Council approval to the value of \$75,000.

Whilst the twenty-nine grants recommended for approval total \$75,000 the projects they support will generate community projects to the value of \$214,364, consisting of Council's \$75,000 contribution plus the community's \$139,364 contribution. The community contribution consists of financial contributions, in-kind support and 3,743 hours of volunteered hours which is costed at the Australian Bureau of Statistics' recommended rate of \$27.45 per hour.

RECOMMENDATIONS (3):

DUE DATES

That Council:

- | | |
|--|-----------|
| 1. Approves the Community Grant applications, totalling \$75,000 as recommended in Appendix 1. | 24 May 16 |
| 2. Notes the grants will generate community projects to the value of \$214,364 (consisting of Council's \$75,000 contribution plus \$139,364 of community contribution). | 24 May 16 |
| 3. Notes that with this round of funding and since 2005, the City of Marion's Community Grants Program will have: <ul style="list-style-type: none"> • supported 498 projects • assisted generating community projects to the value of \$2,523,259 | 24 May 16 |

BACKGROUND:

The Community Grants program continues to target the provision of funding to clubs and organisations for activities that maximise community benefit. Framed around the City of Marion's Strategic Plan Towards 2040, the Community Grants program plays an important role in community development and building community capacity. This approach allows the community, through local organisations, to identify issues that are important to them and to develop their own solutions by utilising the skills, experience and resources within their ranks.

This round includes funds available for:

- One grant of \$10,000
- Five grants of \$5,000
- Multiple grants of up to \$2,000

Normally \$75,000 is allocated across two rounds each financial year in June and November. However, due to a service review being undertaken Round One of the 2015/2016 Community Grants Program was deferred and the two funding rounds have therefore been combined in this one current grant round.

One of the outcomes from the service review, Council has endorsed an increase of the annual funding allocation from \$75,000 to \$100,000 commencing in the 2016/2017 financial year. The grants will be administered across two rounds with each round offering \$50,000. The grants program will then include two grants of \$10,000 for larger projects.

Organisations can apply for a Community Grant in four categories:

- Community Development
- Arts & Culture
- Environment
- Sports and Recreation

The selection panel assesses each of the applications against the Council's approved guidelines. Eligible applications are further assessed against the aspirational goals as articulated in the Community Plan Towards 2040 - see Appendix Two. The selection panel is comprised of four Council staff, each with experience in the four grant categories, and makes its recommendations to Council.

When the grant round is over-subscribed, those clubs who have received funding in the previous two financial years receive a lower priority in favour of clubs who have not received recent funding. Clubs who have indicated they can proceed with reduced funding are recommended for the reduced amount. Where the grant amount being offered by Council is less than the amount requested, staff have ensured that the reduced offer will still allow the project to continue.

Table One below identifies the twenty-nine organisations that have been recommended to receive a Community Grant, eight of which have not received funding through the Community Grants program before.

Details of the grants in Table One, together with the unsuccessful applicants are provided in Appendix One.

Table One – Recommended Applications

Project Number	Organisation	Amount Recommend
2	Lions Club of Edwardstown Inc.	\$1,020
4	OzHarvest SA	\$2,000
6	Marino Residents Association	\$1,000
7	Hallett Cove Business Association (HCBA)	\$2,000
8	Active Elders Association Inc.	\$5,000
11	Uniting Church in Australia; Marion-Warradale	\$2,000
12	Probus Club Of Marion Inc.	\$2,000
13	Rajah Reserve Community Group	\$1,600
15	Hindu Society of S.A. Inc.	\$10,000
18	Westminster Old Scholars' Football Club (WOSFC)	\$5,000
19	MarionLIFE Community Services Inc.	\$1,600
21	Marion Historic Village Display Group	\$1,080
22	Marion City Band Inc.	\$1,000
23	Tigers Rugby League Club	\$2,000
24	Sheidow Park School	\$5,000
26	Clovelly Park Primary School	\$2,000
27	The Friends of the O'Halloran Hill Recreation Park	\$2,000
28	Friends of Parks Forum 2016	\$2,000
29	Sustainable Communities SA	\$2,000
30	Trees For Life	\$2,000
31	The Cove Football Club Inc.	\$2,000
32	Scouts Australia (SA Branch) Mawson District	\$1,500
36	Marion Marlins Masters Swimming Club Inc.	\$2,000
37	Plympton Flyers Little Athletics Club	\$1,600
39	Morphettville Park Sporting Club	\$5,000
40	Marion Football Club	\$1,600
41	Marion Swimming Club Inc.	\$5,000
43	Hallett Cove Beach Tennis Club	\$2,000
46	South Coast Cycling	\$2,000
		\$75,000

All unsuccessful applicants will be contacted and provided with feedback and where appropriate, will be assisted with advice on alternative funding options. The successful applicants will be invited to attend an event to be held on Monday 20th June 2016 at the Marion Cultural Centre where the grant cheques will be presented.

All successful applicants are required to complete an online acquittal form and an evaluation statement at the completion of the project.

ANALYSIS:

Financial Implications:

Council made provision in the current 2015/2016 Annual Business Plan and Budget for \$75,000 to be allocated to the Community Grants program.

Risk Management / Policy Implications:

Community Grants are administered according to Council resolutions GC250805R06 and GC080909R02 (Grants Review). Successful grants are required to be acquitted in accordance with the conditions of the grant.

Projects that involve Council owned property have been assessed to ensure that they comply with leasing and maintenance agreements.

EXTERNAL ANALYSIS:

Consultation / Communication:

The Community Grants were advertised in the Messenger on the 3rd February and 10th February 2016. The grants were also promoted through ClubLink, community newsletters and networks, social media, libraries and neighbourhood centres, while the City of Marion website provided full details of the grants including online access to the guidelines and application form.

An optional information session was held on the evening of the 15th February 2016 to provide support and information to groups requiring assistance in applying for the grants. Ten organisations utilised this opportunity and participated in the information session.

Social / Cultural Impact:

The Community Grants program provides an opportunity for the community to participate in projects and activities that value the role of volunteers and develop community capacity.

CONCLUSION:

Twenty-nine community projects are recommended for approval to the value of \$75,000.

If the recommendations are adopted, the City of Marion will have supported 498 projects through the Community Grants program since 2005 and provided \$939,982 for community projects in accordance with the Community Grant Guidelines. The community's contribution during this period has included volunteer time of 47,082 hours and other in-kind support. The Community Grants program since its inception has now assisted in generating community projects to the value of \$2,523,259.

APPENDIX 1

COMMUNITY GRANTS RECOMMENDATIONS
Round 2015/2016

	Organisation	Summary	Category	Requested	Recommended
1	Daw House Hospice Foundation Inc.	<p>Daw House Hospice Foundation raises funds to enhance the support of patients at their end of life. The foundation is seeking grant funding to purchase 17 high usage diffusers and a range of aromatherapy oils for their 'Complementary Care Aromatherapy Program.'</p> <p>NOT RECOMMENDED</p> <p>The project is ineligible as the applicant is located outside the City of Marion. The foundation will be encouraged to contact the City of Mitcham.</p>	Community Development	\$2,000	No
2	Lions Club of Edwardstown Inc.	<p>The Lions Club of Edwardstown is a local service club which supports projects that benefit the community. The club is seeking grant funding to purchase a laptop and printer to improve its operations and effectively perform its administrative and reporting duties. The current equipment is old and not compatible with newer programs, including that which is used for reporting to Lions International.</p> <p>RECOMMENDED</p>	Community Development	\$1,020	Yes \$1,020
3	Lions Club of Hallett Cove	<p>The Lions Club of Hallett Cove is a local service club that supports an array of local, national and international projects. The club is active locally and supports projects that benefit the community. The club is seeking a grant to hold a Dawn Service at the newly constructed Community Memorial in Hallett Cove.</p> <p>NOT RECOMMENDED</p> <p>The project is ineligible as the timing of the event is outside the grant round dates. Staff assisted the club to locate an alternative source of funding.</p>	Community Development	\$2,000	No
4	OzHarvest SA	<p>OzHarvest is a not-for-profit organisation that nourishes disadvantaged children, youth, and adults by providing them with good nutritious food, nutrition education, hospitality employment pathways, and engagement opportunities in society. A grant is sought to provide a local educational program that will work with people who will benefit from being taught about low cost meal planning, better shopping and minimising household waste. Two programs will be conducted – each has six sessions.</p> <p>PART RECOMMENDED</p> <p>The \$5,000 category is oversubscribed and the applicant has indicated that the project can proceed with less funding.</p>	Community Development	\$5,000	Yes \$2,000

	Organisation	Summary	Category	Requested	Recommended
5	Flinders University	<p>Flinders University is seeking a grant to provide workshops on the safe use of social networking which would include training university students as peer educators. The workshops would be delivered through local schools, GP Plus Marion and other youth focused organisations</p> <p>NOT RECOMMENDED</p> <p>The application did not demonstrate clearly how the program had made contact or had gained a commitment from the partners that would be required e.g. schools, further the application provided details on the rational of the project but did not provide sufficient detail on how the project would be delivered. The applicant will be encouraged to contact staff to discuss the project and seek staff support in making contact with schools and resubmit their application in a future round.</p>	Community Development	\$10,000	No
6	Marino Residents Association	<p>The Marino Residents Association is an active group that keeps residents informed and represented on issues that relate to local matters. The group is seeking a grant to assist with the production of their newsletter and meetings. They are seeking to connect with a larger number of residents and to raise the numbers attending their meetings. The newsletter will be redeveloped to engage more residents.</p> <p>RECOMMENDED</p>	Community Development	\$1,000	Yes \$1,000
7	HCBA (Hallett Cove Business Association)	<p>The HCBA is a not-for-profit business networking group that aims to support local business through training, support and networking. A grant is sought to develop a 'Shop Locally' campaign that educates the community about the benefits of shopping locally and the difference that it can make to the community. The HCBA works closely with the City of Marion's Economic Business Development Team who have assisted with the establishment of the Association.</p> <p>RECOMMENDED</p>	Community Development	\$2,000	Yes \$2,000
8	Active Elders Association Inc.	<p>Active Elders provide a wide variety of activities, socialising and friendship to the over 50s age group. The group operates out of a hall under license from the City of Marion. In addition to the need of ensuring that the building is secure, the committee has experienced difficulty with hirers not complying with the conditions of use. This has necessitated committee members having to attend the hall after dark and confront the users. The group has sought advice and is seeking a grant to install a security system for the hall that allows not only for security of the building but also the opening and closing of the hall without the necessity of being in attendance. The system will also monitor usage. The system will allow the hall committee to continue to function effectively and safely.</p> <p>RECOMMENDED</p>	Community Development	\$5,000	Yes \$5,000

	Organisation	Summary	Category	Requested	Recommended
9	The Parenting Playground Inc.	<p>The organisation provides easy and accessible information to parents and caregivers around parenting. A grant will allow the group to provide an information session for up to 50 parents on a topic to be determined through an online parent survey.</p> <p>NOT RECOMMENDED</p> <p>Part of the project is ineligible as a component of the grant funds would be used to pay the organisation for their time (salary). The applicant indicated that the project could not proceed with reduced funding.</p>	Community Development	\$1,728	No
10	Gay, Lesbian Counselling Service (GLCS)	<p>The GLCS has provided a phone counselling service for people aged 16 to 30 who are experiencing issues around their sexual preference. The phone service is currently suspended. A grant is sought to train 4 volunteer counsellors through Relationships Australia to support a new counselling service.</p> <p>NOT RECOMMENDED</p> <p>While the project is eligible the \$10,000 grant category is oversubscribed. A matrix based on the City of Marion's strategic plan was applied and this project did not score as high as the recommended project (project number 15). A template of the matrix is attached as Appendix Two. Staff will provide advice to the applicant as to other possible funding sources.</p>	Community Development	\$10,000	No
11	Uniting Church in Australia; Marion-Warradale	<p>The Marion-Warradale Uniting Church provides a range of children's programs for the community including crèche for TAFE programs and playgroups. 70 children and infants attend these programs weekly. The group is applying for a grant to erect a UV sail shelter across their children's program play area. The permanent structure will remove the need for their volunteers to regularly erect and remove the temporary sail shelter.</p> <p>PART RECOMMENDED</p> <p>The applicant has applied for an amount greater than is offered in the category, however the applicant has advised that the project can proceed with less funding.</p>	Community Development	\$2,350	Yes \$2,000
12	Probus Club of Marion Inc.	<p>The Probus Club of Marion, with a membership of 91 members, provides a place of intellectual and cultural awareness for retired persons. The club is moving from manual to electronic recording of secretarial and financial records and communication. A grant is sought to purchase laptop, printers, associated hardware and carry bags to make the equipment portable.</p> <p>PART RECOMMENDED</p> <p>The applicant has applied for an amount greater than is offered in the category, however the applicant has advised that the project can proceed with less funding.</p>	Community Development	\$2,416	Yes \$2,000

	Organisation	Summary	Category	Requested	Recommended
13	Rajah Reserve Community Group	<p>The Rajah Community Group is comprised of local residents who work to make their community stronger and inclusive by providing a range of local activities. Recent partnerships with the Roger Rasheed Foundation and Family BY Families has significantly expanded the number of events and activities in the community. Currently the administration work is being done manually as the office bearers do not have access to PC or laptop. A grant is being sought for laptop and printer to enable the group to carry out the administration work and communication.</p> <p>PART RECOMMENDED</p> <p>The \$2,000 category is oversubscribed and the applicant has indicated that the project can still proceed with less funding.</p>	Community Development	\$2,000	Yes \$1,600
14	Hallett Cove South Primary School	<p>The school is requesting a grant to assist with a community fair to celebrate the schools 40th year anniversary. Other community organisations will be invited to participate. The funds would be used for advertising, materials for students to make items for the fair, appreciation gifts and certificates.</p> <p>NOT RECOMMENDED</p> <p>The purpose of community grants is not intended to fund events such as school fairs. The applicant will be directed to Council's donation and sponsorship program and be encouraged to apply.</p>	Community Development	\$2,000	No
15	Hindu Society of S.A. Inc.	<p>The Hindu Society based in Oaklands Park provides cultural and educational activities for the community particularly, but not solely, for those who have migrated from India, Sri Lanka, Nepal, Fiji, Singapore and Malaysia. A grant is being sought to assist in the development of a new Community Cultural Centre that will be built adjacent to the existing Oaklands Park Hindu Temple. The building will be available for community use and include a 250 seating capacity auditorium, meals area, kitchen, meeting room and toilets. Uses for the building will include cultural performance, meditation and yoga classes, and exhibition space. The building will be funded through a combination of the society's funds and federal grants. Council grant will be used to fund the furniture and seating.</p> <p>RECOMMENDED – Subject to:</p> <p>Approval of all building planning processes and the building being completed as described in the application. Council will hold the funds until these conditions have been complied with.</p> <p>This \$10,000 category was oversubscribed and a matrix based on the City of Marion's strategic plan was applied. This project scored the highest against the matrix. A template of the matrix is attached as Appendix Two.</p>	Community Development	\$10,000	Yes \$10,000

	Organisation	Summary	Category	Requested	Recommended
16	Plympton Sports & Recreation Club Inc.	<p>The club is seeking a grant to develop a new program to bring older persons into the club environment. The club would bring different retirement village community members to participate in specially designed activities. The funds would be used to provide transport, specialist equipment, promotion, instructor payments and catering.</p> <p>NOT RECOMMENDED</p> <p>The application did not provide adequate detail of the planning of the project. The applicant will be invited to contact staff to discuss the project and encouraged to apply in the next round.</p>	Community Development	\$4,500	No
17	Uniting Church in Australia; Marion-Warradale	<p>The church provides a range of programs for the community including play groups, English as a Second Language and recreational activities. A grant is sought to purchase a trestle and chair trolley to move these items between their four halls.</p> <p>NOT RECOMMENDED</p> <p>The organisation has applied for two grants in this round. They have indicated that the other application is their first priority. That application is being recommended - see project number 11.</p>	Community Development	\$1,360	No
18	Westminster Old Scholars' Football Club (WOSFC)	<p>The club is based at the Glandore Reserve and is seeking to establish a healthy families and social inclusion project. This is based on a local community engagement process that was undertaken. Funds would be used to install secure fencing for an outdoor children's recreation space, develop a baby feeding area and convert an office area into an indoor social area that is family friendly.</p> <p>RECOMMENDED</p>	Community Development	\$5,000	Yes \$5,000
19	MarionLIFE Community Services Inc.	<p>MarionLIFE is a not-for-profit organisation based in Marion that provides support and care to individuals and families in need. A grant is sought to create a welcoming community space by providing a table and shade/rain shelter at the entrance to MarionLIFE. It is anticipated that this space will become a local gathering space where people can talk, play cards, have coffee etc.</p> <p>PART RECOMMENDED</p> <p>The \$2,000 category is oversubscribed and the applicant has indicated that the project can proceed with less.</p>	Community Development	\$2,000	Yes \$1,600
20	Suneden Special School	<p>Suneden Special School provides education and care to 5 to 21 year olds with intellectual and multiple disabilities. Funds are requested to finance 14 music and movement workshops over 2 terms. The workshops will be tailored to the specific needs of the students at Suneden Special School, and will occur within school hours.</p> <p>NOT RECOMMENDED</p> <p>The project does not meet the grant criteria as funds will be used to provide school curriculum programs including funding specialist teachers' fees.</p>	Arts & Culture	\$2,000	No

	Organisation	Summary	Category	Requested	Recommended
21	Marion Historic Village Display Group	<p>Marion Historic Village Display Group collects, preserves and displays exhibits and artifacts of the Village of Marion and its history to present to visitors the diversity and cultural heritage that comprised Marion's original settlers. The group is run by volunteers. They are requesting funding for effective signage to attract visitors to the Display Centre and Museum, and to purchase portable signage to promote the group at community events. Professional signage will attract and encourage community interest to the museum, attract new members and increase pride within the group.</p> <p>PART RECOMMENDED The \$2,000 category is oversubscribed and the applicant has indicated that the project can still proceed with less funding.</p>	Arts & Culture	\$1,500	Yes \$1,080
22	Marion City Band Inc.	<p>Marion City Band provides opportunities for musical growth and development to youths and adults through its four ensembles: Marion City Band, Warriparinga Brass, Warriparinga Youth and Heaven Brass. With the acquisition of the new band hall in Edwardstown, the band is applying for funds to create a mural with local artists to visually enhance the hall and the local area. Consultation with local residents is part of the project. The group believe that there has also been a problem with graffiti on the building and a mural would discourage further vandalism. The project contributes to creating a welcoming community, celebrates the arts and impacts positively on the vibrancy of the neighborhood</p> <p>PART RECOMMENDED The \$2,000 category is oversubscribed and the applicant has indicated that the project can still proceed with less funding.</p>	Arts & Culture	\$2,000	Yes \$1,000
23	Tigers Rugby League Club	<p>Tigers Rugby League Club is an active club and is seeking a grant to paint the new Mitchell Park Scoreboard at the Mitchell Park Sports and Community Club. They have approached local school Sacred Heart Middle School to design and carry out the art work on three sides of the scoreboard on the Mitchell Park oval. The project aims to reduce any graffiti, create a more attractive venue, and promote greater community pride in the facilities.</p> <p>PART RECOMMENDED The applicant applied for an amount that is not being offered. The applicant is aware of their error and have indicated that the project that can proceed with the reduced amount.</p>	Arts & Culture	\$2,500	Yes \$2,000

	Organisation	Summary	Category	Requested	Recommended
24	Sheidow Park School	<p>Sheidow R-7 school are applying for a grant to develop interactive interpretive signs in and around the perimeter of the school displaying the social and natural history of this unique area. They will also produce a printed pamphlet for distribution at community sites such as libraries and community centres, encouraging local residents to come and make use of the trail. The project supports the City of Marion Cultural Heritage Framework and Cultural Heritage Action Plan to identify, preserve and record cultural heritage in the City of Marion. The project celebrates heritage, engages experts within the community to impart specialist knowledge and supports community connectedness through education, research and creativity.</p> <p>RECOMMENDED</p>	Arts & Culture	\$5,000	Yes \$5,000
25	Aden Quinn	<p>Aged 15 singer/guitarist, Aden Quinn has been chosen to represent South Australia at the National Folk Festival - Youth Alliance Showcase music competition in Canberra over the Easter Long Weekend.</p> <p>NOT RECOMMENDED</p> <p>The project is ineligible as the event has occurred and funds would be used for personal representation. The application has been referred to the City of Marion Youth Achievement grant where it is eligible.</p>	Arts & Culture	\$200	No
26	Clovelly Park Primary School	<p>Clovelly Park Primary School is a multi-cultural primary school with 57 nationalities and 400 students. The school aims to provide a cultural inclusive educational place of learning that is welcoming and engaging for all. Funds have been requested for students to create collaborative artworks interpreting the word "Welcome" in the 57 languages that are spoken in the school. The children will use both text and visual images to create welcoming images, made from assemblage and paint. The project will have positive outcomes for the school and broader community as families feel welcome in Marion.</p> <p>RECOMMENDED</p>	Arts & Culture	\$2,000	Yes \$2,000
27	The Friends of the O'Halloran Hill Recreation Park	<p>The Friends of O'Halloran Hill Recreation Park are a volunteer group committed to protecting the biodiversity of the park through revegetation and weed control. The purpose of this grant is to fund a contractor to remove a declared pest plant, Allocasurina glauca, in the recreation park. This project will result in improved biodiversity in the O'Halloran Hill Recreation Park and allow the volunteers to continue to work in safety.</p> <p>RECOMMENDED</p>	Environment	\$2,000	Yes \$2,000

	Organisation	Summary	Category	Requested	Recommended
28	Friends of Parks Forum 2016	<p>The Friends of Parks Forum is the independent state body established to protect and represent the interests of the many individual Friends of Parks groups and affiliated groups in SA. The group is seeking a grant to assist with the delivery of an urban biodiversity conference in the City of Marion. Attendees of the conference will include volunteers that work in National Parks from all over South Australia, as well as many local volunteers. The group is seeking funding for the conference venue hire of the Cove Civic Centre. Volunteers will benefit from the knowledge gained at the event and be able to apply it in their conservation efforts in the City of Marion. The event is also an opportunity to showcase the City of Marion to a broader audience.</p> <p>RECOMMENDED</p>	Environment	\$2,000	Yes \$2,000
29	Sustainable Communities SA	<p>Sustainable Communities SA is an organisation with membership from across Adelaide and the Hills region that aims to change behavior towards more sustainable use of the earth's resources, strengthen communities and build resilience. A grant is sought to deliver low-impact living workshops in the City of Marion, with each including an element to encourage people to become ambassadors and talk with others about low-impact living. Participants will gain skills in sustainability and learn green living skills that are enjoyable and meaningful. The project will allow the City of Marion community to reduce their impact on the environment and connect to the local and global environment through their everyday lives and choices.</p> <p>PART RECOMMENDED</p> <p>The applicant applied for an amount that is not being offered. The applicant is aware of their error and have indicated that the project that can proceed with the reduced amount.</p>	Environment	\$3,900	Yes \$2,000
30	Trees For Life	<p>Bush for Life is an activity of Trees for Life and manage six high value remnant vegetation sites in the City of Marion to enhance local biodiversity conservation and strengthen community engagement. A grant is sought to boost support to volunteers working on these Bush for Life sites by providing equipment and professional bush regeneration work.</p> <p>PART RECOMMENDED</p> <p>The applicant applied for an amount that is not being offered. The applicant is aware of their error and have indicated that the project that can proceed with the reduced amount.</p>	Environment	\$3,250	Yes \$2,000

	Organisation	Summary	Category	Requested	Recommended
31	The Cove Football Club Inc.	<p>The Cove Football Club is an active club that has recently experienced a surge in their membership. As a result of the increase in player numbers, a grant is sought to restock their guernseys and footballs. In addition, they are seeking funds to upgrade the goal padding to the required safety standard.</p> <p>PART RECOMMENDED</p> <p>The guernsey and football replenishment component is ineligible as a community grant however funding for the goal post padding is recommended.</p>	Sports & Recreation	\$5,000	Yes \$2,000
32	Scouts Australia (SA Branch) MAWSON DISTRICT	<p>The Mawson District comprises of Scout groups in the Marion, Mitcham and Unley Councils'. Scout groups combine at the district level to collaborate on larger projects that otherwise would be prohibitive for single scout groups. The grant will assist with the purchase of an expedition kayak and the necessary safety gear that will allow scouts in the Marion community to access, including those with a disability. The cities of Unley and Mitcham are also contributing to this resource</p> <p>RECOMMENDED</p>	Sports & Recreation	\$1,500	Yes \$1,500
33	Marion Tennis Club	<p>The Marion Tennis Club is an active club that have applied for a grant to fund the line marking required for their Hotshots junior tennis program and purchase of a ball machine.</p> <p>NOT RECOMMENDED</p> <p>The \$5,000 category is oversubscribed and the applicant received \$5,000 last year.</p>	Sports & Recreation	\$5,000	No
34	Seacliff Hockey Club	<p>The Seacliff Hockey clubrooms are located in the City of Holdfast Bay. The Club has sought funding to run programs at schools and at the Seacliff Hockey Club grounds.</p> <p>NOT RECOMMENDED</p> <p>The project is ineligible as the club is not located within the City of Marion.</p>	Sports & Recreation	\$2,000	No
35	Adelaide Soccer Clinics	<p>Adelaide Soccer Clinics is a business that teaches children aged 5-13 soccer skills and drills. Clinics are conducted after school and during the school holidays and some weekends. They are seeking money to purchase equipment and insurance for the business.</p> <p>NOT RECOMMENDED</p> <p>The project is ineligible as the funds would be used for insurances, recurrent operational costs, training or education in government or private institutions, and regular maintenance or repairs to property.</p>	Sports & Recreation	\$2,000	No

	Organisation	Summary	Category	Requested	Recommended
36	Marion Marlins Masters Swimming Club Incorporated	The Marion Marlins Masters Swimming Club is a local swimming club based at the Marion Outdoor Pool which aims to promote a healthy lifestyle through swimming, with increased opportunities for physical activity for adults in our community. Fun, fitness and friendship is their Club motto. A grant is being sought for the club to provide a recruitment and training program for adult swimmers to get involved with swimming. The program is planned to run for 6 weeks and will aim to increase the size of the swim squad to ensure its financial and social sustainability and increase opportunities for physical activity for the adults who participate. RECOMMENDED	Sports & Recreation	\$2,000	Yes \$2,000
37	Plympton Flyers Little Athletics Club	The Plympton Flyers Little Athletics Club based at Hamilton High School encourages children to get involved with athletics in a fun and safe environment. A grant is sought to update its equipment that is required to be upgraded to meet safety and community expectations. PART RECOMMENDED The \$2,000 category is oversubscribed and the applicant has indicated that the project can proceed with less.	Sports & Recreation	\$2,000	Yes \$1,600
38	Christ the King School	Christ the King School is seeking a grant to purchase an 'Imagination Playground' set to improve the school's facilities. The applicant has indicated that the equipment would be made available to other local schools and to Christ the King kids playgroup. NOT RECOMMENDED The application was not eligible as it did not demonstrate significant benefit to the community beyond the school use.	Sports & Recreation	\$10,000	No
39	Morphettville Park Sporting Club	The Morphettville Park Sporting Club is an active club that is home to a number of sports clubs. Recently there has been an increase in women's participation and the club is seeking to grow and support this trend. A grant is sought to extend the existing change rooms to provide a separate women's change room. This will provide for the growing number of women at the club ensuring a safe and private environment for female players/volunteers/officials. RECOMMENDED	Sports & Recreation	\$5,000	Yes \$5,000
40	Marion Football Club	The Marion Football Club junior teams are participating in the new SANFL junior competition and are seeking a grant to purchase portable game day shelters (marquees) for sun protection/bad weather protection for players across all grades and venues. PART RECOMMENDED The \$2,000 category is oversubscribed and the applicant has indicated that the project can proceed with less.	Sports & Recreation	\$2,000	Yes \$1,600

	Organisation	Summary	Category	Requested	Recommended
41	Marion Swimming Club Incorporated	The Marion Swimming Club is based at the SA Aquatic and Leisure Centre and is seeking to become a base in South Australia for swimmers with special needs. The club is seeking a grant to develop a Multi-Class Come 'n' Try swimming clinic for potential swimmers that have a disability. The program will enable potential swimmers with a disability the opportunity to get involved in the sport of swimming to increase fitness, personal well-being and the benefits of participation in a chosen activity. RECOMMENDED	Sports & Recreation	\$5,000	Yes \$5,000
42	The Cove BMX Club	The Cove BMX Club have sought funding to construct a shade area for the staging/start of the Cove BMX track where riders/volunteers/officials/public can move out of the sun before and after riding the BMX track. NOT RECOMMENDED The \$5,000 category is oversubscribed and the applicant received \$5,000 last year.	Sports & Recreation	\$4,500	No
43	Hallett Cove Beach Tennis Club	The Hallett Cove Beach Tennis Club has sought funding to update the clubhouse facilities by purchasing an air-conditioning unit. The air-conditioning will provide a safe and cool environment for all ages to suitably cool down after matches. An improved environment will enhance the clubs' ability to attract new members and visitors. RECOMMENDED	Sports & Recreation	\$2,000	Yes \$2,000
44	Hallett Cove Little Athletics Centre Incorporated	Little Athletics encourages children to get involved with athletics in a fun and safe environment. Recent changes to the safety requirements for the high jump has rendered the club's current high jump equipment non-compliant and without upgrading the equipment the club risks becoming a non-compliant athletics centre. NOT RECOMMENDED While the project is eligible the \$10,000 grant category is oversubscribed. A matrix based on the City of Marion's strategic plan was applied and this project did not score as high as the recommended project (project number 15). A template of the matrix is attached as Appendix Two. Staff will provide advice to the applicant as to other possible funding sources.	Sports & Recreation	\$10,000	No
45	Edwardstown Bowling Club Incorporated	Edwardstown Bowling Club has an active membership base and seeks a grant to purchase 18 new scoreboards to replace existing boards which have succumbed to rust in their bases and frames. NOT RECOMMENDED The \$5,000 category is oversubscribed and the applicant received \$5,000 in a previous round.	Sports & Recreation	\$5,000	No

	Organisation	Summary	Category	Requested	Recommended
46	South Coast Cycling Club	The South Coast Cycling Club, based at the Edwardstown Velodrome, aims to be the club of choice for cycling in SA, provide development opportunities for members, and quality key events for both track and road cycling. A grant is sought to purchase loan bikes for use at training sessions. The specialist bikes are expensive and can be a barrier to participating in the sport. Loan bikes allow juniors to test their interest in the sport and therefore encourage parents to allow their children to try out the sport without having to commit to the outlay of a bike. RECOMMENDED	Sports & Recreation	\$2,000	Yes \$2,000
47	Holdfast Model Aero Club Inc	The Holdfast Model Aero Club based at O'Halloran Hill have sought a grant to fund a contractor to supply and install the shade sail structures to provide shelter to participants and spectators. NOT RECOMMENDED The \$5,000 category is oversubscribed and the applicant received \$5,000 in a previous round.	Sports & Recreation	\$5,000	No
48	Westminster Old Scholars' Football Club (WOSFC)	The Westminster Old Scholar's Football Club is seeking a grant to fund improvements for their club. NOT RECOMMENDED The club has submitted two applications in this round and has indicated that this application is the lower priority. Note that the other application – number 18, is for \$5,000 and has been recommended.	Sports & Recreation	\$4,000	No
			TOTAL	\$171,636	\$75,000

Summary of Recommendations

Number of applications received	Number of grants recommended	Value of all grant applications	Value of grants recommended	Value of grants not recommended
48	29	\$171,636	\$75,000	\$96,636

Summary of Recommendations by Grant Category

	Community Development		Arts & Culture		Environment		Sport & Recreation	
	Number of projects	Value of grants	Number of projects	Value of grants	Number of projects	Value of grants	Number of projects	Value of grants
\$2,000 Grants	8	\$13,220	4	\$6,080	4	\$8,000	7	\$12,700
\$5,000 Grants	2	\$10,000	1	\$5,000	0	\$0	2	\$10,000
\$10,000 Grant	1	\$10,000	0	\$0	0	\$0	0	\$0
TOTAL	11	\$33,220	5	\$11,080	4	\$8000	9	\$22,700

APPENDIX 2**Community Grants Guidelines – Assessing the \$10,000 Grant Category**

The City of Marion Community Grants Program \$10,000 category seeks to support larger projects that will contribute to the following relevant five aspirational goals outlined in the Strategic Plan Towards 2040.

Selection Criteria

All applications will be assessed against the eligibility criteria of the Community Grants Guidelines. Eligible applications will be further assessed against the following aspirational goals as articulated in the Strategic Plan Towards 2040. Applications that meet the greater number of the aspirational goals will be recommended.

Please note that the following aspirations represent those that are relevant to the Community Grants Program as articulated in the Community Grants Guidelines.

Liveable

- ☐ Does the project contribute to building a safe community?
- ☐ Does the project contribute to creating a welcoming community?
- ☐ Does the project celebrate cultural diversity, arts, heritage or healthy lifestyle?

Biophilic

- ☐ Does the project provide connection with nature to enhance people's lives?
- ☐ Does the project contribute towards minimizing the impact on the climate?
- ☐ Does the project seek to protect the natural environment?

Innovative

- ☐ Does the project promote a new idea or technology?
- ☐ Does the project contribute towards creating a vibrant community?
- ☐ Does the project promote social inclusion and opportunities for all?

Engaged

- ☐ Does the project promote an engaged community?
- ☐ Does the project promote community empowerment?
- ☐ Does the project contribute to building strong neighbourhoods?

Connected

- ☐ Does the project bring people together socially?
- ☐ Does the project promote community connectedness?
- ☐ Does the project enable community to access services or facilities?

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Steph Roberts, Manager Human Resources

Chief Executive: Adrian Skull

Subject: Organisational Culture and Values

Report Reference: GC240516R13

REPORT OBJECTIVES:

To provide Council with an update on the development and process for embedding our organisational values.

EXECUTIVE SUMMARY:

Consultation has occurred at all levels of the organisation, including with Elected Members to develop a set of organisational values. As a result of the consultation the values are described as Respect, Achievement, Integrity and Innovation. This report provides further details of the descriptors and behaviours that define what the values mean, and for what the values will be used.

RECOMMENDATIONS (2)

DUE DATES

That Council:

- | | |
|---|-------------|
| 1. Notes the report regarding organisational culture and values. | 24 MAY 2016 |
| 2. Endorses the organisational values:
Respect, Integrity, Achievement and Innovation. | 24 May 2016 |

BACKGROUND:

A key people and culture initiative for 2016 is the determination of agreed organisational values, to ensure they position the organisation to help drive behaviour required to effectively and efficiently achieve the strategic direction of the Council.

- Strategic goals specify WHAT we will accomplish.
- Values specify HOW we will accomplish our goals through how we act and behave.

At its meeting of 1 March 2016, the People and Culture Committee had a round table discussion regarding the proposed approach for developing organisational values. Since then, further discussion has been held with staff, the leadership team and Elected Members to further define and establish the values and what they mean. These discussions have provided insight into what values and behaviours resonate with staff and Elected Members. There has been a high level of engagement, alignment and input from people, which is a positive indicator people are seeing the importance of having agreed values in place.

As a result of consultation the following values, descriptors and behaviours have been developed.

Report Reference: GC240516R13

DISCUSSION:

The values that are proposed are:

With the **community** and **safety** at the forefront of everything we do, Marion values:

Respect

Treating everyone as we want to be treated, where all contributions are valued

- We embrace and celebrate diversity
- We demonstrate courtesy
- We acknowledge and listen to others
- We communicate openly and provide explanation for our decisions

Integrity

Fostering trust and honesty in all of our interactions

- We follow through on commitments
- We are frank, open, courageous and transparent
- We are genuine and authentic
- We lead by example

Achievement

Enhancing our knowledge and performance to reach our shared goals, while being dedicated to supporting one another

- We are responsible and accountable for our actions
- We give and accept feedback
- We display courage and are decisive
- We get things done and celebrate success

Innovation

Encouraging new ideas, and learning from our experience to do things better

- We look for ideas and opportunities to better deliver
- We pursue informed risk-taking
- We practice creative problem solving
- We explore and share best practice

The values will be embedded into our ways of working to ensure they become part of everything we do. Key examples will be through:

- Work Area Planning
- Performance Development Planning / Leadership Development Planning
- Recognition
- Recruitment, Position Descriptions
- Induction
- Retention
- Policies
- Providing the expectations of how we relate to our residents and customers

In order to assess the success of the new values and impact on the organisational culture, a further assessment of the culture will be conducted at an agreed period after embedding the new values.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Ann Gibbons, Environmental Sustainability Manager

Manager: Fiona Harvey, Manager Innovation and Strategy

General Manager: Abby Dickson, General Manager, City Development

Subject: Energy Efficient Council Buildings Project – Staged Implementation Plan

Report Reference: GC240516R14

REPORT OBJECTIVES

The report provides the staged implementation plan for energy efficiency at three Council facilities for delivery in 2016/17.

A decision is also sought regarding the budget allocation required for implementation.

EXECUTIVE SUMMARY

A staged implementation plan to deliver the priority energy efficiency options with a payback of less than 5.2 years at the Marion Cultural Centre, Park Holme Library and Administration Building has been completed. These projects include upgrades to lighting and improvements to air conditioning systems.

Market testing has provided more certainty around budget requirements for the priority options and timing of implementation has been mapped out for delivery during July to December 2016. Total investment will be \$160,922 with forecast operational savings of approximately \$60k p.a.

This analysis shows that while a further once off investment of \$35,922 will be required in addition to the \$125k allocated in the 2016/17 draft budget (GC230216R04), there will be shorter paybacks and forecast savings have increased from approximately \$39k to almost \$60k p.a.

A decision is sought from Council regarding allocation of the additional funds required to either implement this project or remove the Park Holme Library HVAC improvement project from the implementation plan.

A separate report providing the business case for solar infrastructure on Council buildings (reference GC230216R05) will be brought to the 14 June 2016 General Council meeting.

RECOMMENDATIONS (3)

DUE DATES

That Council:

- 1. Notes the staged implementation plan to deliver energy efficiency options with a payback of less than 5.2 years at the Marion Cultural Centre, Park Holme Library and Administration Centre during 2016/17.**

24 May 2016

2.
 - a. **Allocates an additional once off \$35,922 in the 2016/17 budget to enable all identified projects to be implemented noting the forecast annual operational savings of approximately \$60,000; OR**
 - b. **Removes the retrofit to economy dampers and Building Management System at the Park Holme Library (\$37,300) from the implementation plan to enable the project to proceed within the approved budget of \$125,000.**
- 24 May 2016**
3. **Notes the estimated annual savings of approximately \$60,000 if all priority energy efficiency options are implemented.**
- 24 May 2016**

BACKGROUND

At the 23 February 2016 General Council meeting (GC230216R04) it was resolved that Council:

1. *Notes the list of prioritised energy efficiency options with payback time of 5.2 years (Appendix 1) and the list of all identified energy efficiency opportunities (Appendix 2);*
2. *Endorses the priority options with a payback time of 5.2 years and allocates up to \$125,000 in the 2016/17 Budget so that such measures can be implemented by June 2017.*
3. *Notes that funding of up to \$7,000 for the development of a detailed staged implementation program will be sourced from savings in the 2015/16 budget;*
4. *Notes a report will be brought back to Council in April 2016 outlining the staged implementation plan, project budget and whole of life costs for the priority options*
5. *Receives a report on similar potential energy efficiency measures in relation to all Council owned facilities (other than those being considered for asset disposal) by November 2016.*

At the time of this resolution, a detailed business case with market-tested financial analysis was not available. This report provides further detail regarding implementation and project costs.

A progress report was included in the 26 April 2016 agenda however it was not considered at that meeting. This report supersedes the 26 April report (GC260416R15).

ANALYSIS

Market testing has now occurred with a minimum of two quotations sought for each of the priority energy saving options. As shown in Appendix 1, most of the options will cost more than originally estimated. This investment is reduced to some extent by a rebate for lighting projects available through the South Australian Government's Retailer Energy Efficiency Scheme (REES).

A number of additional activities have also been included as add-ons to prioritised work where it makes logical sense to do so or where safety issues have recently been identified.

The market testing and inclusion of additional energy efficiency options has also meant that forecast savings are greater than originally estimated and simple paybacks have also been improved.

Should Council wish to remain within the approved budget of \$125k it is proposed that HVAC improvements including retro-fit of economy dampers and replacing existing controls with

Automated Logic Building Management System controls at the Park Holme Library is removed from the project until additional funds are identified.

A staged implementation plan has been developed based on information gathered from suppliers during the quotation process that includes the following stages:

1. Pre-project Activity – specification development, procurement process, contract preparation, risk assessment;
2. Project Activity – equipment order, installation, project sign-off;
3. Post-Project Activity – project run-in, savings verification.

Timing of each of these project stages during 2016/17 financial year for each project at each site is included in Appendix 1.

Consultation: In preparing the staged implementation plan, the consultant conducted site visits with suppliers and met with site managers at each of the facilities. Staff from the City Property team also contributed to this process.

Financial Implications: \$125,000 has been allocated in the draft 2016/17 Annual Business Plan to deliver the priority energy efficiency projects with a payback of less than 5.2 years (GC230216R04). This budget was established using indicative costs that required market testing.

Market testing has shown that total investment required for all energy efficiency options is now \$160,922 with forecast savings of approximately \$60k per annum. This means that there is a funding shortfall of \$35,922 in the allocation to the 2016/17 draft budget for this project.

To keep within the allocation in the draft budget, the removal of Park Holme Library HVAC improvements will reduce the total investment required to \$123,622 and forecast savings will be reduced to the order of \$53k.

Resources (Capacity) Impact: The next stage of this project is to deliver the staged implementation program. Implementation of this project will be managed using existing resources in the City Property department.

CONCLUSION

Market testing of priority energy efficiency options has resulted in an increase in the required investment to deliver this project.

A staged implementation plan to deliver the priority energy efficiency options endorsed at the 23 February 2016 General Council meeting has now been prepared. This work can be delivered during the first half of 2016/17 financial year and will be built into the City Property department work program.

ATTACHMENT

1. Energy Efficient Council Buildings Project – Staged Implementation Plan, 2016/17

GC240516R – Appendix 1: Energy Efficient Council Buildings Project – Staged Implementation Plan, 2016/17

Facility	Priority Energy Efficiency Opportunities (agreed on 23 Feb 2016)	Timing ⁴	Indicative Budget (23 Feb 2016)	Budget (Market tested)	Rebates ¹	Total Investment	Forecast Annual Savings	Payback	Comments
Administration Centre	Lighting – includes: • Interior lighting upgrade to LED • Exterior lighting controls ² • Undercroft carpark lighting upgrade ²	1.Jul – Aug 2.Aug – Oct 3.Oct – Nov	\$41,400	\$49,533	\$5,400	\$44,133	\$22,157	2.0	Lighting: • LED technology was not as cost-effective at time of original report some 10 years ago. Current advice indicates that savings best achieved by upgrading to LED rather than try to implement rationalisation of existing lighting i.e. de-lamping and sensors etc as per 23 February report
	Totals		\$41,400	\$49,533	\$5,400	\$44,133	\$22,157	2.0	
Marion Cultural Centre	HVAC – includes: • Upgrade of outdated Building Management System (BMS) • Review and possibly upgrade Gallery M humidity and temperature controls	1.Jul – Aug 2.Aug – Sep 3.Sep – Oct	\$29,600	\$36,030	-	\$36,030	\$8,001		HVAC: • Building controls linked to City Services to enable remote control and monitoring. • Integrate existing electrical sub-meters for identification of ongoing improvements. • Identify scheduling issues i.e. Public Holidays, Daylight savings etc. • BMS technology has advanced considerably since 2001 and the systems today have embedded energy efficient strategies and more accurate sensing and control technology. • Moving the system to the council wide ALC BMS will allow the system to be accessed from any PC on the network and would allow users to modify schedules to fit in with the current usage of the facility, as and when occupancy times change. • Base Building BMS upgrade: \$25,690 • Connection of Pulse Energy Meters (3 off): \$3,840 • Supply air temperature monitoring: \$6,500
	Lighting – includes: • Gallery M stalk lighting upgrade • Gallery M hi-bay lighting upgrade • Replace 25W halogen lighting with LED • Café lighting ³ • Library lighting ³ • Theatre lighting ²	1.Jul – Aug 2.Aug – Oct 3.Oct – Dec	\$12,433	\$37,046	\$5,400	\$31,646	\$8,017		Lighting: • Existing fixtures have caused safety issues, the upgrade would eliminate these risks and improve efficiency.
	Other – includes: • Power Factor Correction (PFC) • Demand reset based on usage patterns	1.Jul – Aug 2.Aug 3.Sep – Oct	\$7,550	\$10,655	-	\$10,655	\$11,805		Other: • Install of PFC device made more complicated due to noise issues created by high-flow ventilation fans on PFC equipment. Options include: – Installation next to main switchboard: \$9,498 (higher noise installation) – Installation in adjacent bathroom: \$10,655 (preferred as quieter for site users)
	Totals		\$49,583	\$83,731	\$5,400	\$78,331	\$27,823	2.8	
Park Holme Library	HVAC – includes: • Retro-fit economy dampers • Building Management System (BMS) ²	1.Jul – Aug 2.Aug – Sep 3.Sep – Oct	\$10,000	\$37,300	-	\$37,300	\$6,434		HVAC: • Original budget did not include a roof access inspection and therefore costing was inaccurate. Access is limited and therefore adds a premium to installation. • Replace the existing controls with Automated Logic BMS controls: \$22,480 • Add-on to the above, economy cycle damper actuators: \$2,820 • Building controls linked to City Services to enable remote control and monitoring, meaning all Library's will be centrally controlled. This will enable benchmarking between buildings and reveal further performance improvement opportunities.
	Lighting – includes: • Replacement of fluorescent tubes with LED fittings	1.Jul – Aug 2.Aug – Oct 3.Oct – Nov	\$5,906	\$6,558	\$5,400	\$1,158	\$1,903		
	Totals		\$15,906	\$43,858	\$5,400	\$38,458	\$9,808	3.9	
Totals			\$106,889	\$177,122	\$16,200	\$160,922	\$59,788	2.7	
Notes: 1. Rebate = Retailer Energy Efficiency Scheme (REES), a South Australian Government energy efficiency scheme that provides incentives for South Australian households and businesses to save energy and is established through energy efficiency and energy audit targets that are to be met by electricity and gas retailers. 2. Additional items that were not included in the original summary, but make logical sense to include as an add-on to prioritised options as they represent cost effective investment and improve forecast savings and paybacks. 3. Additional items that were not included in the original summary, but have since been included to address recently identified safety issues. 4. Timing stages: 1 = Pre-project Activity (specification development, procurement process, contract preparation, risk assessment); 2 = Project Activity (equipment order, installation, project sign-off); 3 = Post-project Activity (project run-in, savings verification)									

The information and analysis contained in this table has been prepared by EfficientSee Pty Ltd for the City of Marion.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Ann Gibbons, Environmental Sustainability Manager
Colin Heath, Manager Contracts

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Ceasing Participation in GreenFleet Program

Report Reference: GC240516R15

REPORT OBJECTIVES:

The purpose of this report is to seek direction from Council regarding:

- ongoing participation in the Greenfleet program to offset greenhouse gas emissions from fuel use; and
- options for reinvestment of savings arising from ceasing to participate in the program.

EXECUTIVE SUMMARY:

At the 22 April 2003 General Council Meeting (GC220403R601) it was resolved that:

“Council subscribes to the Greenfleet Program in order to offset greenhouse gas emissions from its vehicle fleet at a cost of \$30 per fleet vehicle”

At the time this resolution was adopted, annual contribution for 2003/04 was \$1,428 and resulted in 219.3 tonnes of carbon offsets. Financial contribution for 2014/15 was \$5,481 and purchased offsets worth 365.04 tonnes of carbon. No contribution has been paid as yet in 2015/16.

Greenfleet has invested the City of Marion's contribution into multi-species revegetation projects around Australia resulting in a total of 2,765 tonnes of carbon offsets since 2003.

Should Council resolve to cease offsetting carbon emissions associated with fuel use through participation in the Greenfleet program, the associated savings could be quarantined for reinvestment into Council's broader energy efficiency project.

RECOMMENDATIONS (2)

DUE DATES

That Council:

- | | |
|---|-------------|
| 1. Ceases the City of Marion's subscription to the Greenfleet carbon offset program; | 24 May 2016 |
| 2. Redirects the achieved savings (estimated at \$5,500 per annum) to support ongoing energy efficiency measures. | 24 May 2016 |

BACKGROUND:

Greenfleet is an environmental not-for-profit organization established in 1997 to assist Australian organisations to offset carbon emissions by planting native forests (<http://www.greenfleet.com.au/Home.aspx>).

Using donations from individuals and organisations wanting to offset their vehicle related carbon emissions, Greenfleet plants a variety of native trees in permanent forests that help to reduce salinity and soil erosion, and provide essential habitat for native wildlife. Native forests take carbon from the atmosphere to restore and protect our climate. As such, Greenfleet revegetation projects offset carbon emissions and enhance biodiversity. Refer to Appendix 2 for a list of Greenfleet revegetation projects in South Australia.

The City of Marion commenced participation in Greenfleet to offset carbon emissions associated with passenger vehicle emissions following a Council resolution in 2003 (GC220403R601).

ANALYSIS:

Offsetting the carbon emissions produced by using vehicle fuels is one way to reduce emissions from Council's fleet sector, but it is only part of the solution. It is generally more cost effective to first avoid and reduce emissions at the source wherever possible, and then offset what's left. Some offset programs may provide other environmental and social benefits such as habitat restoration and reducing the urban heat island effect.

The City of Marion has offset its passenger vehicle related carbon emissions via Greenfleet since 2003. As shown in Appendix 1, a total of \$34,427 has been invested resulting in 2,765 tonnes of carbon offsets. Greenfleet has invested this contribution into multi-species revegetation projects around Australia (refer to Appendix 2 for SA projects).

Limited revegetation activity has been funded by Greenfleet in South Australia however Greenfleet is currently seeking locations in South Australia to continue its carbon offset through revegetation projects.

Legal / Legislative and Risk Management: Participation in Greenfleet is voluntary and on an annual financial year basis. There are no financial or legal penalties for ceasing to participate.

Financial Implications: The City of Marion's current subscription ended on 30 June 2015. An allocation was included in the 2015/16 budget but has not been paid pending consideration of the outcome of this review by Council. An estimated \$5,500 annual savings will result from ceasing to participate in the Greenfleet program. It is recommended that the savings are redirected to support ongoing energy efficiency initiatives.

Environmental (Green) Implications: Approximately 365 tonnes of carbon emissions from council's passenger vehicle fleet were offset in 2014/15 and around 2,765 tonnes since 2003.

CONCLUSION:

The City of Marion has voluntarily subscribed to the Greenfleet program since 2003 to offset carbon emissions associated with the use of vehicle fuels.

Redirecting budget savings associated with ceasing to participate in Greenfleet to identification and implementation of energy efficiency and renewable energy options will reduce the organisation's carbon footprint and impacts on the climate, and minimise ongoing energy costs.

APPENDICES: (2)

1. **City of Marion Annual Subscription and Carbon Offsets via Greenfleet**
2. **Greenfleet revegetation projects in South Australia**

Appendix 1: City of Marion Annual Subscription and Carbon Offsets via Greenfleet

Financial Year	Annual Subscription (\$)*	Carbon Offsets (tonnes)
2003/04	1428.00	219.3
2004/05	2040.00	220
2005/06	2040.00	219.3
2006/07	2112.00	240.8
**2009/10	3725.54	270.9
2010/11	3773.25	279.5
2011/12	3831.30	283.8
2012/13	4515.00	301
2013/14	5481.00	365.03
2014/15	5481.00	365.03
TOTALS	\$34,427.09	2,764.66

*Cost per tonne of carbon offsets started at approx. \$6.50 in 2003 and rose to \$15 in 2014.

**Note that no subscription was paid in 2007/08 and 2008/09.

Appendix 2: Greenfleet revegetation projects in South Australia

Location	Revegetation started in	Total Number of Trees Established	Size of Project (ha)
Murray Bridge Army Range	2001	22,040	17
Hallett Cove	2003	500	1
Highland Valley	2003	25,000	24
Lake Alexandrina (Point Sturt)	2005	1,900	3
Mosquito Creek (Langhorne Creek)	2006	25,940	11
Skeldon Road (Wellington)	2007	16,377	17
Coonawarra	2007	3,240	5
Wright Hill (Currency Creek)	2008	10,406	15

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Anita McDonald, Cultural Heritage Officer

Corporate Manager: Liz Byrne, Community and Cultural Services

General Manager: Tony Lines, General Manager Operations

Subject: ANZAC Centenary Marion Veterans' Documentary Project

Report Reference: GC240516R16

REPORT OBJECTIVES:

This report is to provide Council with an update in relation to the Marion World War II Veterans' Documentary Project (*Their Own Words: Marion's Unsung War Heroes*).

PROJECT UPDATE:

On 12 April 2016 (GC120416R05) Council moved to defer this item until 24 May 2016 to allow time to apply for further ANZAC Centenary funding and to liaise with the current national projects for recording this history.

A grant application has been made through the Government of South Australia's ANZAC Day Commemoration Council for the ANZAC Day Commemoration Fund Round 3, 2016/2017 for the amount of \$25,000.

Grants from this fund are generally within the range of \$2,000 to \$20,000 (excl GST), however the funding body advised that projects outside these amounts are considered subject to competing priorities.

This grants program gives priority to projects that are specifically South Australian and are aimed at educating the community about the significance of ANZAC Day.

The outcomes from the grant funding body will be made known by mid July 2016.

RECOMMENDATIONS (2)

DUE DATES

That Council:

- | | |
|--|-------------|
| 1. Endorses the contribution of \$12,675 from existing approved budgeted funds. | 24 May 2016 |
| 2. Should the ANZAC Day Commemoration Fund grant be unsuccessful, endorses the contribution of up to \$25,000 from funds in the 2016/2017 Annual Budget. | 24 May 2016 |

CITY OF MARION CONTRIBUTION:

\$12,675 is available from existing 2015/2016 budgets within Arts and Cultural Development, Community Development (Community Capacity Building) and the Marion Heritage Research Centre.

If the ANZAC Day Commemoration Fund grant funding is not successful, or is only partially funded, this project can still proceed utilising 2016/2017 budgets from the Community Capacity Building funds up to the amount of \$25,000 and Arts and Cultural Heritage and Heritage Research Centre budgets.

WORK UNDERTAKEN:

This project was researched and planned pending further grant funding. The project went ahead with preliminary interviews of four local Marion World War II veterans, who were videoed and oral history recordings made. This was achieved using a small grant of \$2,727 from the Department of Veterans' Affairs, which was received in 2015.

The raw footage from the preliminary interviews was developed into a 4-minute trailer. The trailer was designed to be an effective promotional tool to help in the pitch for further funding, as it provides a sense of what the full length documentary will be like. The trailer also serves as a marketing and promotional tool to advertise the documentary, once it has been completed.

The ages (88 to 96) and declining health of the four servicemen, means that time is critical in order to capture their personal and compelling stories. To delay would mean only producing a static posthumous display, instead of a real-life inspirational film.

A grant application has been submitted through the Government of South Australia's ANZAC Day Commemoration Council for the ANZAC Day Commemoration Fund Round 3, 2016/2017 for the amount of \$25,000. The outcomes of the grant will be known in mid-July 2016.

It is expected the project will take approximately 40 weeks to complete the research, secondary interviews, filming and production. The film will be made available free of charge to schools and interested groups via a range of digital media, including the City of Marion website, the ANZAC Centenary Time Capsule, the RSL Virtual War Memorial, as well as being circulated through the local RSL. The film will be made available for placement in the National Archives and be a part of the ANZAC Centenary national celebrations.

It is planned to launch the documentary with a public function aligned with ANZAC Day, 25 April 2017.

PRESERVATION AND DIGITISATION:

The 100 Years of ANZAC Centenary is a nation-wide project. It involves many organisations, Federal and State Government Departments, funding bodies, museum and websites dedicated to recording, preserving and making accessible our ANZAC heritage.

In planning for this project we have researched many avenues for preserving and commemorating our ANZAC heritage (see Appendix 1 – Preservation and Digitisation).

CONCLUSION:

An important part of the City of Marion's Cultural Heritage Action Plan is 'the preservation of our heritage, valuing the past and planning for the future'. It is a high priority that Council records and preserves the stories of the past as well as the contemporary stories of the people of the Marion area for future generations.

One of the most important legacies that can come from the celebration and sharing of ANZAC stories is to improve community understanding and awareness of our wartime history, particularly for younger Australians.

This project aims to capture the compelling stories, memories and recollections from the remaining servicemen residing or affiliated with the City of Marion area. The documentary will provide the community with an opportunity to commemorate the little-known heroes with local connections to Marion, who served in World War II and peacekeeping missions.

It will continue to be accessible past the ANZAC commemorative period, providing an on-going opportunity to learn and develop a deeper understanding of ANZAC Day and the sacrifices made by those who served in armed conflict.

Appendix 1 - Preservation and Digitisation

***Their Own Words: Marion's Unsung War Heroes* documentary film**

ANZAC CENTENARY TIME CAPSULE

We have researched the ANZAC Centenary Time Capsule for South Australia. This website is a collaborative project between Veterans SA – ANZAC Centenary Coordination Unit, the South Australian community and organisations such as the State Library of South Australia, SA Parliament Research Library, History SA, Returned and Services League SA, Legacy, Defence community and local governments.

The content for this time capsule will be 'harvested' in late November 2018 to be revisited at the bicentenary of ANZAC in 2115 by future generations who will have become the custodians of the reflections on the Centenary of ANZAC recorded here, and on the social media sites connected to this website. City of Marion's contributions will include our innovative documentary film; written reflections; photos of our servicemen; memorabilia; and events relevant to the ANZAC Centenary for South Australia. Our Veterans' stories Documentary Film will form a part of an important time capsule well into the future.

CHEER-UP-HUT CLUB

The Cheer-up hut Club is an online storytelling club providing step-by-step guide to researching, writing and uploading Anzac stories to the Virtual War Memorial and the ANZAC Centenary websites. It has been designed specifically for first time biographers and amateur writers and those who require assistance to enable community members to acquire the skills needed to achieve digital storytelling outputs. This is meant for local and regional community members.

The City of Marion Heritage Research Centre and Cultural Heritage staff are equipped with these skills. We are professionally trained in history and cultural heritage and the interpretation and digitisation of such stories. We will also upskill our volunteers on how to upload digital content to the many websites dedicated to capturing this digital history.

RSL VIRTUAL WAR MEMORIAL

There was an RSL Virtual War Memorial campaign in 2014 seeking sponsorship via the Local Government Association (LGA) to gather financial support for the project. The City of Marion provided \$3,000 in 2014/15 and another \$3,000 2015/16 to support the building of the website. Once our film is complete; our volunteers' projects and school liaison projects are complete these will all form part of the RSL Virtual Museum.

A Council resolution was made for the RSL Virtual War Memorial Appeal

Report Reference: GC260814R09

Moved Councillor Connor, Seconded Councillor Campbell that Council:

1. Notes the report entitled "RSL Virtual War Memorial Project".
2. Donates a total of \$6,000 for RSL Virtual War Memorial Project and that such funds be made payable to the Anzac Remembrance Appeal, staging payment over the 14/15 and 15/16 financial years, to be funded from existing budgets.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Fiona Harvey, Manager Innovation & Strategy
General Manager: Abby Dickson, General Manager City Development
Subject: Streetscape Project Funding in 2016/17
Report Reference: GC240516R17

REPORT OBJECTIVE AND EXECUTIVE SUMMARY:

The purpose of this report is to seek funding in the 2016/17 budget for two elements of the Streetscape Project:

1. up to \$50,000 to engage a consultant with expertise and experience in streetscape planning and design to develop a 'design guide' for the City of Marion's road and street network.
2. up to \$500,000 per year to commence delivery of prioritised streetscape projects, including concept and detailed design, project planning, procurement and on-ground works.

A Streetscape Policy and Program of works is being developed to inform the long-term capital and renewal works for the City of Marion's road and street network. A 'design guide' will enable Council to achieve appropriate and consistent standards relating to design, infrastructure and materials used for streetscapes so they provide high level amenity for everyone.

Demonstration streetscape project(s) will be progressed based on the analysis of priorities currently being undertaken by the Streetscape Working Party, should funding be allocated in the 2016-17 budget in conjunction with Council's existing capital renewal programs.

RECOMMENDATIONS (3)

DUE DATES

That Council:

- | | |
|---|----------------|
| 1. Endorse the allocation of up to \$50,000 in the 2016/17 budget to engage a consultant with relevant expertise and experience to develop a 'design guide' to enable effective implementation of a Streetscape Program due to be developed by December 2016. | 24 May 2016 |
| 2. Endorse the allocation of up to \$500,00 per year in the 2016-17 Annual Budget and Long Term Financial Plan to commence the delivery of streetscape works. | 24 May 2016 |
| 3. Notes that a report will be brought to Council detailing the potential sites, process, timelines and resource requirements for progressing a demonstration streetscape project(s) for further consideration. | September 2016 |

BACKGROUND:

A Streetscape Project is being undertaken as a high Council priority that comprises three stages: 1) a Streetscape Policy, 2) a Streetscape Program of works for the City of Marion's road and street network, and 3) Project Delivery. The Policy and Program are being developed with input from an Elected Member Streetscape Working Party (GC091214M03) for implementation in 2016/17. Council endorsed a draft policy that outlined a scope and guiding principles for review by the Strategy Committee at its meeting on 5 April 2016 (SC050416R6.4) and subsequent community consultation in April/May 2016 (GC220316R10).

A key project component is the development of a 'design guide' that will enable effective project delivery for capital and renewal works. This guide will ensure consistent standards are established to achieve high amenity streetscapes in the Project Delivery phase across the City of Marion within the context of the Streetscape Policy.

A brief for the development of a 'design guide' will be prepared jointly by key Council staff in collaboration with Elected Members to identify standards in streetscape elements such as paving, trees, water sensitive urban design, furniture, and lighting. A draft 'design guide' will be brought to council in conjunction with potential demonstration sites for consideration.

The 'design guide' will be applied to any demonstration projects that Council wishes to progress in 2016/17 and inform the Long Term Financial Plan (LTFP) for delivery of the Streetscape Program's prioritised capital and renewal works and to inform the City of Marion's Asset Management Plan.

Delivery of works in 2016-17

It is proposed that demonstration project(s) could commence in 2016/17. To support this, an initial allocation of up to \$500,000 will be required in the 2016-17 budget, with additional funding of \$500,000 per year included in the LTFP. The Streetscape Working Party will be responsible for identifying and presenting potential sites for demonstration projects to progress during 2016/17. The number of demonstration projects will be dependent on the size/scale and complexity of the project, timing and resource availability. Potential sites and the project analysis will be brought to Council in September for consideration and approval.

ANALYSIS:

Consultation

Community consultation is currently occurring on the draft Streetscape Policy. Further targeted community consultation activities will occur on each streetscape project.

Legal/Legislative and Risk Management

The development of a 'design guide' will ensure designs, infrastructure and materials for streetscapes will support sound asset management principles and facilitate community safety.

There is a risk that projects selected to be progressed during 2016/17 will not be completed within one financial year, potentially resulting in a project and budget carryover. The progress of each project will be dependent on the size/scale, complexity and resource availability for that project. Council has recently adopted an approach for management of capital works projects, whereby projects are designed in year 1 and delivered in year 2 or 3. This approach would suit streetscape projects given the process required to plan, design and deliver each project. During this transition 'demonstration project' phase, planning and design can be completed in 2016/17 however delivery may continue into 2017/18.

Financial Implications

Funding of up to \$550,000 is being sought from Council for the 2016/17 financial year as part of the Annual Budget, with an additional \$500,000 per year being included into the LTFP. This includes an allocation of up to \$50,000 in the first instance to engage a consultant to work with Elected Members and staff to develop a 'design guide' as a key tool for project delivery. It is proposed to outsource this body of work due to the insufficient capacity of council staff with the relevant expertise and experience. Outsourcing this piece of work will ensure that the guideline is developed in around 3 months to support the implementation of demonstration project(s).

An allocation of up to \$500,000 per year is also being sought to fund the delivery of demonstration project(s) to begin from 2016/17. This funding will be allocated to prioritised demonstration project(s) based on the analysis of potential sites currently being conducted by the Streetscape Working Party.

A portion of this funding will be required for resourcing the implementation of projects, which will be further analysed as potential demonstration project sites are identified.

Whole of life costs will also be calculated for each project prior to their implementation, with this information being appropriately reported through to Council.

Resources (Capacity) Impact

The engagement of a consultant to develop the design guide will enable the guide to be developed quickly to enable implementation to begin as soon as possible. Staff will work closely with the consultant to ensure the 'design guide' meets the project's needs.

Implementation of demonstration projects will require dedicated resources. Resources could be through outsourcing components of the projects (e.g. design, on ground works) or through reallocation of existing resources from other projects to undertake components such as design works. Further analysis of resourcing will be conducted and brought back to council in line with the identified demonstration projects in September.

Policy Implications

The development of a 'design guide' for streetscapes will be within the context of the Streetscape Policy, the Resilient South Program, and will inform Council's Asset Management Plan.

Social / Cultural Impact

Streetscapes are a key Council asset that affect everyone who lives, works, visits or travels through the City of Marion. These can be users of vehicles, cycles, and small wheeled vehicles, or pedestrians. The progression of this project to improve streetscapes will have a significant positive impact on the city and community.

Environmental (Green) Implications

The Streetscape Project will result in greener streets across the council's road and street network. Additional planting of trees and landscaping will contribute to the Southern Region Resilient South Program's 'Cool Places' foundation project.

Economic Impact

There will be many long-term economic benefits with improvements to streetscapes. Attractive streets provide settings in the public realm for people to be more physically and socially active which in turn enhances community health and wellbeing. A reduction in traffic congestion, improved retail trade and therefore local job opportunities, and improved property values can also result.

CONCLUSION:

The provision of up to \$550,000 in Council's 2016/17 Annual Budget, with a further \$500,000 per year in the LTFP, to develop a streetscape 'design guide' for the City of Marion road and street network, and commence implementation of demonstration projects based on the design guide, will facilitate the development of safe and attractive streets that people want to use and enjoy across the City.

The Long Term Financial Plan and Asset Management Plans will need to be updated to reflect the project delivery program in 2016/17 and beyond.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Steve Hooper, Manager Development Services

General Manager: Abby Dickson, General Manager City Development

Subject: Development Assessment Panel – Recruitment of Independent Panel Members

Report Reference: GC240516R18

REPORT OBJECTIVES

The current term of two Independent Members of the City of Marion Development Assessment Panel (DAP) expires on 28 May 2016.

At the People and Culture Committee meeting on 5 May 2016, the Committee recommended to Council that:

1. The names of the two shortlisted applicants whose referee checks have been completed, be recommended to Council meeting at its meeting of 24 May 2016.
2. The Committee recommend to Council to appointment both applicants for a period of two years.
3. The two shortlisted applicants be advised that they have been shortlisted for the two Development Assessment Panel positions, and that their names will be included in the May Council Agenda papers for Council consideration.

Further to this resolution, this report seeks the appointment of Charmaine Thredgold and Nathan Sim to the Development Assessment Panel for a two (2) year term commencing 28 May 2016.

RECOMMENDATIONS (3)

DUE DATES

That:

- | | |
|---|-------------|
| 1. Council appoints Nathan Sim and Charmaine Thredgold as Independent Members of the City of Marion Development Assessment Panel for a two (2) year term commencing on 28 May 2016. | 24 May 2016 |
| 2. Council agrees that the above persons are eligible for membership of Council's Development Assessment Panel without the need to attend DAP training given their extensive experience in the planning industry. | 24 May 2016 |
| 3. A notification be placed in the "Messenger" newspaper advising of the appointment of the Independent Members. | 24 May 2016 |

BACKGROUND

Development Assessment Panel (DAP) Structure

There are four (4) independent members and three (3) Elected Members on the City of Marion Development Assessment Panel (DAP), as prescribed by Section 56A(3)(c) of the Development Act 1993.

The terms of two independent members are due to expire on 28 May 2016.

Recruitment

At its meeting on 1 March 2016, the People and Culture Committee resolved to undertake the recruitment for two independent members. The current independent members whose term is to expire were invited to reapply.

The Elected Member representatives of the People and Culture Committee reviewed the applicants and shortlisted two applicants for interview. The shortlisted candidates were evaluated and selected based on expertise and skills, which will contribute to effective decision making of the DAP.

Interviews were undertaken on 12 April 2016 with the Elected Members of the Committee and the Chief Executive Officer. Based on the interviews, the group recommended that the two candidates progress to reference check, which have now been completed. The reference checks have confirmed that both applicants are suitable for the role.

A copy of the list of applicants, the applications from the two short-listed candidates, and the referee checks will be available within the Council meeting. It should be noted that if any personal information is discussed, the Council may need to move into confidence pursuant to Section 90(2) and (3)(d) of the Local Government Act 1999.

Sitting Fees

The DAP sitting fees were last considered and adopted by Council at its meeting of 22 April 2014. The endorsed fees for attendance at any given DAP meeting were as follows:

- Presiding Member \$500
- Other Independent Members \$400
- Elected Members \$200

No change to sitting fees is proposed.

Term

Historically, Council has appointed the members of the Panel to two year terms. This is common practice throughout local government, although some Councils limit their members' terms to one year. It is noted that Section 56(3)(e) of the Development Act, 1993 prescribes that the term of office of a member of the Panel cannot exceed two (2) years.

ANALYSIS:

Recommended Independent Members

The Elected Member representatives of the People and Culture Committee have recommended that Charmaine Thredgold and Nathan Sim be appointed to the position of independent members to the Marion DAP for a term of two years.

Financial Implications

The current 2015/2016 budget has provided \$31,000 per annum for Independent Member sitting fees and \$9000 per annum for Elected Member sitting fees.

CONCLUSION:

The terms of two independent members on the DAP are due to expire on 28 May 2016.

A recruitment process has been undertaken to fill these two positions. Following review of the expressions of interest, the Elected Member representatives of the People and Culture Committee have selected two of the applicants to sit on the Marion DAP.

As per the recommendation of the People and Culture Committee on 3 May 2016, this report seeks the appointment of Charmaine Thredgold and Nathan Sim to the Development Assessment Panel for a two (2) year term commencing 28 May 2016.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: David Melhuish, Senior Policy Planner

Corporate Manager: Steve Hooper, Manager Development Services and Regulatory Services

General Manager: Abby Dickson, General Manager City Development

Subject: Morphettsville Racecourse Development

Report Reference: GC240516R19

REPORT OBJECTIVES

The purpose of this agenda item is to seek Council's direction on the most suitable option to enable the facilitation of the proposed development of land at the northern end of the Morphettsville Racecourse site.

EXECUTIVE SUMMARY

Facilitation of the envisaged development of the South Australian Jockey Club (SAJC) land can be undertaken either under the Development Plan Amendment process or by the creation of a Precinct Planning process. Council is to consider which is the most appropriate process for this proposal.

An aerial photograph of the site has been attached as Appendix 1 depicting the City of Marion, City of West Torrens and Stage Government land ownership.

RECOMMENDATIONS (3)

DUE DATES

That Council:

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|---|--------------------|
| <ol style="list-style-type: none"> 1. Supports a Ministerial DPA as the preferred approach for facilitating the proposed development of land at the northern end of the Morphettsville Racecourse site on the proviso that: <ul style="list-style-type: none"> • the two Councils play an integral part in the DPA process to ensure the development is appropriately coordinated and that local issues and aspirations are appropriately considered in the master-planning and policy creation process. | 24 May 2016 |
| <ol style="list-style-type: none"> 2. Write a letter to the City of West Torrens seeking agreement that a Ministerial DPA is the most appropriate means of facilitating the proposed development of land at the northern end of the Morphettsville Racecourse site. | 24 May 2016 |
| <ol style="list-style-type: none"> 3. Write a letter to the Minister of Planning, seeking his approval for a Ministerial DPA facilitating the proposed development of land at the northern end of the Morphettsville Racecourse site. | 24 May 2016 |

BACKGROUND

In 2013 Council participated in a mapping workshop where potential locations for population growth, new dwellings and job opportunities were identified. The Morphettville Racecourse was one of the locations considered and subsequently it was included in Council's Strategic Directions Report, which outlined, amongst other things, a list of future Development Plan Amendments (DPAs).

On 5 April 2016 representatives of the South Australian Jockey Club (SAJC) made a presentation at the Elected Members Forum on the potential future development of the northern section of the Morphettville Racecourse. The development will involve land located in both the City of Marion and the City of West Torrens, which would require amendments to the Development Plans of both Councils.

On 5 April 2016 the Urban Planning Committee requested that Administration prepare a report to Council advising of the SAJC presentation and providing information in relation to possible directions forward in relation to the Development Plan Amendment process.

ANALYSIS

Prior to any future development occurring at the Morphettville Racecourse site the land requires rezoning to facilitate the proposed uses. Under the current zone (Racecourse (Morphettville) Zone) many of the proposed uses are not envisaged and are 'non-complying' forms of development.

Rezoning and/or facilitating a different form of land use is usually undertaken via the Development Plan Amendment (DPA) process, under the Development Act 1993. This process is predominantly undertaken by Councils but can also be undertaken by the Minister for Planning. In this instance the DPA would be developer funded.

Under the Urban Renewal Act 1995, the Minister for Housing and Urban Development (HUD) can declare an area where a major development project is to be undertaken as a 'precinct' and appoint a 'precinct authority' to develop a 'precinct plan' for that area.

Council's direction is being sought as to which of the above processes would be the most appropriate way of facilitating the envisaged development of the subject land. The following is a summary of the three options open to Council.

Joint DPA Process – City of Marion/City of West Torrens

As the subject land is located within both Council areas and the envisaged proposal seeks a fully integrated development, a joint Council DPA would be one of the options. This requires the approval of the Minister for Planning.

The joint DPA process would require a coordinated approach between the two Councils, including timelines, priority, resourcing etc.

Potentially, the biggest issue with this approach is that the Councils have no direct control over the tram corridor, which is located on crown land and controlled by the State government. As the proposal envisages the upgrading of and potential development over the tram line, this issue could be critical to a successful outcome.

Future development proposals at the site would be assessed against the relevant Development Plan (Marion and/or West Torrens, depending in which Council the land is located). Either the Council(s) or the Development Assessment Commission would be the assessment authority (dependent on the scale and/or nature of the development).

Ministerial DPA

When a DPA involves land in more than one Council or, in the opinion of the Minister, the matter is of a significant social, economic or environmental importance, the Minister may decide to undertake the DPA. In such a situation, the Councils can also seek the Minister to undertake the DPA.

Council/s would have involvement in the DPA with the Minister and DPTI coordinating / facilitating the process.

As the envisaged development of the site involves the tram corridor, it is likely that this option would result in greater coordination between the relevant State Government Departments.

It is envisaged that a masterplan/concept plan covering the envisaged layout and forms of development would be included in the DPA.

Future development proposals at the site would be assessed against the relevant Development Plan (Marion and/or West Torrens, depending in which Council the land is located). Either the Council(s) or the Development Assessment Commission would be the assessment authority (dependent on the scale and/or nature of the development).

If Council was to support this approach it should be on the proviso that the two Councils play an integral role in the DPA process. As the two Councils are key stakeholders in the proposed redevelopment of the SAJC land a Ministerial DPA would require significant involvement of the two Councils to ensure the development is appropriately coordinated and local issues and aspirations are appropriately considered in the master-planning and policy creation process.

Precinct Planning process

(The information below has been sourced from DPTI's 'Precinct Planning and the Urban Renewal Act – Fact Sheets 1 to 6')

As mentioned above, under the Urban Renewal Act 1995, the Minister for Housing and Urban Development (HUD) can declare an area where a major development project is to be undertaken as a 'precinct' and appoint a 'precinct authority' to develop a 'precinct plan' for that area.

The process requires Council/s or other parties to lodge a precinct request and business case with the Minister (HUD).

A precinct authority can be either a Council, subsidiary of a Council, the Urban Renewal Authority or other statutory corporation under the Act (UR).

The process is led by a Minister appointed precinct authority, which can take on the responsibilities of Council and State Government. The precinct authority is responsible for the whole of the strategic planning and implementation of a precinct, extending from the early feasibility of a precinct through to assessment of separate development applications against an approved precinct master plan and implementation plan. In some instances, this responsibility may include the delivery of infrastructure, imposing rates, levies or charges and making by-laws under the Local Government Act.

A 'precinct master plan' is a strategic, high level document that identifies how the whole of the precinct will be developed. It must be supported by the Minister HUD and the Minister for Planning, signed off by the Governor and referred to the Environment, Resources and Development Committee of Parliament. An approved precinct master plan can also lead to an amendment of a Development Plan.

A 'precinct implementation plan' provides a greater level of detail about how a precinct will be developed. It must be endorsed by the Minister HUD.

The precinct authority must establish a design review panel (*to provide advice on design matters relating to the precinct*) and a community reference panel (*comprising representatives of persons who live in and around the precinct*).

The assessment process under the Urban Renewal Act 1995 modifies the normal Development Act 1993 process as follows:

- Development application is lodged with the precinct authority, which certifies whether the application is complying against the precinct master plan
- Application is lodged with Council as a complying development (Council only needs to ensure the proposal has been certified by the precinct authority)
- Building approval granted (private certifier or Council)
- Full development approval issued by Council.

If the proposal is not deemed to be complying with the precinct plan the application will be assessed by the Development Assessment Commission on merit against the provisions of the Development Plan. This suggests that the Development Plan must be amended to reflect the precinct master plan.

For proposals that depart significantly from the precinct master plan (but are considered to have merit) there is a process where the precinct authority can amend the master plan to better reflect the proposal.

The precinct planning process provides capacity for a coordinated planning outcome where the precinct authority singularly manages all aspects of planning, design and infrastructure delivery of a major development project. It also provides a dynamic policy framework that can be easily changed in response to the market.

A precinct authority appears to have obvious benefits if a coordinated approach is required and not possible using other processes. However, it is a process that may take some time to undertake as it involves gaining high level support for its creation and the setting up of a number of panels and a combination of high and low level detail master planning.

It appears that this process may also require Council(s) Development Plans to be amended so that they reflect the intentions of the precinct master plan. It is taken that this would be undertaken via the normal DPA process.

It is questionable whether such a multi - faceted process is required in this particular instance.

As the proposal involves the tram corridor (crown land) it may be unlikely that Council(s) would be the precinct authority. Council(s) may however be able to partner with the Urban Renewal Authority and the SAJC.

A potential issue of this process could be that, if Council is not the precinct authority, Council may have less control over the development, from master-planning through to assessment of the individual components of the proposal.

Preferred Approach

As there has been little up-take for precinct authorities in Adelaide so far, the appropriate circumstances for their creation and who is best to be the authority has not been well established.

The fact sheets suggest that a precinct authority would be most effective where certain circumstances are present, such as a number of stakeholders are involved, two or more Councils are affected and the land is in disparate ownership.

In this instance there are two land owners involved; SAJC (race course and adjacent land) and the State Government (tramline corridor). The SAJC has already provided a concept master plan outlining how the land could be developed. This concept will possibly be refined as part of the analysis and investigations required during the DPA process. Council has previously shown support for the concept proposal presented at the 5 April 2016 Elected Members Forum.

A Ministerial DPA, which would include involvement and coordination with the two Councils and the relevant State Government Departments may be appropriate for the proposal. The development assessment process would generally require input from Council(s), either as the authority or providing feedback to the Development Assessment Commission (DAC).

CONCLUSION

A precinct authority appears to have benefits if a coordinated approach is required and not possible using other processes. In this instance, as the subject land is under one ownership, apart from the tram line corridor, a Ministerial DPA may result in the coordination necessary to ensure appropriate development of the proposal.

Appendix 1: Aerial Photograph

About this Document

This map has been created for the purpose of showing basic locality information and is a representation of the data currently held by The City of Marion. This information is provided for private use only.

Disclaimer

While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Property boundary line network data is supplied by State Government.

Morphettville Racecourse

Map Width: 1272 m
Created by dev
Wednesday, 18 May 2016



**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: David Melhuish, Senior Policy Planner

Corporate Manager: Steve Hooper, Manager Development Services and Regulatory Services

General Manager: Abby Dickson, General Manager City Development

Subject: Castle Plaza – Contamination - Legal Advice on Council Liability

Report Reference: GC240516R20

REPORT OBJECTIVES

To advise Council of the legal advice received regarding potential liability to Council arising from site and groundwater contamination at the former Hills Industries site.

EXECUTIVE SUMMARY

At its meeting on 12 April 2016, Council requested that administration seek legal advice with respect to any liability consequences of contamination after considering the findings of the EPA Audit report.

The legal advice from Norman Waterhouse states that *‘As a general proposition, a site contamination auditor is personally responsible for the audit process and the outcomes of that process.*

The system is such that the Council, and others, are entitled to rely on an auditor’s advice that a particular piece of contaminated land is suitable for a particular use or uses.’

The audit report has also been provided to DPTI staff and they have been advised of the legal advice Council has received. DPTI staff are finalizing the DPA and modifying the policy framework having regard to the Audit Report recommendations and the changes they making are aligned to the amendments contained in the resolutions within this report. This work will be done in consultation with Council’s administration and the EPA. The DPA (including all supporting documentation) will thereafter be brought to the Ministers attention as a package to be gazetted.

RECOMMENDATIONS (2)

DUE DATES

That Council:

- 1. Acknowledges the legal advice from Norman Waterhouse in relation to potential liability arising on account of site and groundwater contamination existing on the former Hills Industries site.**

24 May 2016

- | | |
|--|--------------|
| 2. Advises the Minister for Planning that minor amendments are required to the DPA to ensure the policy framework is consistent with the EPA Audit Report recommendations. | 24 May 2016 |
| 3. Notes that administration will liaise closely with DPTI in ensuring that the final DPA package forwarded to the Minister for gazettal is consistent with the EPA Audit Report recommendations as they relate to development policy. | 30 June 2016 |

BACKGROUND

Council considered and endorsed the Castle Plaza Activity Centre DPA at the 19 January 2016 General Council meeting. The DPA was forwarded to the Minister with the proviso that final Ministerial authorisation (if considered appropriate) is subject to the endorsement of a report written by an accredited site contamination auditor, which confirms the suitability of the subject site for the intended uses outlined in the DPA.

Technically, (as part of the DPA process) there is no legal requirement for an audit report to be brought to a Councils attention in formulating its recommended DPA policy.

However, in this instance, it was requested by Council that the report be brought back to Council after the findings of the audit report were available. Further, as the audit report recommends changes to policy within the DPA, it was considered appropriate to bring the matter back to Council.

Council has received 'Site Contamination Audit Reports' (SCAR) from 'Environmental Resources Management Australia Pty Ltd' which have been written by accredited Site Contamination Auditors. Three separate audit areas have been identified and audited, covering the entire former Hills Industries site (Audit Area 1 – AA1, Audit Area 2 – AA2, Audit Area 3 – AA3).

- The reports conclude that AA1, AA2 & AA3 are suitable for a restricted range of uses, subject to conditions, being:
 - Mixed use, where retail/commercial uses are on the ground floor with no habitable basements and residential premises are located on the upper floors; or
 - High density residential with no habitable basements and no ground floor residences; or
 - Commercial; or
 - Industrial use.
- The reports advise that the range of uses is generally consistent with the proposed Castle Plaza Activity Centre Development Plan Amendment, being *mixed use land use including commercial (extension of the Castle Plaza Shopping Centre), light commercial/industrial with an option for the incorporation of medium-high density residential use.*
- The reports identify that other sensitive uses, such as child care centre, pre-school or primary school are not considered suitable uses in the former Hills Industries site.
- The Auditor(s) have determined that Audit Areas AA1, AA2 & AA3 have been remediated such that the sources of contamination, and contaminated soil that poses a risk to the proposed land uses, have been removed from AA1, AA2 & AA3 to the extent necessary.

- The reports advise that, although site contamination does exist on all three Audit Areas, no further remediation remains necessary on Audit Areas 2 and 3, for the restricted range of uses detailed above.
- Prior to completion and occupation of any redevelopment of the site, any soft landscaped areas proposed for the development (e.g. garden beds and lawns, but excluding paved areas) should be completed with a surface layer of at least 0.5m thickness of clean soil (e.g. commercially available topsoil).
- The Auditor recommends that the EPA consider a restrictive/prohibition zone on the taking of groundwater for any purpose from all aquifers within the site and in the vicinity of the site.
- Based on an on-site vapour risk assessment conducted by ERS (2015) for AA1, the Auditor considers that the vapour risks from current concentrations of volatile compounds (PCE) in groundwater in AA1 are not significant for future development scenarios provided there are no habitable basements and ground floor residences;
- Based on the off-site vapour risks assessment conducted by URS (2016) for AA1, the Auditor considers that the vapour risks from current concentrations of volatile compounds (PCE) in groundwater within the off-site plume are not significant for all identified scenarios provided that:
 - groundwater is not extracted and plumbed to a residence for showering/bathing, or used as the main source of drinking; and
 - any future habitable basements within the area identified in *Figure 16 Annex A* include an engineered soil vapour mitigation system.
- A copy of the SCAR(s) should be provided to all future landowners

At the 12 April 2016 General Council Meeting, Council considered the findings of the Site Contamination Audit Reports. Council resolved that:

1. Administration seek legal advice regarding the liability consequences of contamination despite the findings contained in the EPA Auditor Report and report back to Council with the outcomes of this advice.

ANALYSIS

On 6 May 2016 Norman Waterhouse Lawyers provided Council with that legal advice. *(a copy of the full document is attached as Appendix 1)*

In regards to liability for Council, Norman Waterhouse provide the following advice:

“Part 10A of the Environment Protection Act 1993 (EP Act) establishes a statutory regime for the assessment and remediation of site contamination. An important part of that regime is the recognition and regulation of site contamination auditors.

Under the EP Act, site contamination auditors must be natural persons who are accredited by the EPA.

The accreditation system is provided for in Part 5, Division 2 the Environment Protection Regulations 2009. As part of that system, auditors must have attained certain tertiary qualifications and minimum levels of experience and competency. Auditors must also satisfy a fit and proper person test....

....the statutory scheme implicitly recognises that a site audit report is not a private document prepared only for the benefit of the person who engaged the auditor. Rather, it is a public document which may be read and relied on by third parties.

Given the statutory scheme, it seems axiomatic (self-evident) that to the extent an auditor is negligent in the performance of a site audit or the preparation of a site audit report, the auditor may be held personally liable for any harm that may result. Presumably, such situations would be rare.

In the current situation, the Council is entitled to rely on the three site audit reports in deciding whether or not to approve the Castle Plaza Activity Centre DPA and, if so, on what terms. As part of that consideration, the Council may wish to consider whether the policy written into the DPA accurately reflects the auditor's recommendations, or whether amendments are necessary or desirable."

In order to ensure the policies in the Castle Plaza Activity Centre Development Plan Amendment are as robust as possible it is suggested that the following is undertaken:

- the provisions for Precinct 13 do not currently reflect the auditors' conclusion that sensitive land uses such as child care centres, pre-schools or primary schools are not suitable land uses within Precinct 13. It is suggested that an additional provision be included in Precinct 13 to deal with this. Ideally, those land uses would be included in the list of non-complying development in the Mixed Use Zone.
- one of the auditor's conditions in relation to environmental monitoring was the implementation of the SMP (site management plan) where any development is undertaken which involves excavation within the AA1 area. It would also be prudent if the DPA included a provision which states where development involves excavation, it must be undertaken consistent with the SMP.
- suggest that PDC 29 in Precinct 12 not be confined to "Residential" development; the requirement in that PDC should apply equally to any form of more sensitive land use or development.

It is noted that the audit report has also been provided to DPTI staff. DPTI staff are finalizing the DPA and modifying the policy framework having regard to the Audit Report recommendations. This work will be done in consultation with Council's administration and the EPA. The DPA (including all supporting documentation) will thereafter be brought to the Ministers attention as a package to be gazetted.

CONCLUSION

The legal advice from Norman Waterhouse states that a site contamination auditor is personally responsible for the audit process and the outcomes of that process. The system is such that the Council, and others, are entitled to rely on an auditor's advice that a particular piece of contaminated land is suitable for a particular use or uses.'

Despite this, it is prudent that Council ensures that the DPA policy is robust and Council exercises due care.

Appendix 1: Norman Waterhouse Legal Advice



By Email: <shooper@marion.sa.gov.au>
Ref: JCS\M00288173F04210860

6 May 2016

Mr Steve Hooper
Manager, Development Services
The Corporation of the City of Marion
245 Sturt Road
STURT SA 5047

Dear Steve

Castle Plaza Activity Centre DPA – Site Contamination Audits

The Council has resolved that “*administration seek legal advice regarding the liability consequences of contamination despite the findings contained in the EPA Auditor Report and report back to Council with the outcomes of this advice*”.

The background is well known to you and we will not repeat it.

The question as we understand it is where liability would likely fall in the event that findings in the site audit reports prepared as part of the investigations for the Castle Plaza Activity Centre DPA (of which we understand there are three reports) are misleading or wrong and someone suffers harm as a consequence of site contamination.

Summary of advice

As a general proposition, a site contamination auditor is personally responsible for the audit process and the outcomes of that process.

The system is such that the Council, and others, are entitled to rely on an auditor’s advice that a particular piece of contaminated land is suitable for a particular use or uses.

Of course, there may be other circumstances in which liability associated with site contamination may arise later, for example, if a council in its capacity as a relevant planning authority approves a change of land use contrary to an auditor’s recommendations, or if a council gives incorrect advice about the meaning or effect of a site audit report. However, we understand the issue here is confined to liability associated with the audit process itself.

Discussion

Part 10A of the *Environment Protection Act 1993* (**EP Act**) establishes a statutory regime for the assessment and remediation of site contamination. An important part of that regime is the recognition and regulation of site contamination auditors.

Under the EP Act, site contamination auditors must be natural persons who are accredited by the EPA.

The accreditation system is provided for in Part 5, Division 2 the *Environment Protection Regulations 2009*. As part of that system, auditors must have attained certain tertiary qualifications and minimum levels of experience and competency. Auditors must also satisfy a fit and proper person test.

Importantly, regulation 56(2)(d) provides that the EPA must make it a condition of every accreditation that an auditor will:

- act diligently, impartially and conscientiously;
- follow any relevant guidelines issued by the EPA;
- hold or be covered by a professional indemnity insurance policy approved by the EPA.

The EP Act does not require that an accredited site contamination auditor is engaged in every situation involving site contamination. However, where an auditor is engaged to prepare a site audit report (as has occurred here), the auditor is under certain duties to notify the EPA of that engagement, and to provide a copy of a site audit report to the EPA and other prescribed bodies including the relevant council.

Once completed, a site audit report is required to be placed on a public register maintained by the EPA. The EPA may also apply to the Registrar-General for notation of an audit report against the relevant certificate(s) of title. In this way, the statutory scheme implicitly recognises that a site audit report is not a private document prepared only for the benefit of the person who engaged the auditor. Rather, it is a public document which may be read and relied on by third parties.

Given the statutory scheme summarised above, it seems axiomatic that to the extent an auditor is negligent in the performance of a site audit or the preparation of a site audit report, the auditor may be held personally liable for any harm that may result. Presumably, such situations would be rare.

In the current situation, the Council is entitled to rely on the three site audit reports in deciding whether or not to approve the Castle Plaza Activity Centre DPA and, if so, on what terms. As part of that consideration, the Council may wish to consider whether the policy written into the DPA accurately reflects the auditor's recommendations, or whether amendments are necessary or desirable.

In due course, the Minister and any relevant planning authority would also be entitled to rely on the site audit reports in deciding whether or not to approve the DPA or any development application respectively. If the report is found to be misleading or wrong, the auditor would be personally liable.

Yours faithfully
Norman Waterhouse



Peter Psaltis
Partner
Direct Line: (08) 8210 1297
e-mail: ppsaltis@normans.com.au

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Sherie Walczak, Unit Manager Risk

Corporate Manager: Kate McKenzie, Manager Corporate Governance

General Manager: Vincent Mifsud, General Manager Corporate Services

Subject: Defibrillators for the Community

Report Reference: GC240516R21

REPORT OBJECTIVE:

To provide Council with a report regarding the need, access, grant funding opportunities and an outline of the costs, process and viability for Council to potentially facilitate a roll out of automated external defibrillators (AEDs) to users of City of Marion sporting and community venues.

EXECUTIVE SUMMARY:

At its meeting of 8 September 2015 (GC080915M06), Council resolved that it be provided with a report that identifies:

- The access to defibrillator available to users of sporting and community venues within the City of Marion.
- The need for such first aid devices within the City of Marion sporting and community venues.
- Avenues for grant funding available for purchases by sporting clubs and community groups.
- Costs and the process for council to potentially facilitate a roll out of these first aid devices throughout the city in community and sporting venues with a view to maximising partnership funding and cooperation with other agencies and government departments.

At its meeting of 12 April 2016, Council resolved to defer the item to received further information. This report contains the original information presented and has been amended to include both Council owned buildings under lease or licence to community groups and buildings owned and occupied by the City of Marion.

The installation of an AED sits within the Work Health Safety (first aid) obligations of 'a person conducting a business'. The definition of a person conducting business is defined within section 5 of the *Work Health Safety Act 2012* (see extract in Appendix 1)

The installation of AED is assessed based on risk relating to the nature of the work, workplace hazards and where there are large numbers of members of the public.

RECOMMENDATIONS (3)**DUE DATES****That Council:**

- | | |
|---|---------------------|
| 1. Notes that the Marion Outdoor Pool, City Services, Marion Cultural Centre and Cove Civic Centre will have AED's installed by 30 June 2016. | 30 June 2016 |
|---|---------------------|

- | | |
|--|-------------|
| 2. Promotes and encourages lessees/licensees to apply to the City of Marion grants program to seek funding for the provision of Automated External Defibrillators (AEDs). | 24 May 2016 |
| 3. Provide information on the City of Marion website to assist City of Marion sporting and community venues to source and purchase Automated External Defibrillators (AEDs). | 24 May 2016 |

BACKGROUND:

An AED is a first aid treatment applied for life-threatening cardiac arrest and should ideally be used by a person who has received appropriate training in the use of an AED and administering CPR. It delivers a measured electric shock to attempt to restore the heart to a normal effective rhythm. The use of AEDs now forms part of most senior first aid training.

The perceived risk of doing 'more harm' and the fear of litigation are both common misconceptions. AEDs are relatively simple and easy to use and possess voice instructions for the lay rescuer to follow, however training in the use of an AED is advisable for familiarity and confidence. AEDs automatically assess the condition of the victim and determine if a shock is advised and only deliver a shock if the victim's condition can be corrected by one. If a shock is not warranted, the AED prompts the operator to perform CPR or to provide other care as needed. It cannot and will not deliver a shock if it is not advisable.

The installation of an AED falls within the Work Health Safety (first aid) obligations of a 'person conducting business'. For the purposes of this report, the facilities have been split into two categories being:

- (1) Council owned buildings under lease or licence to community groups (as the person conducting business), and
- (2) Council owned buildings owned and occupied by the City of Marion (as the person conducting business)

DISCUSSION

Legislative Compliance

The Work Health and Safety (SA) Regulation No 42 states "*When considering how to provide first aid, a person conducting a business or undertaking must consider all relevant matters including the nature of the work being carried out at the workplace, the nature of the hazards at the workplace, the size, location and nature of the workplace, the number and composition of the workers at the workplace*".

The Code of Practice for First Aid in the Workplace provides further information on using a risk management approach to assess the nature of the work and the workplace hazards in addition to the size and location of the workplace to assess the response times for emergency services. The Code of Practice specifically states "*providing an AED can reduce the risk of fatality from cardiac arrest. It is a useful addition for workplaces where there is a risk of electrocution or where there are large numbers of members of the public*".

In addition to this, the Australian Red Cross and the Heart Foundation both acknowledge the advantage of having easy access to automated external defibrillators wherever large groups of people gather, including schools and sporting clubs:

Cardiac arrests are not just restricted to the elderly or high risk groups. A cardiac arrest can occur in children due to drowning or choking, receiving an electric shock, respiratory related medical conditions such as asthma and anaphylaxis, trauma, poison or congenital abnormalities.

More than 30,000 Australians suffer from sudden cardiac arrest every year of which only 5% survive. Immediate access to a defibrillator can lead to a 70% survival rate if applied quickly.

Access

Council owned buildings under lease or licence to community groups (as the person conducting business)

There are a total 50 sites owned by Council that are managed by community groups pursuant to leases and licences. The operational requirements of these sites, including the first aid provisions, rest with the lessee/licensee as the person conducting business and sits outside the Work Health & Safety obligations of the City of Marion.

It is likely that some of these sites already have AED's and currently there is no obligation within the lease or licence to advise Council if an occupier has obtained an AED. Hence, Council is unaware of what sites have AED's. This information can only be obtained by contacting the occupier and under the provisions there is no obligation for this information to be provided.

Council owned buildings owned and occupied by the City of Marion (as the person conducting business)

There are 13 sites owned and occupied by the City of Marion where Council is the 'person conducting business'. The Employee WHS Committee has raised the installation of AED's and a body of work has been completed to assess the risks, hazards and numbers of public in attendance at each site where the City of Marion is the person conducting business. The sites assessed as high risk include:

- The Marion Outdoor Pool due to risk of drowning and a high number of the general public using the site.
- City Services due to the storage of chemicals, high risk workshop activities and the risk of electrocution in the welding bay.
- The Marion Library/Cultural Centre and Cove Civic Centre due to the high volumes of general public utilising the site

The assessment for high numbers of people in attendance per day is based on:

- Less than 250 (low)
- Between 250 to 500 (medium)
- Over 500 (high)

The Marion Outdoor Pool has had an AED installed since 2013. AED's are in the process of being purchased for the other three high risk sites and will be installed by 30 June 2016, within existing approved budgets.

Sites that have been rated as medium include the Southern Depot due to the high risk of outdoor activities; Park Holme Library due to the medium volumes of general public utilising the site as well as the Glandore Community Centre and Trott Park Neighbourhood Centre due to the risks associated with operating the men's sheds. These sites will continue to be appropriately monitored and assessed for AED's to be potentially installed in the future.

The Administration building, Marion Heritage Centre, LKCC and the remaining Neighbourhood and Community Centres are assessed as low risk due to the average of number of people on site being below 250 per day and the low risk activities.

Grant Funding

There are a number of grants or sponsorship opportunities which sporting and community clubs can access:

- Project Defib is a Red Cross initiative which aims to reduce the number of deaths caused by sudden cardiac arrest by making defibrillators and related

training and support, accessible to all sporting clubs, schools and not for profits across Australia via access to a subsidised Lifeline VIEW Defibrillator package which includes, training and ongoing support.

- AEDs can also be accessed on a payment plan basis over 3 years at approximately \$90 per month for 36 months, which totals \$3,240. This is an all-inclusive package including wall mounting with wall sign and seven years of maintenance cover which covers replacement electrodes and battery for the full 7-year period. Training is part of the all-inclusive package and includes an instructional poster and DVD on ongoing training.
- The City of Marion grants program, which has recently been expanded, could potentially be accessed by City of Marion sporting or community clubs to assist with funding for the provision of an AED.

Costs and process for council to potentially facilitate a roll out of AEDs

The costs of the provision of an AED package suitable for City of Marion sporting and community venues range from approximately \$2,500 to \$4,000 but many providers have sponsorship, price reduced options and all-inclusive supply and maintenance monthly payment packages for sporting and not-for-profit organisations.

It is recommended that the most appropriate process for Council to support sporting and community venues to access an AED would be via grant funding and administrative support, but not direct provision. This is because the operational requirements of leased and licenced sites, including the first aid provisions, rest with the lessee/licensee and not the Council. They sit outside the WHS obligations of the Council as the lessee/licensee is responsible to manage and operate them.

As owner of a facility and Community Land, Council utilises section 202 of the Local Government Act to discharge management and operational responsibilities via a lease or licence arrangement. The lease or licence will include general and specific conditions that the lessee/licensee will need to follow, however it would be difficult to 'compel' a lessee/licensee to install this type of equipment. Further, if Council were to directly provide an AED, it would then be responsible for its maintenance and for the training of potential users. This would be made difficult without Council's knowledge of the day-to-day management of the facility, particularly the staff and volunteer details of each sporting or community venue and therefore who may be required to use the AED.

OPTIONS FOR POTENTIAL PROVISION OF AEDS AT LEASED/LICENCED PREMISES

The following options are available for Council to potentially facilitate a roll out of AEDs in City of Marion sporting and community venues:

1. Council promote and encourage lessees/licensees to apply to the City of Marion grants program to seek funding for the provision of AEDs.
 - Opportunities: The provision of a \$2,000 grant would cover most of the upfront cost, dependent on the model, making the purchase of an AED affordable to most sporting or community venues that require one. This option empowers them to own the process of procurement and therefore the consultation, implementation, education, training and ongoing maintenance of the equipment which are their due diligence requirements.
 - Risks: The current City of Marion grant categories are broad and do not specifically support provision of AEDs, so it would depend on how their application is framed. There is also potential to provide funding to sporting and community venues with a low need resulting in those with a high need missing out. This risk can be mitigated by providing applicants with the needs assessment and risk criteria outlined in the *Code of Practice for First Aid in the Workplace* and assessing applications based on this criteria to ensure the AEDs are provided to sites with the highest need.

2. Council provide information on the City of Marion website to assist City of Marion sporting and community venues to source and purchase AEDs (i.e. grants and other initiatives available from the State Government, sporting industry associations and other private sector organisations such as major banks who have various grant funding schemes available.)
 - Opportunities: This methodology empowers sporting and community venues to own the process. Promotion could be undertaken via City of Marion social media channels, and also via the Clublink email newsletter which is distributed to our sporting club database.
 - Risks: The page may not be accessed by sporting and community venues. This risk could be mitigated by more direct forms of communication. Also, a CoM department would need to be responsible for keeping the information up-to-date and ensuring that outbound links are working. This risk could be mitigated by the setting of automatic alerts that notify an appropriate staff member to review the page on a regular basis (i.e. every quarter).

CONCLUSION:

The City of Marion sporting and community venues, and the community who utilise them, would benefit greatly from support in obtaining AEDs as their greatest benefit is that they save lives. Therefore, they would benefit if Council were to promote and encourage lessees/licensees to apply to the City of Marion grants program to seek funding for the provision of AEDs, in addition to updating the City of Marion website to provide them with information assisting them on how to source and purchase AEDs.

Appendix 1 – Work Health Safety Act 2012**5—Meaning of *person conducting a business or undertaking***

- (1) For the purposes of this Act, a person conducts a business or undertaking—
 - (a) whether the person conducts the business or undertaking alone or with others; and
 - (b) whether or not the business or undertaking is conducted for profit or gain.
- (2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.
- (3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.
- (4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.
- (5) An elected member of a local authority does not in that capacity conduct a business or undertaking.
- (6) The regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act.
- (7) A volunteer association does not conduct a business or undertaking for the purposes of this Act.
- (8) In this section—

volunteer association means a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officer: Steph Roberts, Manager Human Resources

Chief Executive Officer: Adrian Skull

Subject: Chief Executive Officer Performance Review Approach and Timeline

Report Reference: GC240516R22

REPORT OBJECTIVES:

To provide the Council with a suggested approach and timeline for managing the Chief Executive Officer (CEO) Performance and Remuneration Review for the 2015/16 financial year.

EXECUTIVE SUMMARY:

The employment of a CEO is a critical function of Council and establishing a best practice CEO Performance and Remuneration Review will bring further accountability and benefits to the Council and its community.

This report outlines a proposed approach and timeline for the Council's consideration that is in accordance of the requirements of the CEO's employment contract.

The People and Culture Committee has endorsed the recommended approach to engage an external consultant to conduct the 360-degree feedback component of the performance review and recommended that Dr Panter (Expert Member) and the Manager Human Resources develop the list of consultants to approach for an expression of interest.

RECOMMENDATIONS (2)

DUE DATES

That Council:

- | | |
|--|---------------------------|
| <p>1. Endorses the proposed approach and timeline for the CEO's performance and remuneration review as outlined in Appendix 1 subject to the following amendments:</p> <ul style="list-style-type: none"> - - - | <p>24 May 2016</p> |
| <p>2. Endorses a proposal be sought from the external consultants listed in Appendix 3, to develop and facilitate the 360-degree performance feedback.</p> | <p>24 May 2016</p> |

BACKGROUND

Council has the responsibility for setting strategy and the performance of the organisation and it exercises this responsibility through its only employee (the CEO). The CEO is entrusted with the organisation's day to day management with direction set from the Council. As such, there is a unique relationship between the CEO and the Council and the evaluation of the CEO's performance can impact this relationship in either a positive or negative manner. Therefore, when setting a CEO performance and remuneration review, consideration should be given to a number of leading practice principles:

- Alignment of CEO performance with the objectives of the organisation
- Be based on clear expectations developed and agreed in advance with the CEO
- Have a clear, transparent and agreed link between performance and remuneration
- Be conducted in a manner conducive to ongoing good governance
- Be tailored to the specific needs of the organisation
- Comply with relevant standards for accountability and communication.

The proposed approach outlined in **Appendix 1** has been developed with these principles in mind and the requirements of the CEO Employment Contract, agreed Key Performance Indicators (KPI's), sections 5.9 to 5.16 of the People and Culture Committee Terms of Reference and the Local Government Association (LGA) Code of Conduct for Assessment of the Chief Executive Officer.

DISCUSSION

Section 9 of the CEO Employment Agreement defines the requirements for the performance review. The current contract refers to the Chief Executive Review Committee to undertake the review. This Committee was disbanded in December 2015 with the responsibilities of the review now addressed by the People and Culture Committee.

The proposed approach has been developed with the contract requirements in mind including:

- The performance criteria agreed by the Council and the CEO as outlined in Schedule 2 of the CEO Employment Agreement (KPI's)
- The position description
- The discharge of the duties, and
- Any other factors considered relevant.

Process

As referenced in the CEO's employment contract, Council may engage the services of an external consultant to assist in the assessment of the performance of the CEO. This is considered to be best practice approach as it ensures independence and mitigates potential conflicts of interest. It is recommended that the engagement of a consultant would include:

- The development, implementation (including interviews if required) and evaluation of a 360-degree feedback tool
- A written report as required within section 9.6 of the contract.

It is proposed to seek an expression of interest from three external consultants, in order to determine the consultant to be engaged to conduct this work. Appendix 2 outlines the recommended scope to be presented to the potential consultants. The recommended consultants are detailed in Appendix 3.

Each of the proposals will be presented to the People and Culture Committee at its meeting of 5 July 2016. The Committee will make a recommendation to Council regarding the appointment of the consultant (unless Council previously resolves to delegate the responsibility to the Committee via resolution). It is proposed that the successful consultant could be engaged for the remainder of this term of Council (subject to suitable performance) to enable a consistent approach and the removal the requirement to seek formal quotes each year. The cost of the review will be capped at \$3,000.

Defining the performance in schedule 4

Section 9.6 of the employment contract states that a written report will be submitted with respect to the annual performance review and the report shall set out the performance level with reference to the following performance rating (Schedule 4 of CEO Employment Contract):

- Exceptional 5
- Commendable 4
- Acceptable 3
- Requires Improvement 2
- Unacceptable 1

The Council (on recommendation from the Committee) is required to establish what constitutes the differing performance levels. This performance level has been set against the Key Performance Indicators but not the aggregated total of the KPI's. It also does not consider any other type of feedback such as the 360 tool or a survey and how this would be applied.

It is also suggested that the CEO Performance and Remuneration Review (including the KPI assessment) would work best aligned to financial years rather than calendar year due to the audited financial statements being settled as at the 30th June each year.

360 tool

A 360 tool incorporates feedback from people the CEO works directly with, including the Mayor, other Elected Members, key leaders and staff, external key stakeholders, as well as the CEO's self-assessment. The process of a 360 may include:

- Obtaining feedback, based on the developed performance criteria. This may be based on the initial feedback tool already used for the CEO's 3-month review completed in December 2015.
- Further to obtaining responses to the questionnaire, it is recommended interviews are conducted with Elected Members to delve deeper into the feedback provided.
- Once the questionnaires and interviews have been completed, a report is to be prepared for the People and Culture Committee consideration
- The outcomes of the CEO's performance is to be determined by aggregating the assessment of the performance criteria and all persons providing feedback against the performance rating scale set out in Schedule 4 of the Employment Agreement.
- The People and Culture Committee would then provide a recommendation to the Council on the outcomes of the CEO's annual performance review.
- The Council is required to consider and if agreed, adopt the recommendation from the Committee. The Mayor or People and Culture Committee can provide feedback to the CEO on outcomes of the performance review and jointly determine appropriate courses of action.

Remuneration Review

The ASX Corporate Government Council recommends within principle 8 of their guideline that an organisation should design its executive remuneration to attract, retain and motivate high quality senior executives.

It is noted that if the CEO performance review achieves an outcome of acceptable or higher, the remuneration review as defined in the contract would be triggered. It is noted that any consideration for increase is determined by Council at Council's absolute discretion.

The People and Culture Committee will be required to recommend to Council the CEO's remuneration package and performance criteria to be applied for the following year.

CONCLUSION

Adopting a formalised, structured approach to the CEO performance and remuneration review gives the Council a greater likelihood of not only optimising their relationship with the CEO but also improving the overall performance of the organisation.

Appendix 1: Proposed timeline for conducting the CEO's 2015/2016 performance and remuneration review.

Timeline: CEO Performance and Remuneration Review				
Date 2016	Activity	Meeting	Dependency	Contract / LGA Code of Conduct of the CEO
3 May	<ul style="list-style-type: none"> - Review proposed Timeline and process for CEO performance/ remuneration review and make recommendation to Council. - Review Report of quarter 2 and 3 CEO KPI's 	People and Culture Committee		
4 May – 10 May	CEO interim Performance Feedback: Elected Member Survey	N/A		
10 May	Review the current ABP and CEO's KPI's for 2016/2017 financial year.	Elected Member Forum		
24 May	<ul style="list-style-type: none"> - Report to Council to seek resolution regarding the process and timeline for CEO Performance and Remuneration Review - Elected Member Survey results: Summary report to Council 	Council Meeting		
May	Letter from Mayor to CEO outlining the review process as resolved by Council	N/A	24 May resolution	
5 July	Consideration and recommendation to Council of appointment of external consultant	People and Culture Committee	May P&C meeting outcomes	
26 July	Council to appoint consultant (option – The Committee could request Council could delegate this responsibility to P&C Committee at its meeting of 24 May)	Council Meeting	May P&C meeting outcomes	
August	Development of feedback tool and how the performance rating is applied	N/A		
6 September	Review recommended approach to how the performance rating is applied and feedback tool	People and Culture Committee		
September	People and Culture Committee to engage CEO with respect to how the performance rating is applied			
27 September	Recommendation on how performance rating be applied	Council Meeting		

October	Conduct feedback	N/A		The entire process to take no longer than 6 weeks
October	Assess performance against KPI's	N/A	Audited Financial Statements considered at	
1 November	Results of the performance review presented: - Feedback - KPI's Remuneration review recommendation	People and Culture Committee	- Audit Committee 4 October 2016 - Council to adopt 11 October 2016	Remuneration review to be conducted within two (2) months of the performance review (unless a review of 'less than Acceptable' performance is achieved)
22 November	Recommendation CEO performance review, remuneration), seeking resolution	Council Meeting		
November	The Mayor provide feedback to the CEO on outcomes of the performance review and in conjunction with the CEO's determine appropriate courses of action.	N/A	22 November resolution	Written report shall be compiled with respect to the annual performance review and a copy provided to the CEO
November	Letter and report from Mayor to CEO outlining outcomes of the performance review			
Up to early 2017	Review CEO performance criteria for the 2016/2017 financial year. Any new or amended KPI to be written into the CEO contract.			CEO's Performance Criteria must be reviewed in consultation with the CEO within three (3) months after each annual performance review

Appendix 2: Scope to be presented to the potential consultants

Marion City Council: Invitation to provide an Expression of Interest by 8 June 2016

Facilitation of the Chief Executive Officer 360-degree Feedback process

Assignment Scope

The City of Marion is looking to engage the services of an external consultant to assist in the assessment of the performance of the Chief Executive Officer (CEO).

The CEO is entrusted with the organisation's day to day management with direction set from the Council. As such, there is a unique relationship between the CEO and the Council and the evaluation of the CEO's performance is critical to this relationship.

In December 2015 and May 2016, the Council's Elected Members were invited to provide feedback on the CEO's performance via a survey. To provide a deeper level of feedback to the CEO at the end of the performance review period (June 2016), we will be conducting a 360-degree feedback process, which will supplement the feedback already collected.

This 360-degree process will incorporate feedback from approximately 6-8 people the CEO works directly with, including Elected Members, direct reports, key leaders, external key stakeholders as well as the CEO's self-assessment. Further to obtaining responses to the survey, it is recommended interviews are conducted with the survey respondents, to delve deeper into the feedback provided.

We would envisage a consultant would utilise a 360-feedback tool, appropriate for a CEO and with consideration of the Local Government environment.

The terms of the engagement of a consultant would include:

- The development, implementation (including interviews if required) and evaluation of a 360 tool
- Preparation of a report, outlining the feedback, to be provided to the Mayor and CEO

The budget parameter for this engagement is up to \$3000.

Your expression of interest, addressing the above scope, approach and cost should be addressed to (by 8 June 2016):

Steph Roberts
Human Resources Manager
City of Marion Council
Steph.Roberts@marion.sa.gov.au

We look forward to hearing from you.

Appendix 3: Potential Consultant Biographies

MATT HOBBY

Nicoleunderwood Pty Ltd



- Executive Search and Selection
- Executive Coaching
- Leadership Workshop Facilitation
- HR Consulting
- Culture, Values & Behaviours Workshop Design & Facilitation
- Executive Workforce Planning
- CEO and Executive Performance Review Design and Facilitation
- Board Reviews and Recruitment

Matt Hobby is a driven and passionate recruitment professional, with experience acquired across the globe. Having worked as both a leader of large recruitment teams and as a search consultant, he enjoys the art of connecting talented people with the right organisations.

After an initial career in sales and marketing, Matt embarked on his recruitment journey completely by chance. What started as an interview for a sales role with Michael Page, very quickly turned into an interview as a recruiter and the rest is history! Matt quickly realised that he was able to work in partnership with both clients and candidates to create positive outcomes for both parties. With an opportunity to develop his craft, Matt transferred to Michael Pages' head office in London where he spent 5 years recruiting senior roles across finance, sales, marketing, human resources, general management and executive, legal and public sector for some of the world's biggest brands. This is also where Matt developed his leadership skills, being responsible for the strategic direction, business development and management of two executive search firms, including the start up of the Talent2 operation in Europe.

In 2008, Matt and his family relocated back to his hometown of Adelaide where he took up a role as Manager – Executive Recruitment Services for local recruitment firm, Locher Human Resources followed by a State Manager role at McArthur where he was responsible for the search and recruitment of over 25 CEO roles.

In addition to recruitment, Matt was also responsible for the management and delivery of the HR Consulting Service at McArthur. This involved facilitating over 15 CEO Performance Reviews each year, undertaking Employee Engagement Surveys, Organisational Restructures and Design, Board Reviews and Recruitment and Remuneration Reviews. In this time, he delivered a full suite of outsourced Human Resources services for an organisation with 100 people. This experience has seen Matt be asked to present on a range of HR topics, in particular the effective management of a CEO Performance Review process within the Local Government sector.

Matt is a past President of the industry's peak body, the Recruitment & Consulting Services Association (RCSA) for South Australia and was a national Board Director for 4 years. He is also a Fellow of the RCSA.

Matt has a genuine interest in the future of work and has joined Nicoleunderwood Pty Ltd to influence the business community by offering proactive search solutions as they embark on attracting and retaining the best executives for their businesses.

CAROL DUNCAN - COACHING AND DEVELOPMENT



- Certificate in Education (Bedford College)
- Bachelor of Education (Flinders University, Australia)
- Diploma in Pastoral Care, Welfare and Counselling (London University)
- Master's in Business Administration (Henley Management College, Brunel University)
- Diploma in Marketing (Chartered Institute of Marketing)
- Certificate of Professional Development in Coaching (Strathclyde University)
- Fellow of Chartered Institute of Personnel and Development (FCIPD)
- MTQ48 Assessor (AQR)
- 360 Individual and Group Feedback Assessor (NHS Leadership Academy)
- Mindfulness for Coaches (MBSR)
- Accredited Executive Coach (Association for Coaching)
- Member International Coaching Federation (ICF)
- Inaugural Partner for Conversational Intelligence (CI-Q)

Carol heads her own Executive coaching business, providing support in leadership and teamwork, facilitation, personal development and cultural change. Her background is in education, health and general management, both in England and Australia. Her client base has included Chairs, CEOs, Directors and senior managers. After a successful career in teaching, (including six years in Adelaide) she worked in the UK National Health Service. Firstly, as a Health Promotion Director, she achieved an award for innovation and creativity for the introduction of a ground-breaking health and lifestyle advisory programme in the local community. She worked with diverse population groups in community participation and qualitative research in Public Health. She moved on to several NHS Executive posts in London.

As a Director of Primary Care she managed significant change programmes, working to achieve a more collaborative approach to care. Her interest in individual and behavioural change, leadership styles and work in organization development led her to gain her CIPD Fellowship. Her specialism is in ongoing support for individuals and senior teams, focusing on delivery and high performance.

Facilitation work includes coaching clinicians and managers to achieve system reform, 360-degree assessment and teamwork and individual coaching for improved performance in sport and music. She has coached coaches and fostered a culture for lifelong learning.

She has given time, pro bono, to many clients, including athletes, lawyers and young people. Last November she took part in a voluntary trip to Cambodia to assist young women sustain business opportunities through social enterprise.

Carol has developed a unique coaching and facilitation style and is prepared to challenge the status quo. Client evaluation shows evidence of an increase in self-awareness, personal growth and enhanced performance at work.

Now based in South Australia, she has consistently updated her skill base and her interests are in mindfulness at work, the influence of neuroscience on coaching technique, evidence based teamwork, teamwork, and utilization of e-coaching. She enjoys family, travel, sport, and a love of the outdoors.

KATHRYN McEWAN

- Resilience and sustainable work performance
- Leader development and mentoring/coaching to executive level
- Development of high performing teams
- Strategy for complex staffing issues such as team dysfunction or difficult employee/leader behaviours
- Group facilitation for specific purposes (e.g. business planning, stakeholder engagement, mediated discussions)
- Conflict mediation for teams and individuals (nationally accredited mediator)
- Organisational interventions to build workplace cultural change
- Custom designed staff development programs focused on behavioral change

Kathryn McEwen is an organisational psychologist, company director, author, speaker and executive coach. Her work history includes working as a management consultant, state manager of an industrial rehabilitation company, military psychologist and academic. For the past 25 years she has worked as a consulting organisational psychologist across all industry sectors and as owner/director of a motor parts company. She is also a partner of the coaching consortium CoachPartners. In 2011 she established Working With Resilience - a consortium of professionals interested in advancing understanding in the area of building workplace resilience (www.workingwithresilience.com.au).

Kathryn's work has a strong evidence-base through conducting applied research and her involvement with the University of South Australia where she is an invited lecturer and member of two industry advisory committees. She is an active supporter of the organisational psychology profession via student mentoring and work placements and has held numerous executive positions within the Australian Psychological Society – including Chair of the SA College of Organisational Psychologists and founding member of the Interest Group in Coaching Psychology. Kathryn is also a long-term member of Australian Human Resources Institute and is frequently an invited speaker at industry conferences. She takes a highly pragmatic approach to her work with a systems perspective; ensuring that strategies are considered within the full context of the environment. Her intention is to create outcomes that are sustainable beyond her involvement through up-skilling managers.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Originating Officers: Mark Gibson, Team leader Land & Property

Corporate Manager: Carol Hampton, Manager City Property

General Manager: Abby Dickson, General Manager City Development

Subject: Cove Sports & Community Club - Netball Court Resurfacing

Report Reference: GC240516R23

REPORT OBJECTIVES:

To consider the proposal submitted by the Cove Tigers Netball Club to contribute to the cost of resurfacing the 4 tennis courts located within the Cove Sports and Community complex to address the current poor condition of the courts.

EXECUTIVE SUMMARY:

The Hallett Cove Sports and Community Club is home to the Cove Tigers Netball Club and Hallett Cove Netball Club. Collectively they have over 500 members. The condition of the netball courts is poor and poses a risk to the Hallett Cove Netball Club as they could be prevented from being allowed to play official matches at home which could affect the ongoing viability of the club.

The Clubs require \$115,000 to resurface the netball courts. In order to meet the funding level required for the necessary works, they are seeking a contribution of up to \$65,000 from the City of Marion, Community Facilities Partnership Program (CFPP).

The club have submitted an application to the Office for Recreation and Sport for \$25,000 towards this work and will contribute \$25,000 of their own funds. The outcome from the grant program will be known in August 2016.

A Notice was received from Cr Crossland for the General Council meeting on 12 April 2016 (GC120416M07), in regard to a request received from the Club seeking funding from Council towards the cost of resurfacing the courts. Council did not endorse the allocation of the funding from the Asset Sustainability Reserve – CFPP, and referred the initiative to the unfunded initiatives process, to be considered at the next review of unfunded initiatives. A review of the unfunded initiatives was conducted at an Elected Member forum on 10 May 2016 and these unfunded works were considered for re-prioritising.

This report also seeks Council's Landlord Approval to the Cove Sports and Community Club.

RECOMMENDATIONS (5)

DUE DATES

That Council:

1. **Notes the Cove Tigers Netball Club and Hallett Cove Netball Club will contribute \$25,000 to the resurfacing of the netball courts.**

24 May 2016

- | | |
|---|--------------------|
| 2. Notes that an application has been submitted to the Office for Recreation and Sport for \$25,000 grant funding towards the court resurfacing. | 24 May 2016 |
| 3. Endorses the allocation of up to \$65,000 from the Asset Sustainability Reserve - Community Facilities Partnership Program (CFPP) towards the resurfacing of the netball courts at the Cove Sports and Community Club subject to the Club securing \$25,000 from the Office for Recreation and Sport grant funding program. | 24 May 2016 |
| 4. Provides Landlord's consent to allow the club to resurface the netball courts at the Cove Sports & Community Club subject to the club being successful in their application to the Office of Recreation and Sport. | 24 May 2016 |
| 5. Advises the Cove Tigers Netball Club and the Hallett Cove Netball Club that they will be responsible for any project related cost overruns and will be responsible for all future maintenance, repairs and renewal of the courts. | 24 May 2016 |

BACKGROUND:

The Cove Sports and Community Club licence agreement expired on 31 December 2013 and is currently holding over as a monthly tenancy. The licence agreement is silent in regards to the responsibility for repairs, maintenance and replacement of the 4 hard court surfaces. Council has worked in partnership with various clubs to assist with improvements especially where clubs have contributed funds. To ensure that any renewal works are completed after the current netball season finishes in July 2016 Council could consider supporting the club.

The Cove Sports and Community Club is home to the Cove Tigers Netball Club and Hallett Cove Netball Club. Collectively they have over 500 members. The condition of the netball courts is poor and pose a risk of preventing the Cove Tigers Netball Club being allowed to play official matches at home which could affect the ongoing viability of the club. Over the last few years the clubs have paid for repairs to the cracks. The courts have reached the stage where continuing to fill the cracks will make the surface too slippery to play on.

Council's annual independent valuation of the netball courts indicates that the courts are in poor condition with a remaining useful life of 7 years and need to be replaced in 2023. The remaining useful life is a guide to replacement, soil condition, quality of the initial foundation, maintenance programs etc. all contribute to a variation of the actual timing of replacement.

At its meeting on 12 April 2016 (GC120416M07) Council considered an allocation of funding from the Asset Sustainability Reserve – Community Facilities Partnership Program (CFPP) towards the netball court resurfacing works required at the Cove Sports and Community Club. This was subject to the club contributing \$20,000 and securing \$17,000 from the federal Stronger Communities grant funding program. Council did not endorse the allocation of the funding from the Asset Sustainability Reserve – CFPP and referred the initiative to the unfunded initiatives process, to be considered at the next review of unfunded initiatives. As a result of the timing for submissions for the Stronger Communities it did not align with the timing of Council's unfunded initiatives process (a submission has now been made for the upgrade of the driveway to the netball courts and lighting).

The Club has submitted an application to the Office for Recreation and Sport for \$25,000 towards funding the cost of resurfacing the courts. The outcome of this application will be advised in August 2016. The contribution sought from Council's CFPP is up to \$65,000.

The netball/tennis court review has determined these courts are to be retained and are to be in good condition to support the two netball clubs. The Cove netball courts are not available to the public.

DISCUSSION:

Scope of works

The works required to the Courts is as follows:

- Remove line paint.
- Lay geofabric sheeting and 50mm of 7mm hotmix.
- 3 coat Truflex Netball Surface and line marking.

Risk Management

The project is dependent on a successful funding application to the Office for Recreation and Sport. The poor condition of the netball courts is likely to impact on the viability of the club as they may not be permitted to play any official matches at home.

The Club will be responsible for any project related cost overruns and will be responsible for all future maintenance, repairs and renewal of the courts.

FINANCIAL ANALYSIS:

A total recommended budget for the project is \$115,000 and it is proposed to be funded as follows:

Cove Tigers Netball Club / Hallett Cove Netball Club	\$ 25,000
Office for Recreation and Sport	\$ 25,000
Council	<u>\$ 65,000</u>
Total	\$115,000 ex GST

In considering the funding of initiatives where partnership funding is available from within the community, Council should note the current funding availability in the Asset Sustainability Reserve (ASR) – Community Facilities Partnership Program is \$3.136m.

The useful life of the renewed court base is estimated between 25-30 years. Though as with all playing surfaces there will be a need to repair and maintain the surface.

The Asset Sustainability Reserve – CFPP fund provides community groups that occupy Council owned facilities through a lease or licence to identify community facility improvement opportunities for Council to consider.

This project will support Councils broader planning and strategic directions as well as:

- Increase opportunities for the community to participate safely in facilities that are functional and fit for purpose.
- Work towards achieving an equitable spread of quality community facilities across the City of Marion.

- Have the potential to be viable, and the facility should not become a future financial burden for Council or the community.
- The facility occupier has the potential to contribute to grant and partnership funding.
- Maintains the asset in a fit for purpose condition.

Cove Sports & Community Club and subsequently the Cove Netball Club will take full responsibility for all project cost overruns and all future costs in relation to the operation, maintenance and repair of the courts, fencing and lights.

Council is currently considering the funding and responsibility for maintenance, replacement of sporting court surfaces.

Resource (capacity) Impact

The City of Marion will project manage the project and all contractors will be engaged in accordance with Council's Procurement Policy.

CONCLUSION:

The resurfacing of the Cove netball courts will address the current poor condition of the courts and support the Clubs long term sustainability and growth. The work is aligned with Council's Tennis and Netball review and addresses the current shortfall in netball facilities across the City.

It is recommended the courts be replaced at a cost of \$115,000. The Clubs have committed \$25,000 of their own funds and have applied to the Office for Recreation and Sport for \$25,000 towards the resurfacing of the courts. An allocation of up to \$65,000 is requested to be allocated from Council's CFPP fund to enable the courts to be replaced.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Question Received from: Councillor Tim Gard

Subject: Lorenzin Site

Ref No: GC240516Q01

QUESTION:

Would the administration please advise the precise level of control that it has in the matter of the Seacliff Park development site's security and presentation.

Note: The site is not just a terrible eyesore, but it presents grave dangers to neighbours and their families who live in the vicinity; many hundreds of residents are in this category.

Are there any by-laws whatsoever being breached and are there any means by which the matter can be placed at the feet of State Government authorities and/or an ombudsman for action?

COMMENTS:

Steve Hooper, Manager Development & Regulatory Services

This matter is complicated due to the site lying partly within the City of Marion and partly within the City of Holdfast Bay. Accordingly, any action available to the City of Marion will not address that part of the site adjacent Schofield Road and located within the City of Holdfast Bay.

There are limited options available to either Council. Within the City of Marion, there are no by-laws that would be applicable in addressing the community concerns.

It is the understanding of staff that this matter does not rest with the State Government or Ombudsman.

The potential options available to the City of Marion are:

- Section 254 Of the Local Government Act relating to “unsightly” land, or;
- Section 69 of the Development Act, relating to rectifying an unsafe site.

Section 254

Section 254 of the Local Government Act relates to the “unsightly condition of the land.”

This section of the Local Government Act is most commonly applied where land is deemed unsightly due to the storage of waste, rubble, car bodies or the like. Where applied, Council would issue a Section 254 Order seeking to have the appearance of the site rectified.

It is considered that Section 254 of the Local Government Act may therefore not be the appropriate option to deal with the circumstances of this site.

Although the buildings on the site are undoubtedly in a dilapidated condition, previous investigations into this matter have determined that this section of the Local Government Act is not the appropriate mechanism, nor is it likely that it could compel the owner to demolish the buildings on the site.

Section 69

An alternative approach would be to issue a Section 69 Order under the Development Act. This would be dependent upon a prescribed officer forming a view that buildings are dilapidated, unsecured and potentially hazardous. This section of the Act is applied where the condition of the building is such as to be deemed an “emergency”. Given that the buildings have been in situ for many years, it might be problematic to demonstrate that the current circumstances demonstrate the need for an “emergency order”.

Even if this position is formed, such an order would not compel the owner to demolish the buildings. Instead the owner might determine that an appropriate response would be to “board up” the buildings or secure the fencing to restrict access to the site. It is noted that previous attempts to secure the site have resulted in a temporary solution as the extent of fencing around the property is such that trespassers soon find alternative access points into the property, resulting in damage to fencing. As noted previously, some of the fencing is located within Holdfast Bay, and accordingly, any action would be more effective if undertaken jointly by both Councils.

I note that placing a Section 69 Order on the property would be one means to compel the owner to render the dilapidated buildings safe, but it would not necessarily result in their demolition, nor address the concerns with the visual appearance of the site.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Question Received from: Councillor Jason Veliskou

Subject: Election Signs

Ref No: GC240516Q02

File No: 9.33.3.17

QUESTION:

Approximately how many staff hours were required to manage the election posters issue within the City of Marion and approximately how many of these were senior management?

Who is responsible for providing permission for, and able to restrict (ban), election posters (on stobbie poles) for:

- **Federal Elections**
- **State Elections**
- **Local Government Elections**

COMMENTS: Kate McKenzie – Manager Corporate Governance

SA Power Networks (SAPN) and the Department of Planning, Transport and Infrastructure (DPTI) (the Relevant Authorities) own the relevant infrastructure installed on roads (ie light poles, stobie poles). This means that the permission of the Relevant Authorities is required to display a moveable sign on their infrastructure.

The Relevant Authorities have, by way of adopting Instruments of General Approval, determined to grant their permission for moveable signs to be affixed to their infrastructure subject to various conditions. The Relevant Authorities have authorised SA Councils to regulate the display of moveable signs on their infrastructure (including by way of enforcing compliance with these conditions).

Council's legal position in relation to Election Signs is covered by the following legislation:

- Local Government Act 1999
- Local Government (Elections) Act 1999 (applicable to Local Government elections only)
- Development Act 1993
- Development Regulations 2008
- Electoral Act 1985 (State)
- Commonwealth Electoral Act 1918
- Criminal Law Consolidation Act 1935
- Road Traffic Act 1961
- Summary Offences Act 1953

From Monday 9 May 2016 until Friday 13 May 2016 various staff were involved in dealing with the issue of Election signs that had been erected prior to the issuing of the writs.

Staff time was spent dealing with complaints, liaising with neighbouring Councils, contacting candidates and removing signs that remained erected at the conclusion of the grace period.

The following staff were involved in the dealing with the election sign concerns:

- Unit Manager Governance and Records – 25 hours
- Field Services (2 staff) – 2.5 days

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Notice Received from: Councillor Gard

Subject: Rates Fairness and Equity

Ref No: GC240516M01

MOTION:

1. That the Mayor write to the LGA and Valuer General Office highlighting concerns of the Council that valuation discrepancies are in question.
2. That in his letter the Mayor recommend there be an independent audit of the system for valuations and that subsequent urgent steps be taken to rectify valuations that are well below the target of 92% of market value.

COMMENTS: Councillor Gard

Background

I first discovered the extent of the alarmingly inequitable rates calculation process, by way of public valuation, when in 2003 I purchased a property in Marino. At the time I sensed the rates were high in this suburb and when comparing them with those levied on other properties in the City of Marion, I detected huge discrepancies that remain evident 13 years later. The Valuer General of the time refused to admit that there was any problem, citing that my property's valuation was below its market value of the time.

There is general public awareness of the large and growing rates discrepancies **between** councils, suggesting an antiquated system. However there is no good reason, other than deficient administration, for huge variations **within** a given council area.

The real issue is not whether public valuations fall below market values, but the **comparative** valuations from property to property. This has been the case for a very long time. As a result, inequity accrues from year to year.

It is fair to say that almost 100% of residents are ignorant of the precise means by which rates levied on other properties in their council area affect their own rates. They do not understand that, when a property is significantly under-valued, other properties that are more accurately valued are levied more rates. Subsequently, the VG Office highlights a 2% complaint level, as one tends not to complain if one's public valuation is seen to be below corresponding market value.

Discussion:

Fairness and equity are two central requirements of the Local Government Act. They are also operational ideals of the Valuer General's Office, as mentioned in the first sentence of the Chief Valuer's address to the Members' Forum on 8th March.

The current Valuer General Office approach to the assessment of property seriously undermines the integrity for all of the derivative rates, fees and levies based on public valuations.

Whilst fairness in the rates system is a more subjective issue with many challenging the fact that property values are a poor basis for determining rates, equity is a measurable factor. The former is a political subject that demands urgent and thorough debate, whilst the latter is an operational one.

For decades now the inadequacy of the Valuer General processes has existed yet is not very evident. It goes virtually unnoticed from year to year, because valuations are almost all below property market values. This results in a very low rate of resident complaints.

Residents who do cite with their council the issue of high rates are met with the response that the Valuer General is the source of any perceived discrepancy. This is unacceptable, as the Valuer General in turn will only discuss the absolute valuations of a property, not the comparative ones.

The system is old, most difficult to adapt to the ever-increasing idiosyncrasies of the real estate market, quite apparently ineffective even now and most definitely inequitable.

Whilst administrators continue to insist on focusing on absolute valuations rather than comparative ones, equity is the first victim and unfairness is inevitable. For example residents can be severely penalised if their properties are valued around the latest differential target index of 0.92 of market value: data reveals that these properties are in the small minority, whilst there are instances of indices as low as 0.5 and a mean index of around 0.8 or a little more.

The weight of properties that are well below the higher end of the index range severely disadvantages those ratepayers at the upper end of the scale, resulting in steadily diminishing equity.

Extending on this quite unacceptable fact is that the error factor compounds over time in terms of the absolute dollars Councils are charging ratepayers, to the extent that the factor has become unbearable for some. In turn, the expanding error factor magnifies and compounds another deficiency in the rates system involving huge disparities across council boundaries; in this instance one's neighbours can be paying 20, 30 or 40% less for a similar property across the road or next door.

The VG Office reacts to resident complaints on their merits, as it relates to an individual property. It declines to discuss comparative rates, which is where the issue of serious and expanding inequity actually prevails.

The area of the VG website that provides information on how to make a complaint commences with the words:

'If you believe the valuation of your property as at the date of valuation 1 January is incorrect you should.....etc.' This implies that one's complaint can only be in relation to the market value of the property concerned.

Hence it is left to parties external to the Valuer General Office to define just how 'broken' the system has become.

Councils are, by default, party to the problem if they do not audit the accuracy of data they use to levy rates.

In the next 10 years, the City of Marion will administer a collection of rates approaching \$1 billion. It is inconceivable that the error factors that now exist should be allowed to compound within such a huge base of funds. In resident terms, those disadvantaged by the system will be subsidising those advantaged by it to the tune of tens or perhaps hundreds of millions of dollars.

COMMENTS: Ray Barnwell, Manager Finance

Should this motion be supported, an appropriate letter will be drafted for the Mayor to distribute to the LGA and the Valuer General's Office highlighting Council's concerns regarding valuation discrepancies within the City of Marion.

It is recommended that supporting evidence be provided to Council to underpin the concerns being raised and that this evidence in turn is provided in conjunction with the letter to the LGA and Valuer General's Office.

It should be noted that the concerns being raised in this motion relate to the distribution of rates within the City of Marion and does not impact on the overall rates revenue raised by the City of Marion.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Notice Received from: Councillor Hull

Subject: Proposed AdeLINK Light Rail Network

Ref No: GC240516M02

MOTION:

That Council agrees to:-

- 1. Provide no support to the expansion of light rail at this time.**
- 2. Draws attention to the comprehensive \$2 million study by the State Government for the grade separation of the Oaklands a Crossing.**
- 3. Participate in further discussions with the Federal Government, State Government and Community regarding funding and delivery options for a grade separation of the Oaklands Crossing.**
- 4. That the grade separation of the Oaklands a Crossing is by far a greater priority than any suggestion of extending the light rail network within the Marion Council area.**
- 5. That Minister Mulligan, the Member for Elder, the Member for Mitchell and the City of Adelaide Lord Mayor & Councillor's be advised of this decision by Council.**

COMMENTS: Councillor Hull

N/A

COMMENTS: John Valentine – Manager Strategic Projects

Labor has made a Federal election funding promise of \$500 million over four years towards the early stages of a tram network in Adelaide. Dubbed AdeLINK, it would see trams go from the city to The Parade, Henley Square, Mitcham, Port Adelaide and around the city. The overall cost of the project, which would have to be built in stages, is estimated to be \$3 billion.

For the past month, the City of Marion has used a community campaign involving advertising and social media to call on the State and Federal Governments to work together to fix Oaklands crossing as a priority. As part of the campaign, the Mayor has briefed Federal candidates in Boothby about the urgent need for a road and rail separation at the crossing. Material provided to the candidates has included references to the \$2 million State Government study.

If Council passes the motion, a letter can be prepared to the representatives identified in point five.

Further, Council is continuing to meet with State and Federal MPs, candidates and representatives from peak lobby groups with an interest in this project. Council can communicate that extending light rail is of lesser importance to fixing Oaklands crossing.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Notice Received from: Councillor Crossland

Subject: Marion Outdoor Pool

Ref No: GC240516M03

MOTION:

That:

- 1. Council explore new management options at the Marion Outdoor Pool with the aim of maximising reducing ongoing costs.**
- 2. A report is presented at the General Council meeting on the 27 September 2016**

COMMENTS: Abby Dickson – General Manager, City Development

The Marion Outdoor Swimming Centre (MOSC) underwent a service review in 2013 that recommended a range of service improvements which have been implemented except the undertaking of a full review of management models for the Centre. Minor changes have been implemented to improve management functions, however a full review will serve to ensure Council is managing the Swimming Centre in the most effective and efficient manner and maximises customer service outcomes. The current consideration of the MOSC Master Plan also makes a review of management models timely.

Should Council approve commencing a review of the MOSC management options the following approach will be undertaken which includes:

- Compliance with Council's consultation obligations in the enterprise agreement that provides employees (and their representatives) with the opportunity to give feedback prior to the implementation of organisational change that may have a significant effect on employees;
- An underlying commitment to continuous improvement and the delivery of quality customer service;
- External research to identify the appropriate management models available for MOSC;
- Analysis of the current and potential management models.

A report will be brought back for Council consideration at the 27 September 2016 General Council meeting.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Confidential Report

Originating Officer: Carol Hampton, Manager City Property

General Manager: Abby Dickson, General Manager City Development

Subject: Marion Leisure & Fitness Centre

Report Reference: GC240516F01

If the Council so determines, this matter may be considered in confidence under Sections 90(3)(b) of the Local Government Act 1999 on the grounds that it relates to matters that may prejudice Council's commercial position.



Adrian Skull
Chief Executive Officer

RECOMMENDATION: (1)

1. That pursuant to Section 90 (3)(b) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Chief Executive Officer; Abby Dickson, General Manager City Development; Tony Lines, General Manager Operations; Kate McKenzie, Manager Corporate Governance; Carol Hampton, Manager City Property; Jaimie Thwaites, Unit Manager Governance & Records; Yvette Zaric, Governance Officer; Craig Clarke, Unit Manager Communications, be excluded from the meeting as the Council receives and considers information relating to Marion Leisure & Fitness Centre upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to commercial operations of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of Council.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016**

Confidential Report

Corporate Manager: John Valentine, Manager Strategic Projects
General Manager: Abby Dickson, General Manager City Development
Subject: Soccer facilities in southern Marion
Reference No: GC240516F02

If the Council so determines, this matter may be considered in confidence under Section 90(3)(j)(1) and (2) of the *Local Government Act 1999* on the grounds that the report contains information the disclosure of which (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and (ii) would, on balance, be contrary to the public interest.



Adrian Skull
Chief Executive Officer

RECOMMENDATION: (1)

1. That pursuant to Section 90(2) and (3)(b) and (d) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Chief Executive Officer; Abby Dickson, General Manager City Development; Tony Lines, General Manager Operations; Kate McKenzie, Manager Corporate Governance; John Valentine, Manager Strategic Projects; Jaimie Thwaites, Unit Manager Governance & Records; Yvette Zaric, Governance Officer; Craig Clarke, Unit Manager Communications be excluded from the meeting as the Council receives and considers information upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information the disclosure of which(i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and (ii) would, on balance, be contrary to the public interest.

**CITY OF MARION
GENERAL COUNCIL MEETING
24 MAY 2016
CONFIDENTIAL REPORT**

Originating Officer: Steph Roberts, Manager Human Resources
Mayor: Mayor Hanna
Subject: Chief Executive Officer Interim Performance Review
Report Reference: GC240516F03

If the Council so determines, this matter may be considered in confidence under Section 90(2) and (3)(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

**Kris Hanna
Mayor**

RECOMMENDATIONS: (1)

1. That Pursuant to Section 90(2) and (3)(a) of the Local Government Act, 1999 the Council orders that all persons present, with the exception of Kate McKenzie, Manager Corporate Governance and Steph Roberts, Manager Human Resources be excluded from the meeting as the Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will receive and consider a report dealing with the interim performance of the Chief Executive Officer