

His Worship the Mayor  
Councillors  
CITY OF MARION

## NOTICE OF GENERAL COUNCIL MEETING

Council Chamber, Council Administration Centre  
245 Sturt Road, Sturt

Tuesday, 28 August 2018 06:30 PM

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

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 Centre on Sturt Road, Sturt.



Adrian Skull  
Chief Executive Officer



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## OPEN MEETING

## 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.

## ELECTED MEMBER'S DECLARATION OF INTEREST (if any)

## CONFIRMATION OF MINUTES

### Confirmation of the minutes for the General Council Meeting held on 14 August 2018

<b>Originating Officer</b>	Governance Officer - Victoria Moritz
<b>Corporate Manager</b>	Manager Corporate Governance - Kate McKenzie
<b>Report Reference:</b>	GC180828

## RECOMMENDATION:

That the minutes of the General Council Meeting held on 14 August 2018 be taken as read and confirmed.

## ATTACHMENTS:

#	Attachment	Type
1	GC180814 - Minutes	PDF File

**MINUTES OF THE GENERAL COUNCIL MEETING  
HELD AT ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 14 AUGUST 2018**

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**PRESENT**

His Worship the Mayor Kris Hanna

**Councillors**

**Coastal Ward**

Ian Crossland  
Tim Gard

**Mullawirra Ward**

Jason Veliskou  
Jerome Appleby

**Southern Hills**

Janet Byram

**Warracowie Ward**

Bruce Hull

**Warriparinga Ward**

Raelene Telfer  
Luke Hutchinson

**Woodlands Ward**

Tim Pfeiffer  
Nick Kerry

**In Attendance**

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

Chief Executive Officer  
General Manager City Development  
General Manager City Services  
General Manager Corporate Services  
Manager Corporate Governance  
Unit Manager Governance and Records (minute taker)

**1. COMMENCEMENT**

The meeting commenced at 6.30pm

**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. 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.

#### 4. 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 Hull declared a conflict of interest for one of the confidential items

#### 5. CONFIRMATION OF MINUTES

**Moved Councillor Hutchinson, Seconded Councillor Telfer** the minutes of the General Council meeting held on 24 July 2018 be taken as read and confirmed.

**Carried Unanimously**

#### 6. COMMUNICATIONS

Nil

#### 7. ADJOURNED ITEMS

##### ORDER OF AGENDA

The Chair sought and was granted leave of the meeting to vary the order of the agenda and move the item 'Tonsley Water Agreement' (Report Reference: GC180814R01) until after the confidential items.

#### 8. DEPUTATIONS

##### **6.33pm Seaview High School Sport Facilities Partnership** **Report Reference: GC180814D01**

Mr Pau Hodgson, President of the Dover Square Tennis Club gave a deputation to Council relating to the report *Seaview High School Sport Facilities Partnership*.

##### **6.41pm Seaview High School Sport Facilities Partnership (Seaview High School)** **Report Reference: GC180814D02**

Ms Penny Tranter from Seaview High School gave a deputation to Council relating to the item *Seaview High School Sport Facilities Partnership – GC180814R02*.

##### ORDER OF AGENDA

The Chair sought and was granted leave of the meeting to vary the order of the agenda to bring forward the items 'Seaview High School Sports Facilities Partnership' (Report Reference: GC180814F05) and 'Seaview High School Sport Facilities Partnership' (Report Reference: GC180814R02).

**6.43pm Seaview High School Sports Facilities Partnership**  
**Report Reference: GC180814F05**

**Moved Councillor Hutchinson, Seconded Councillor Telfer** 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; Vincent Mifsud General Manager Corporate Services; Abby Dickson, General Manager City Development; Tony Lines, General Manager City Services; Kate McKenzie Manager Corporate Governance, Jaimie Thwaites, Unit Manager Governance and Records; Carol Hampton, Manager Land and Property; Victoria Masterman, Unit Manager Open Space and Recreation Planning and Sean O'Brien, Community Facilities Planner be excluded from the meeting as the Council receives and considers information relating to the Seaview High School Facilities Partnership, upon the basis that it 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 on the grounds that the report contains information of a commercial nature and would on balance, be contrary to the public interest.

**Carried Unanimously**

6.45pm the meeting went into confidence

**Moved Councillor Telfer, Seconded Councillor Hutchinson** that Council:

1. Note the information contained within Appendix 1
2. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, Confidential - Seaview High School Facilities Partnership, having been considered in confidence under Section 90(2) and (3)(d) of the Act, 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 2018.

**Carried Unanimously**

6.58pm the meeting came out of confidence

**6.59pm Seaview High School Sport Facilities Partnership**  
**Report Reference: GC180814R02**

**Moved Councillor Telfer, Seconded Councillor Hutchinson** that Council:

1. Endorses Option 1 for the proposed redevelopment of the courts at Seaview High and to build a multi-purpose clubroom to support community use of the courts and playing fields. That consideration be given to undertaking this option in two stages. Stage 1 including the tennis and netball courts, lighting and associated retaining. Stage 2 being the clubrooms.
2. Endorses an allocation of up to \$37,000 for the development a concept design and cost estimates for the preferred option, to be funded in 2018/19 through the budget review process.
3. Notes Seaview High School's contribution of \$37,000 towards the development of a concept design and cost estimates to redevelop the courts and a clubroom.

4. Request a report will be provided to Council in February 2019 on the concept design, cost estimates, funding options and School Access Agreement.

**Carried**

## 9. PETITIONS

Nil

## 10. COMMITTEE RECOMMENDATIONS

Nil

## 11. CONFIDENTIAL ITEMS

**7.08pm Tonsley Water Agreement**  
**Report Reference: GC180814F01**

**Moved Councillor Hutchinson, Seconded Councillor Byram** that:

1. 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; Vincent Mifsud, General Manager Corporate Services; Abby Dickson, General Manager City Development; Tony Lines, General Manager City Services; Kate McKenzie, Manager Corporate Governance, Jaimie Thwaites, Unit Manager Governance and Records; Glynn Ricketts, Water Resource Coordinator and Mathew Allen, Manager Engineering and Field Services be excluded from the meeting as the Council receives and considers information relating to the Tonsley Water Agreement, upon the basis that it 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 on the grounds that the report contains information of a commercial nature and would on balance, be contrary to the public interest.

**Carried Unanimously**

7.08pm the meeting went into confidence

**Moved Councillor Pfeiffer, Seconded Councillor Crossland** that Council:

1. Notes the report.
2. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, *Tonsley Water Agreement*, having been considered in confidence under Section 90(2) (b) and (3)(d) of the Act, 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 2018.

**Carried**

7.11pm the meeting came out of Confidence

**7.11pm Service Review - Community Safety Inspectorate**  
**Report Reference: GC180814F02**

**Moved Councillor Crossland, Seconded Councillor Byram** that:

1. Pursuant to Section 90(2) and Section 90 (3)(a) 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, Kate McKenzie, Jason Cattonar, Sharon Perin, Luke Manuel, Jaimie Thwaites and Victoria Moritz be excluded from the meeting as Council receives and considers information relating to the Service Review – Report – Community Safety Inspectorate, upon the basis that 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 personnel matters.

**Carried Unanimously**

7.12pm the meeting went into confidence

**Moved Councillor Crossland, Seconded Councillor Gard** that formal meeting proceeding be suspended to enable discussion on the item.

**Carried unanimously**

7.19pm formal meeting procedures suspended

7.40pm formal meeting procedures resumed

**Moved Councillor Crossland, Seconded Councillor Byram** that Council:

1. In accordance with Section 91(7) and Section 91(9) of the Local Government Act 1999, Council orders that this report, any attachment to this report and the minutes arising from this report having been considered in confidence under Section 90(2) and Section 90(3)(a) of the Act 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 2018.

**Carried**

**Councillor Hull called for a division:**

**The vote was set aside**

**Those For:** Councillors Pfeiffer, Telfer, Byram, Veliskou, Appleby and Crossland

**Those Against:** Councillors Kerry, Hutchinson, Hull and Gard

**Carried**

7.59pm the meeting came out of confidence

**8.00pm Proposed Class Action**  
**Report Reference: GC180814F03**

8.00pm Councillor Crossland left the meeting

**Moved Councillor Byram, Seconded Councillor Telfer that:**

1. Pursuant to Section 90(2) and (3)(d) of the *Local Government Act 1999*, Council orders that all persons present, with the exception of the following persons: Adrian Skull, Chief Executive Officer; Vincent Mifsud, General Manager Corporate Services; Tony Lines, General Manager City Services; Abby Dickson, General Manager City Development; Kate McKenzie, Manager Corporate Governance, Sherie Walczak, Unit Manager Risk and Jaimie Thwaites, Unit Manager Governance and Records, be excluded from the meeting as Council receives and considers the letter received relating to an offer to register with a class action, upon the basis that 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 information the disclosure of which could prejudice the commercial position of Council and would on balance be contrary to the public interest.

**Carried Unanimously**

8.00pm the meeting went into confidence

8.01pm Councillor Crossland re-entered the meeting

**Moved Councillor Byram, Seconded Councillor Gard that:**

1. The item be considered at the 11 September 2018 General Council meeting
2. Mr Matt Pinnegar, Chief Executive Officer of the LGA (or a suitable representative) be invited to attend and provide comment at the 11 September 2018 General Council meeting.
3. In accordance with Section 91(7) and (9) of the *Local Government Act 1999*, Council orders that this report and any attachment to this report having been considered in confidence under Section 90(2) and (3)(d) of the Act 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 2018.

**Carried Unanimously**

8.15pm the meeting came out of confidence

**8.15pm Code of Conduct**  
**Report Reference: GC180814F04**

**Moved Councillor Hutchinson, Seconded Councillor Pfeiffer that:**

1. 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 the following, Adrian Skull, Chief Executive Officer, Kate McKenzie, Manager Corporate Governance and Jaimie Thwaites, Unit Manager Governance and Records, be excluded from the meeting where the Council will receive and consider information pertaining to the item Code of Conduct upon the basis it is satisfied that the requirements for the meeting to be conducted in a place open to the public has been

outweighed by the need to keep consideration other matter confidential on the ground that the report contains information relating to personal affairs.

**Carried Unanimously**

8.15pm the meeting went into confidence

8.22pm Councillor Hull left the meeting

**Moved Councillor Byram, Seconded Councillor Kerry** that Council:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report *Code of Conduct*, the minutes arising from this report and any attachments to the report, having been considered in confidence under Section 90(2) and (3)(a) of the Act, 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 2018.

**Carried**

**Councillor Kerry called for a division**

**Vote was set aside**

**Those For:** Councillors Kerry, Telfer, Byram, Gard and Crossland

**Those Against:** Councillors Kerry, Hutchinson, Veliskou and Appleby

**Carried**

8.43pm the meeting came out of confidence

8.43pm Councillor Hull re-entered the meeting

**8.43pm Tonsley Water Agreement**  
**Report Reference: GC180814R01**

**Moved Councillor Pfeiffer, Seconded Councillor Byram** that Council:

1. Notes the report.
2. Delegates to the CEO approval to enter into an Agreement with Enwave to sell treated stormwater into the Tonsley Precinct and the proposed Flinders University Development.
3. Notes that Administration has now obtained all necessary approvals from the DEW and EPA for the extraction and injection of treated stormwater, up to 700 ML/year

8.47pm Councillors Gard and Kerry left the meeting

**Carried**

## **12. CORPORATE REPORTS FOR DECISION**

**8.48pm Implementation of the Natural Landscape Design and Maintenance Guidelines at Bandon Terrace Reserve**  
**Report Reference: GC180814R03**

8.50pm Councillor Veliskou left the meeting

**Moved Councillor Crossland, Seconded Councillor Byram** that Council:

1. Endorses the draft concept plan for Bandon Terrace Reserve (Appendix 1) for consultation, detailed design and construction noting the plan reflects the Natural Landscape Design and Maintenance Guidelines.
2. Endorses the allocation of up to \$55,500 to implement the Natural Landscape Design and Maintenance Guidelines at Bandon Terrace Reserve, to be funded in 2018/19 through savings identified in the second 2018/19 Budget Review process.
3. Endorses an allocation of \$5,000 p.a. for the first five years for operating and maintenance and \$2,014 p.a. for renewal/depreciation for the Natural Landscape Design and Maintenance Guidelines at Bandon Terrace Reserve within the Long Term Financial Plan.

**Carried Unanimously**

**8.52pm Meals on Wheels Edwardstown Lease**  
**Report Reference: GC180814R04**

**Moved Councillor Pfeiffer, Seconded Councillor Telfer** that Council:

1. Endorses entering into a 5 year lease with a 5 year option with the Edwardstown Meals on Wheels according to the terms and conditions as set out in this report and subject to the outcomes of community consultation.
2. Endorses the current minimum annual fee of \$300 plus GST increased by CPI annually be charged to Edwardstown Meals on Wheels.
3. Authorises the Manager City Property to finalise negotiations with the Edwardstown Meals on Wheels.
4. Notes should any submissions be received during the consultation period request significant changes to the terms and conditions outlined in this report a further report will be brought back to Council for consideration.

8.52pm Councillors Kerry, Veliskou and Gard re-entered the meeting

**Carried Unanimously**

**8.53pm Draft Public Consultation Policy**  
**Report Reference: GC180814R05**

**Moved Councillor Crossland, Seconded Councillor Gard** that Council:

1. Considers the item at the 11 September 2018 General Council meeting

**Carried Unanimously**

### **8.56pm Call for Nominations for Members of Greater Adelaide Regional Organisation of Councils (GAROC)**

**Report Reference: GC180814R06**

9.01pm Councillor Crossland left the meeting

9.03pm Councillor Crossland re-entered the meeting

**Councillor Byram** gave a personal explanation in relation to the item *claiming*:

- The LGA acknowledges all that Marion has done and said and is thankful for the change it is moving to.
- Although we have been asking for change she believes it is useful having someone on the inside to help with the change and that is why she is putting her hand up for consideration.

**Councillor Byram** declared a conflict of interest in the item as she was interested in nominating for a position on the Greater Adelaide Regional Organisation of Councils (GAROC) and left the meeting.

9.09pm Councillor Byram left the meeting

**Moved Councillor Gard, Seconded Councillor Veliskou** that Council:

1. Notes the report '*Call for Nominations for Members of Greater Adelaide Regional Organisation of Councils (GAROC)*'.
2. Nominates Councillor Byram to the LGA for a position on the Greater Adelaide Regional Organisation of Councils (GAROC).
3. Notes that the above nomination will be forwarded to the LGA by 5.00pm on Friday 24 August 2018.

**Carried**

9.12pm Councillor Byram re-entered the meeting

9.12pm Councillor Kerry left the meeting and did not return

### **ORDER OF THE AGENDA**

The Chair sought and was granted leave of the meeting to move the item 'Policy Review - Tranche one' (Report Reference: GC180814R07) to the end of the agenda.

### **13. CORPORATE REPORTS FOR INFORMATION / NOTING**

#### **9.13pm Woodend Primary School – Traffic and Parking Improvements**

**Report Reference: GC180814R08**

**Moved Councillor Byram, Seconded Councillor Crossland** that Council:

1. Notes the Report.
2. Notes that the State Government will contribute \$250,000 to fund the extension of the kiss and drop zone on Edward Beck Drive, Sheidow Park.

3. Endorses Council providing in kind support for the design and project management to extend the kiss and drop zone on Edward Beck Drive, Sheidow Park.

**Carried Unanimously**

**9.14pm Questions Taken on Notice Register**  
**Report Reference: GC180814R09**

**Moved Councillor Telfer, Seconded Councillor Byram** that Council:

1. Notes the report "Questions Taken on Notice Register"

**Carried Unanimously**

9.14pm Councillor Pfeiffer left the meeting

**14. WORKSHOP / PRESENTATION ITEMS**

Nil

**15. MATTERS RAISED BY MEMBERS**

**Motions with Notice**

**9.15pm Single Use Plastics**  
**Report Reference: GC180814M01**

9.17pm Councillor Pfeiffer re-entered the meeting

**Moved Councillor Hutchinson, Seconded Councillor Telfer** that:

1. The City of Marion ban the sale and gifting of all single use plastics (including but not limited to, drinking straws, utensils, plates and food packaging) at all council run events, with immediate affect.

**Meeting Extension**

**Moved Councillor Crossland, Seconded Councillor Pfeiffer** that the meeting be extended until the conclusion of the Motions with Notice.

**Carried**

**9.31pm meeting extended**

The motion was **Lost**

**9.35pm Rate Capping Forum**  
**Report Reference: GC180814M02**

**Moved Mayor Hanna, Seconded Councillor Crossland** that Council:

1. Hold a community forum at the Marion Cultural Centre in the week beginning 27 August 2018 to increase public awareness of the State Government's proposed rate capping legislation, the potential impact on Marion Council and Marion Council's position.

**Carried**

**The following items were not considered:**

- Policy Review - Tranche one (Report Reference: GC180814R07)
- Public Access to Contractual and Other Information (Report Reference:GC180814Q01)
- External Funding Committee (Report Reference: GC180814Q02)

**16. OTHER BUSINESS**

Nil

**17. 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.

**MEETING CLOSURE** - Meeting Declared Closed at 9.41pm

**CONFIRMED THIS 28 AUGUST 2018**

.....  
**CHAIRPERSON**

## COMMUNICATIONS

### Mayoral Communication Report

<b>Date of Council Meeting</b>	28 August 2018
<b>Name of Elected Member</b>	Mayor - Kris Hanna
<b>Report Reference</b>	GC180828

### Details

Date	Event	Comments
20 July 2018	Australian Friends of Palestine Association AGM	Attended
21 July 2018	Sturt Pistol & Shooting Club AGM	Attended
22 July 2018	Bangladesh Community Function	Attended
24 July 2018	Appleby Reserve Opening	Attended, gave speech
25 July 2018	Active Elders Christmas in July Celebrations	Attended
25 July 2018	Hallett Cove Business Association Event	Attended
26 July 2018	Unsung Heroes Awards Presentation	Presented awards
28 July 2018	Fruit Tree Planting Morning at Parsons Grove Reserve	Planted fruit trees
29 July 2018	Rima's Luncheon Fundraiser	Attended
29 July 2018	Hamilton Reserve Community Consultation	Attended
30 July 2018	Oaklands Crossing Milestone Celebration	Attended
3 August 2018	Trott Park Neighbourhood Centre: Blokes' Brekky	Attended
3 August 2018	Galleon Theatre Group 50th Birthday Celebration	Attended, gave speech
5 August 2018	The Marion Art Group's Sala Exhibition	Attended, gave speech
9 August 2018	Foreign Affairs Magazine Interview	Interviewed
10 August 2018	Hendrie Street Inclusive Playground Opening	Opening playground with His Excellency the Governor Hieu Van Le
10 August 2018	Gallery M: Contemporary Prize Exhibition Opening	Opened exhibition
13 August 2018	Australia Day Council: Inspiring South Australian Women	Attended
14 August 2018	Marion Historic Village Museum AGM	Attended, opened new exhibit

14 August 2018	Hallett Cove Meals on Wheels BBQ & AGM	Attended, gave speech
15 August 2018	George Megalogenis Speech	Attended
18 August 2018	Rotary MOSH Comedy Night	Hosted table
23 August 2018	Coast FM Radio Segment	Interviewed on air
23 August 2018	Cheque Presentation by the Hon Corey Wingard MP to the Plympton Sports & Recreation Club	Attended

In addition, the Mayor has met with residents, MPs, Candidates and with the CEO and Council staff regarding various issues. In addition, the Mayor has met with residents, MPs, Candidates and with the CEO and Council staff regarding various issues.

## CEO and Executive Communications Report

**Date of Council Meeting** 28 August 2018

**Report Reference** GC280818R

### Details

Date	Activity	Attended By
26 July 2018	Oakland's Park Cancer Cluster Session with SA Health	Adrian Skull
26 July 2018	Meeting with Westminster School regarding proposed development application	Adrian Skull
26 July 2018	Unsung Heroes Awards presentation	Adrian Skull
27 July 2018	Meeting with Scentre Group regarding Hotel Eol	Abby Dickson
30 July 2018	Meeting with Mark Dowd City of Onkaparinga	Adrian Skull
31 July 2018	Fleet Optimisation Review	Vincent Mifsud
1 August 2018	SRWRA site tour	Tony Lines
1 August 2018	Meeting with Southern Adelaide Economic Development Board	Adrian Skull Abby Dickson
2 August 2018	Meeting with Adrian Skull, Janet Byram, Scott Marshall and Colleague (Total Beach Access)	Adrian Skull
2 August 2018	Meeting with Adrian Skull, Mark Dowd, Nikki Govan and Nick Leaver re NDIS Opportunity	Adrian Skull
2 August 2018	Meeting with Amanda Rishworth MP & SAEDB	Adrian Skull
2 August 2018	Meeting re Waste - China Sword	Adrian Skull Vincent Mifsud
3 August 2018	Meeting with Cities of Charles Sturt and Port Adelaide Enfield re cross council collaboration	Abby Dickson
3 August 2018	Blokes' Brekky with Mayor	Adrian Skull
3 August 2018	Meeting with Peter Blazincic re Marino Site	Adrian Skull
6 August 2018	Meeting with MarionLIFE meeting re site development/co-location	Adrian Skull
8 August 2018	Meeting re Oakland's Crossing timing, design and construction - works update	Adrian Skull
8 August 2018	Meeting Adrian Skull and John Schutz (DEW)	Adrian Skull
10 August 2018	Hendrie Street Inclusive Playground opening	Tony Lines Abby Dickson

13 August 2018	Meeting with Adrian Skull and Robert Pitt (Adelaide Cemeteries Authority)	Adrian Skull
14 August 2018	Meeting with Adrian Skull and Kathryn McEwen (Working With Resilience)	Adrian Skull
22 August 2018	Meeting re Waste - China Sword	Adrian Skull Vincent Mifsud
15 August 2018	Met with representative from Solo on recycling	Vincent Mifsud
15 August 2018	Operations and Assets Collaboration Group - City of Charles Sturt and City of Port Adelaide Enfield	Tony Lines
16 August 2018	Boral	Tony Lines
16 August 2018	Tonsley Project Steering Committee Meeting	Adrian Skull Abby Dickson
16 August 2018	Meeting with Adrian Skull, Mayor, Michael Carter and the Chairman of FFSA re Majors Road (Soccer)	Adrian Skull
17 August 2018	CEO and General Manager collaboration - City of Charles Sturt and City of Port Adelaide Enfield	Adrian Skull Tony Lines Vincent Mifsud Abby Dickson
21 August 2018	SAEDB Business Breakfast with Training and Skills Commission and Hon David Pisoni	Adrian Skull
23 August 2018	Managing our Landscapes – Conversations for Change re new Natural Resource Management Act Consultation session	Adrian Skull
23 August 2018	Meeting with Adrian Skull and Matt Pinnegar CEO LGA	Adrian Skull
23 August 2018	LGA State Planning Commission Briefing with Deputy Mayor	Adrian Skull
23 August 2018	Fleet Optimisation Review	Vincent Mifsud
27 August 2018	Meeting with Australian Competition & Consumer Commission (ACCC)	Vincent Mifsud
28 August 2018	Meeting with Adrian Skull and Terry Burgess re Tonsley Governance	Adrian Skull

## Deputy Mayor Communication Report

**Date of Council Meeting** 28 August 2018

**Name of Elected Member** Councillor - Janet Byram

**Report Reference** GC180828

### Details

Date	Event	Comments
24 July 2018	Appleby Reserve Opening	Attended
26 July 2018	Coast FM	Interviewed On-Air
26 July 2018	Tonsley Innovation District Walking Tours	Tour Guide
27 July 2018	Westminster School Information Session	Attended
29 July 2018	Spirit of Woman Luncheon	Attended
1 August 2018	Council Assessment Panel Meeting	Attended
3 August 2018	LGA Election Details Breakfast	Attended
4 August 2018	Marion RSL Quiz Night	Attended
10 August 2018	Hendrie Street Reserve TBOF Opening	Attended
10 August 2018	Gallery M	Attended
16 August 2018	Oaklands Station Rail Safety Breakfast	Served Breakfast
16 August 2018	Coastal and Southern Hills Ward briefing	Attended
23 August 2018	Tonsley Innovation District Walking Tours	Tour Guide
23 August 2018	State Planning Commission briefing	Attended

In addition, the Deputy Mayor has met with residents, MPs, Candidates and also with the CEO and staff regarding various issues

## ADJOURNED ITEMS

### Youth Development Grants - Adjourned from 240718

<b>Originating Officer</b>	Manager Community Connections - Liz Byrne
<b>Corporate Manager</b>	Manager Community and Cultural Services - Liz Byrne
<b>General Manager</b>	General Manager City Services - Tony Lines
<b>Report Reference</b>	GC280818R01

### REPORT OBJECTIVE

To provide Council with additional information about the projects and activities recommended by the assessment panel for the 2018/2019 Youth Development Grants.

### EXECUTIVE SUMMARY

The City of Marion has adopted a Youth Development model that is a mixture of grants and partnerships. A total of \$193,000 per annum is allocated to the Youth Development model.

A maximum of \$120,000 in youth grants is distributed dependant on the suitability and quality of the submissions. The remainder of the annual budget (\$73,000) is allocated towards appropriate internal and external partnerships to deliver youth development outcomes across the City of Marion.

The Youth Development model is in its third year of operation and after consideration of the report outlining the 2018/2019 recommended projects and activities Council requested further information about the ten initiatives (GC240718R03).

Administration sought additional information about the initiatives and this was presented to Council at an informal gathering (EMF210818R05).

This report provides council with a summary of the applications received in the 2018/2019 Youth Development grant and makes recommendations to Council for approval.

### RECOMMENDATION

#### That Council:

- 1. Approves the Youth Development Grant applications, totalling \$120,000 as outlined in Appendix 1.**
- 2. Advises all 2018/2019 Youth Development Grant recipients that they are not to use council resources received as part of this process to further the election campaigns of nominated candidates as part of the 2018 Local Government elections.**
- 3. Requires that if there are nominated candidates for the 2018 Local Government elections associated with the project, grant recipients will not publicise their events until after the 2018 caretaker period concludes.**
- 4. Notes that \$73,000 will be allocated to internal and external partnerships.**

5. **Allows all grant recipients to undertake and complete their projects by 31 July 2019 with the acquittal and reporting requirements to be submitted not later than 31 August 2019.**

## DISCUSSION

The item '*Youth Development Grants*' (attached as Appendix 1) was adjourned at the 24 July 2018 General Council meeting to enable additional information to be presented about the applications.

The additional information was provided and discussed with Council at an Elected Member Forum. The additional information is provided in Appendix 2.

In accordance with the *Local Government (Procedures at Meetings) Regulations*, the debate on an adjourned item will resume and continue at the point it was adjourned.

The current motion is as follows:

**Moved Councillor Westwood, Seconded Councillor Veliskou** that Council:

- 1. Approves the Youth Development Grant applications, totalling \$120,000 as outlined in Appendix 1.**

No additional Members have spoken to the Motion.

## Attachment

#	Attachment	Type
1	Appendix 1 - Youth Development Grants	PDF File
2	Appendix 2 - Youth Development Grants - additional information	PDF File

## Youth Development Grants

<b>Originating Officer</b>	Youth Development Officer - Julie Higgins
<b>Corporate Manager</b>	Manager Community and Cultural Services - Liz Byrne
<b>General Manager</b>	General Manager City Services - Tony Lines
<b>Report Reference</b>	GC240718R03

### REPORT OBJECTIVE

The Youth Development Grants provide funding to not-for-profit groups, community groups and voluntary associations to deliver exciting, well-managed, diverse and inclusive youth initiatives across the City of Marion.

### EXECUTIVE SUMMARY

This report provides Council with a summary of the applications received in the 2018/19 Youth Development grant round and makes recommendations to Council for approval.

In this round, we received 22 applications requesting a total of \$344,199. Following assessment by the evaluation panel against the grant guidelines and criteria, 10 applications totalling \$120,000 are recommended.

Grants were encouraged but not limited to the following focus areas:

- Valuing Nature and Sustainability
- Special Events and School holiday programs
- Active, Vibrant and Innovative Communities
- Celebrating, Diversity and Inclusion
- Skill development and Leadership

Applicants could apply for grants in the following funding amounts:

Minor - \$0 - \$5,000

Medium - \$5,000 - \$9,999

Major - \$10,000 - \$40,000

### RECOMMENDATION

That Council:

1. Approves the Youth Development Grant applications, totalling \$120,000 as outlined in Appendix 1.

**Liveable:** Assisting in creating vibrant and inclusive community hubs through creative arts and active and connected committees.

**Engaged:** Opportunities for young people to work together on projects, events and programs contributing to building strong and connected neighbourhoods.

**Innovation:** Providing opportunities for young people through innovative projects that promote new and progressive ideas.

<b>Prosperous:</b>	Young people will have access to education and skill development opportunities.
<b>Connected:</b>	Young people will be provided with a variety of options for social interactions.
<b>Risk Management:</b>	Grants above \$10,000 were required to submit a risk assessment with their application.
<b>Timeline</b>	The Youth Development Grants 2018/19 opened on 1 May and closed 4 June 2018. All projects must be delivered by 30 June 2019.
<b>Current Budget Allocation</b>	The Youth Development Grants and Partnership Program has an annual budget of \$193,500, with \$120,000 being available for grants and \$73,500 for external and internal youth partnerships.
<b>Proposed Future Budget Allocation:</b>	\$120,000 Youth Development Grants, \$73,500 for internal and external partnerships.

## DISCUSSION

The Youth Development Grant and Partnership model is now in its third year of operation. The model has evolved each year following recommendations and feedback from Council, administration and the community.

The guidelines and eligibility criteria for the grants were reviewed on 28 February 2017 (GC280217R11). The current model reflects Council's resolution on 25 July 2017 (GC250717R12) to allocate \$120,000 for Youth Development Grants and \$73,000 for partnership opportunities internally across Council teams and business units and externally with youth organisations and services.

This approach allows for local organisations and services to identify projects that they feel meet a local need, utilising their experience, expertise and existing connections within the City of Marion. The Youth Development Grant and Partnership model has also attracted new youth organisations and services that have previously not operated within the City of Marion such Multicultural Youth South Australia (MYSA), AJZ productions - True North and One Culture Football Club resulting in greater opportunities and connections for young people living in the City of Marion.

The last two years has seen an increase of youth programs, projects and events across the City and has provided diverse opportunities for many young people. Various locations and sites have been brought to life with youth events, weekly programs and youth activities.

The 2018/19 Youth Development Grants opened on 1 May 2018 following a targeted marketing and promotions plan that launched in March. The grants were promoted through local schools, sporting clubs, youth and community networks, libraries and neighbourhood centres. An online and social media promotion featured a countdown to the opening date and banners, posters and flyers were distributed and put up around the City of Marion and beyond. An information session was held at the Administration Centre and potential applicants were able to book one-on-one sessions and meetings to discuss their ideas and applications.

Table 1 below lists the 10 organisations recommended by the panel to receive a Youth Development Grant for 2018/19.

	<b>Organisation</b>	<b>Program</b>	<b>Amount</b>
1	Australian Skateboarding Federation	Skate Titans Oaklands	\$4,000
2	Contemporary Arts in Communities	Youth Contemporary Arts and Creative Enterprise Activation Marion	\$22,000
3	Divine Orchestra Music Ministry Inc	Grow, Reach Out & Win (G.R.O.W.) Program	\$5,000
4	Kilparrin Teaching Assessment School and Services	Music Making for All	\$18,000
5	Lutheran Community Care	Marion Youth: Breaking Through	\$22,000
6	MarionLIFE Community Services Inc	MarionLIFE Youth Lunchtime Sessions	\$7,000
7	Red Cross	FoodREDI	\$10,000
8	The Butterfly Foundation	Body Esteem - whole community project	\$5,000
9	The STEMable Project Inc	Innovative Girls	\$5,000
10	True North - AJZ Productions	Drop Out	\$22,000
		<b>Total</b>	<b>\$120,000</b>

## Attachment

#	Attachment	Type
1	CD Youth Development Grants 2018 Recommended - Appendix 1	PDF File
2	CD Youth Development Grants 2018 Not Recommended - Appendix 2	PDF File
3	CD Youth Development Grant Guidelines Final 2018 - Appendix 3	PDF File

**Youth Development Grants PANEL RECOMMENDATIONS  
2018/2019**

**Panel members:**

Tyson Brown – Unit Manager Cultural Facilities  
Kane Harrison – Recreational Development Officer  
Anne Gibbons – Environmental Sustainability Manager  
Breanna Maslen – Gap Year Team Member  
Julie Higgins – Youth Development Officer

**Summary of Recommendations**

<b>Number of applications received</b>	<b>Number of grants recommended</b>	<b>Total Value of all grant applications</b>	<b>Value of grants recommended</b>	<b>Total volunteer hours for recommended projects</b>	<b>Total Value of volunteer time for recommended projects</b>
22	10	\$344,199	\$120,000	4,520	\$124,074

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
1	Australian Skateboard Federation - Skate Titans Oaklands	<p>The Australian Skateboarding Federation (ASF) would like to hold a state championship qualifier at Oaklands Skate Park as part of 8 stops across the state. This event will lead into the National competition.</p> <p>In the lead up to the event, there will be a series of workshops for 12 &amp; under, 16 &amp; under, open men's and women's. It is expected that around 35 people will compete in the event, with a further 100-200 spectators.</p> <p>Young people will be able to build on their existing skills and have the opportunity to compete in a state and possibly national competition. No entry fees will be charged to encourage participation.</p> <p>The ASF are contributing \$5,000 to the event and the grant will be used to market and promote the event, fund the live scoring system, fund accredited judges and officials and hire sound and infrastructure.</p>	<p>The Australian Skateboard Federation aims to develop; pathways for young people through existing skate park facilities, provide opportunities with the ASF as coaches, officials and judges and continue the development of young people and programs in each region.</p> <p>They are a national representative for skateboarding, recognised as a sporting club. Listed as an Australian Public Company and are a non for profit group.</p>	\$5,000	\$4,000

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
2	<p>Contemporary Arts in Communities – Youth Contemporary Arts and Creative Enterprise Activation Marion.</p> <p>Auspiced by Open Spaces Contemporary Art OSCA</p>	<p>Contemporary Arts in Communities (CAiC) will engage young people in a variety of creative art workshops throughout the City of Marion. Young and established practicing artists and creative entrepreneurs will facilitate these sessions. Young people will be exposed to high quality and unique opportunities including creative enterprise, jewellery manufacturing, painting, drawing, film and photography. The project will also have a community engagement focus with artists appearing at key locations across the city encouraging young people and the public to contribute and participate in the interactive sessions. The weekly workshops will initially be held at Marion Cultural Centre. Young people will have the opportunity to exhibit their work at local galleries, markets and events. The grants will be used for facilitator costs, venue hire and associated materials.</p>	<p>CAiC is a collective of practicing professional artists focussed on creating affordable high-quality art opportunities that support and foster the development of contemporary art's and creative enterprise in communities.</p> <p>CAiC and many of the identified artists are highly experienced in working with young people through the arts with national and international exhibition experience. The group of artists have expertise in a diverse range of mediums, they have individual experience in working across multiple platforms that include the arts education sector, primary, secondary, tertiary education, Local Government, National Government organisations, arts administration, arts and disability organisations and creative enterprise start-ups.</p> <p>The above are Auspiced by <b>Open Spaces Contemporary Art (OSCA)</b> who are funded by State and Federal Governments.</p>	\$28,200	\$22,000

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
3	Divine Orchestra Music Ministry INC - Grow, Reach Out & Win (G.R.O.W.)	<p>The Grow, Reach Out &amp; Win (G.R.O.W.) project facilitated by the Divine Orchestra Music Ministry INC, will work with young people from all communities within the City of Marion, in a Music, Dance and Arts Mentoring and Coaching Program. The program aims to strengthen community bonds and improve young people's quality of life while creating cultural competence &amp; awareness.</p> <p>The mentoring and coaching sessions will be held at various locations across the City including the Park Holme Hall, Corner Church and the Marion Cultural Centre. The project will have 3 performance outcomes where young people can show case their innovative and creative works. Young people will also be encouraged and given the opportunity to take on leadership roles in the lead up to the performances. The grant will contribute to the hire of venues, music equipment, workshop facilitators and advertising and promotional costs.</p>	<p>Divine Orchestra Music Ministry INC is a multicultural not-for-profit organisation working with vulnerable Australian young people from different cultural backgrounds through music and arts. Divine Orchestra Music Ministry INC bring youth from different cultures together to network through music, arts, dance &amp; their innovative skills.</p> <p>This organisation has delivered similar projects in partnership with other councils and has had positive outcomes.</p>	\$9,000	\$5,000

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
4	Kilparrin Teaching and Assessment School and Services	<p>A creative music project where students with multiple disabilities will collaborate with internationally acclaimed music facilitators, Paul Rissmann and Bindi McFarlane. They will lead a unique and bespoke creative music project at Kilparrin Teaching and Assessment School. Throughout the project period, students from Kilparrin, South Australia School for Vision Impaired (SASVI) and local high schools will create, learn and perform new music.</p> <p>Students from local mainstream secondary school/s will be key participants as collaborating composers and performers, providing support to Kilparrin and SASVI students. An ongoing relationship between students and schools will be developed, built on respect, understanding and inclusivity. The finale concert will be at Marion Cultural Centre and will showcase all students and be presented to local schools and the broader community. The project will be more broadly seeking to help create a community into the future that is respectful and inclusive of all of its citizens, where students with disabilities are included and made to feel valued members of the community. It is hoped this project will raise awareness and understanding of the capabilities, talents and strengths of students with disabilities and to celebrate their achievements and creativity.</p> <p>The grant funding will be used for the artist fees, the trainee music workshop facilitators as well as additional associated project costs including student travel, catering, marketing and promotions.</p>	<p>Kilparrin Teaching and Assessment School and Services is a special education school in the suburb of Park Holme. A school for students with multiple disabilities and sensory impairments and/or hearing and vision impairments. The students range from Kindergarten through to Year 13. The campus is shared with the South Australian School for the Vision Impaired (SASVI).</p> <p>The school values diversity and community engagement, seeking to connect students with the broader community and to provide inspiring and valuable life experiences and opportunities for young people with disabilities.</p> <p>Non for profit, well regarded school.</p>	\$20,500	\$18,000

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
5	Lutheran Community Care (LCC) - Breaking Through	<p>Breaking Through is a personal and social development program for multicultural young people living in the City of Marion.</p> <p>The program aims to work with around 40 young people developing awareness and self-development in relation to employment and training readiness. Young people will work on personal skills and capabilities, access to digital technology, building strong local networks, bridging connections with preferred job sectors, potential work experience connections, language skills and addressing identified barriers to training and employment.</p> <p>During the program, young people will build local connections and networks and become role models for other young people in the newly arrived and multicultural community.</p> <p>The grant will be used to pay facilitators that will provide the individualised plans for each young person, ongoing support around employment and training needs as well as group sessions and networking opportunities with industry leaders across the City.</p> <p>The program will keep well-documented data that will contribute to a series of reviews resulting in a final evaluation report outlining the efficacy of the approach to supporting youth employment in the Council region.</p>	<p>Lutheran Care Lutheran Community Care (LCC) works with the vision of building strong caring communities and have grown to become a highly experienced community services provider.</p> <p>Lutheran Care have a strong connection in the City of Marion through the settlement program at Coominda Neighbourhood Centre and this program will continue to build on these connections.</p> <p>Non for profit, incorporated organisation.</p>	\$36,000	\$22,000

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
6	MarionLIFE – MarionLIFE Youth Lunchtime Sessions	<p>MarionLIFE Youth Lunchtime Sessions is a mobile youth service that local schools, Flexible Learning Options (FLO) providers and local youth services can book in to travel to their desired location to provide activities including sports, board games, video games, craft, homework help, life skills workshops and free healthy food for young people aged 10-17 years in the City of Marion.</p> <p>The program aims to provide a safe and welcoming space for young people during their school day. The sessions will be an opportunity for young people to connect with others, find out about local services and how they can access support in their local community.</p> <p>The grant will be used to pay a trained Youth Worker to facilitate the sessions, coordinate the volunteer team and meet with school staff as well as marketing and promotions costs for the program.</p> <p>Both MarionLIFE Youth Friday Drop In Centre and Breakfast Clubs Project were funded by the City of Marion Youth Grants however has since become sustainable beyond City of Marion Grant Funding. This program will continue to be offered throughout 2018/19.</p>	<p>MarionLIFE Community Services Inc. is a not-for-profit community organisation that strives to provide meaningful, flexible and responsive care and support to individuals and families in need.</p> <p>MarionLIFE has developed strong connections with young people through their previous program and work collaboratively across the city with many organisations.</p> <p>Non for profit, incorporated service provider.</p>	\$9,000	\$7,000

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
7	Red Cross - FoodREDi	<p>This project aims to provide a sustainable food literacy program for young people in the City of Marion. The FoodREDi project is a 6-week food literacy program and is delivered by volunteers to educate young people on healthy eating, budgeting, cooking and food choices. These sessions will be held at one of our community centres and the identified volunteers will be from within the City of Marion. There will be 4 x 6 weeks sessions held throughout the year.</p> <p>The grant would be used to train a minimum of 4 youth volunteers to deliver the FoodREDi program at a two-day train the trainer course, fund the resource packs that contains all the equipment, resources for the facilitation and mentoring costs to deliver the program and support the volunteers.</p>	<p>Australian Red Cross was established in 1914 and is part of the International Red Cross and Red Crescent Movement, the largest humanitarian organisation in the world. Red Cross is an independent organisation with no political, religious or cultural affiliation. Red Cross has the experience and expertise in delivering programs for vulnerable and at risk young people across Adelaide.</p> <p>Non for profit organisation.</p>	\$12,000	\$10,000
8	The Butterfly Foundation Body Esteem - Whole Community Project	<p>Sessions will be held throughout the community to raise awareness and reduce stigma relating to negative body image and eating disorders. Students, parents and professionals will receive developmentally and role appropriate sessions that will provide information and strategies that foster the development of a positive body image and healthy relationship with food and exercise.</p> <p>The Butterfly Foundation will connect with key local organisations, as these local partnerships are key to the success of the whole community programs. Information about the activities will be circulated to all relevant parties within the community such as schools, sporting organisations, health and youth organisations and parents. Sessions will be held at venues identified by the groups.</p>	<p>The Butterfly Foundation is Australia's largest not-for-profit organisation supporting Individuals and their carers with negative body Image and eating disorders.</p>	\$7,500	\$5,000

	Organisation and Project Name	Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
9	The STEMable Project INC	<p>The STEMable Project will host an all-day event for around forty female students in Year 9 and 10 to inspire, engage and connect them to local STEM role models. Students will be drawn from schools in the City of Marion. The event will be held in a City of Marion venue.</p> <p>The STEMable Project believes connecting young people, school and industry will provide improved transitions between school, study and careers.</p>	The STEMABLE PROJECT INC. is an incorporated not-for profit organisation based in southern Adelaide that aims to increase young peoples interest and engagement in STEM (Science, Technology, Engineering and Maths) subjects at high school and increase female participation and achievement in STEM.	\$7,1500	\$5,000

Organisation and Project Name		Summary of Recommended Applications	Organisation Background	Requested \$ Amount	Recommended \$ Amount
10	True North - Youth Ensemble - Drop Out	<p>This project is the next step in the newly created Youth Ensemble - True North Marion, this group were the creators of 'A Sense of Home' funded through the 2017/18 grant round. This production will be called 'Drop Out' and will explore the isolation and stigma that young people feel when they are no longer part of a school. Drop Out will look at why young people are dropping out and being truant of school at an alarming and ever increasing rate.</p> <p>True North will hold weekly skill development workshops at the Marion Cultural Centre where young people will have the opportunity to write, compose, operate and create multimedia including drawings, visuals and compositions.</p> <p>There will be a key performance component of the project. The performances will be held at Marion Cultural Centre and will be open to all local schools and the City of Marion community. The Commissioner for Children and Young People has also committed \$4,000 to this project. The grant will be used to pay for the venue hire, facilitators cost for the workshops and production, filmmaking and technical costs.</p>	<p>True North Youth Theatre Ensemble is a not-for profit organisation that was established in 2014 and has grown to be one of the leading youth theatre organisations in Adelaide.</p> <p>True North have developed local connections since coming to the City of Marion last year and has the expertise and knowledge in working with young people through theatre and performance.</p>	\$28,012	\$22,000

**Youth Development Grants Not Recommended  
2018/2019**

The following applications did not progress through the assessment process for the following reasons

1. Projects were not eligible
2. Projects did not meet the guidelines and criteria
3. The applications were under-developed
4. The applicants had no evidence of Youth Development benefit

	Organisation	Project Name	Project Detail	Requested Amount	Reason for not progressing
1.	Big Sunday and Lighthouse Youth project	Concrete Sessions	A fortnightly BMX and Skate workshop at the Oaklands Skate Park, including hot meals music and a mentoring program. This program has been running for the past 2years.	\$30,000	This project has been identified as a possible partnership opportunity, connecting with other local services and organisations to build on the current success and encourage sustainability past this funding source. The application lacked specific detail around the budget.
2.	Education and Health Association for Community of Kirama in Burundi of SA	Skill Development and Leadership	A swimming and education program for young people from CALD backgrounds.	\$9,999	Underdeveloped application that did not meet the guidelines and criteria
3.	Islamic Society of South Australia Inc	Life Skills	A basic life skills Program to help young become more independent ranging from resume writing, to how to change a tyre.	\$22,400	The project did not meet the guidelines and criteria. Many of the activities are currently offered at community centres. The application lacked specific detail around the budget.
4.	Marino Community Hall	Youth Organized Kids Toy Market	A youth led market for children to sell their preloved toys and books	\$1,100	This project has been identified as a partnership opportunity and the community development team will work with the group to strengthen this project.

	Organisation	Project Name	Project Detail	Requested Amount	Reason for not progressing
5.	Mrs Alice Bacon	Focus on You Value Yourself and Excel in Happiness	Interactive Emotional Health and Wellness workshops that focus on incorporating Emotional Intelligence into daily practice.	\$9,000	Underdeveloped project and no evidence of previously working with young people.
6.	Red Cross	Save-a-Mate	A program aimed at empowering individuals to make informed choices and have the skills and knowledge to be able to respond to an alcohol or other drug emergency.	\$15,000	This project was listed as 2 <sup>nd</sup> priority and the round was oversubscribed. Project also lacked consultation around a local need.
7.	Supreme Football	Soccer Skills & Tricks	Freestyle football workshops giving the young community an opportunity to test out their skills	\$5,000	The project did not meet the guidelines and criteria, The budget was for payment of salaries and standard equipment.
8.	The Corner Uniting Church	Blank Canvas	Blank Canvas is a youth group held at the church. This application was to purchase equipment.	\$479.00	The Project did not meet the guidelines and criteria. The grant was for the purchase of equipment for the general group.
9.	Trustees of Edmund Rice Education Australia	FAME Youth Development Grant	The project aims to support at risk young people to increase their engagement and connection to community and future technologies through the use of innovative assistive technologies and employment pathways at Tonsley Innovation District.	\$27,900	Under developed project that needs considerable more engagement with all stakeholders to ascertain the realistic ability for its implementation.

	Organisation	Project Name	Project Detail	Requested Amount	Reason for not progressing
10.	Uniting Church in Australia Hallett Cove	Youth BBQ	To build community through interaction with youth at community BBQs in Hallett Cove	\$2,000	This project has been identified as a partnership opportunity and the community development team will work with the group to strengthen this project.
11.	Wheelchair Sports Association of SA Inc	Everybody In-Basketball program	An all-inclusive 3 aside wheelchair basketball program designed to develop skills in playing, coaching, refereeing and administering	\$35,960	The project did not meet the guidelines and criteria. Budget not clear and not specific enough the majority of the grant was to purchase wheel chairs.
			<b>TOTAL</b>	<b>\$224,199</b>	

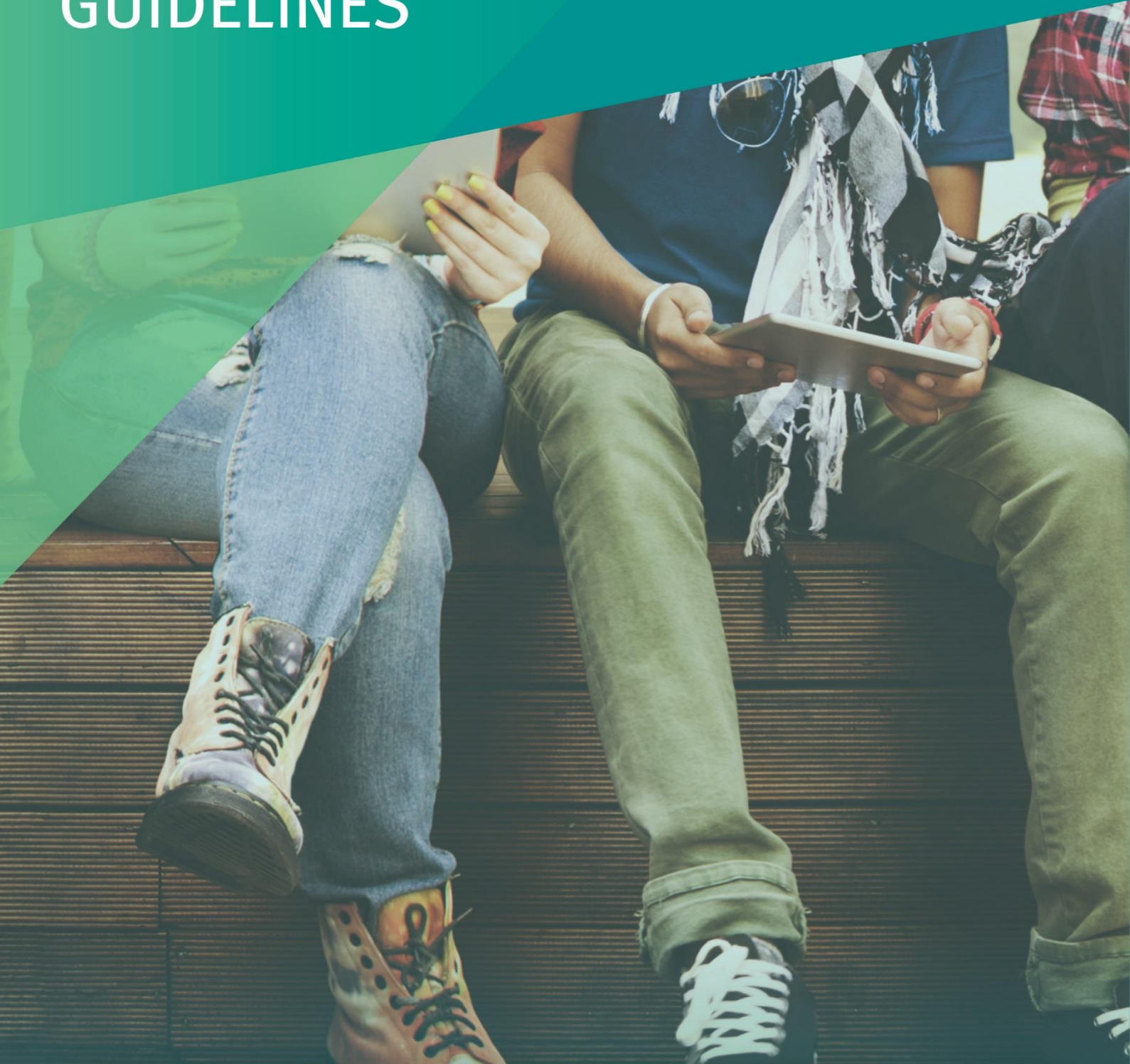
Feedback and support will be given to all unsuccessful applicants with alternative funding ideas and connections explored across the City of Marion. The projects listed above could, with further development and considerations be eligible for grant and partnership opportunities in the future.

# **YOUTH** **DEVELOPMENT** **GRANTS** **GUIDELINES**

CITY OF



**MARION**



**VOICE IT! CREATE IT! DO IT!**

## Introduction

The Youth Development Grants are designed to support not-for-profit groups, community groups and voluntary associations to deliver exciting, well-managed and relevant activities and programs whilst strengthening connections for young people in our community. Applications are invited from organisations with the expertise and local knowledge to provide opportunities and engagement for all young people across the City of Marion.

The City of Marion is committed to a diverse and inclusive community. Applications should reflect and celebrate this by ensuring projects, programs and activities are inclusive and accessible as possible for all groups, including people of various gender, age, sexuality, cultural backgrounds, religious beliefs and those living with disability.

## Application process

Applications Open	Applications Close	Delivery Deadline	Acquittals Due
1 May 2018	4 June 2018	30 June 2019	See Terms and Conditions

**Information session to be held at 6pm 7 May 2018 at Marion Council Chambers.**

## How to apply

The application is completed online by accessing the following link: <http://www.marion.sa.gov.au/youth-grants>

You are guaranteed confidentiality and security when lodging a grant application online. If you do not have access to the internet, please contact the Youth Development Team to discuss alternatives.

## Support with your application

For project enquiries and support in making an application, contact the Youth Development Team. We encourage applicants to contact the team to discuss your idea or application and to attend the community information session.

Phone 08 7420 6461 or email [council@marion.sa.gov.au](mailto:council@marion.sa.gov.au) (subject title "Youth Development Team").

## Suggested Focus Areas

We encourage grants but not limited to the following areas;

- Valuing Nature and Sustainability
- Special Events and School Holiday Programs
- Active, Vibrant and Innovative Communities
- Celebrating Diversity and Inclusion
- Skill Development and Leadership

## How much can we apply for?

Minor Grants \$0 - \$5,000

Medium Grants \$5,000 – 9,999

Major Grants \$10,000 – 40,000

*\* Please note these amounts are a guide please discuss with the Youth Development team if your project does not fit within these funding pools.*

Applicants may apply for more than one grant by submitting a separate application for each project, demonstrating any clear distinctions between the projects.

## Grant Outcomes

The City of Marion is committed to supporting all young people. The Youth Development Grants will contribute to providing positive opportunities in a strong, connected and inclusive community.

Applications should demonstrate how they would support:

- Program and services are delivered to and for young people through organisations that have existing youth development expertise.
- Organisations to implement initiatives, which are beneficial to young people and the community in which they live, work, study or spend their leisure time.
- Initiatives that develop opportunities for youth participation and citizenship which promote the health and wellbeing of young people
- Establish and undertake innovative projects or activities that and are in line with the City of Marion Strategic Plan (insert link to strategic plan).

## Who is eligible to apply?

Eligibility criteria is as follows:

- Any not-for-profit group, community group or voluntary association.
- Groups that are not incorporated are eligible, provided applications are made through a sponsoring body. The sponsoring body will need to provide its incorporation number and ABN.
- The project will occur in the City of Marion unless special approval has been agreed.
- Schools / educational institutions are eligible to apply, provided they can demonstrate that:
  - The project does not form part of the core business of the Department for Education and Child Development.
  - Alternative funding sources are not available from the Department for Education and Child Development for the project.
  - It is meeting an identified need that is not limited to the school environment. Preference will be given to projects that show clear evidence of a partnership with one or more organisation(s) in the implementation of the project and demonstrate how the project will have benefits to the wider youth population.

Due to the competitive nature of the program, all potential applicants are requested to attend the Youth Development Grants Information Session or to contact the Youth Development Officer to discuss their project and ensure it meets the requirements.

Applicants are strongly encouraged to refer to the City of Marion Strategic Plan prior to completing an application.

## What makes a project ineligible?

The following will render an application ineligible:

- The project has commenced.
- Commercial or political activities
- Individual, private, political or commercial enterprise
- Ongoing operating costs of the organisation or costs not directly related to project delivery.
- Retrospective costs (any money spent before a grant is approved).
- Payment of salaries (facilitator/instructor fees will be accepted).
- Fundraising or sponsorship.
- Projects that duplicate an existing or similar project/service within the community.
- Interstate or overseas travel.
- Academic research or conference costs.

- Organisation that have an outstanding debt owing to council. *Please note that this does not apply to organisations that have a loan with council and are complying with the repayment terms.*

## How are applications assessed?

The City of Marion reserves the right to provide funding at its sole discretion, however in order to assess applications the following process will be undertaken:

- Applications will be assessed against eligibility.
- Applications will be assessed in accordance with grant schedule and available funds.
- Applicants may be requested to provide supporting information and documentation.

Each application will be assessed against the following criteria:

- The impact and value the project will have for young people 12-25 years in the City of Marion.
- Demonstrate working collaboratively and/or in partnership with other organisations or services.
- The health and wellbeing of young people will be enhanced, with ongoing benefits for young people beyond completion of the project.
- Project has clearly stated aims and objectives.
- Evidence of youth engagement in the design, planning and delivery of the project.
- Organisations that contribute their own resources to the project including in-kind, and volunteering will be highly considered.
- Increasing volunteering opportunities
- Demonstrated links to the CoM strategic plan

The Medium and Major category will be further assessed against the following criteria:

- Innovation
- Strength of the budget
- Quotes submitted where relevant
- Risk management (regarding the delivery of the project), complete a risk assessment template for all applications over \$10,000.
- Identified key partners
- Background information on why the project is important and any relevant research and data to support the application

## Financial reporting and project evaluation

Applicants will be required to submit a report and acquittal form online. This form is due one month after the completion of the project or by 30th June 2019, whichever is earlier. Evidence of expenditure of the grant must be provided – all receipts must be attached to the acquittal.

The acquittal statement verifies that the grant funding has been utilised in accordance with the project budget provided in the application form. Final acquittal of the grant requires a statement of income and expenditure for the project, which must be certified by an authorised signatory of the organisation.

The Evaluation Form provides valuable feedback to the City of Marion on how your project and community have benefited from the Youth Development Grants Program.

## Terms and Conditions

1. Applications close at midday, 4 June 2018
2. Projects must be delivered by 30 June 2019
3. Acquittals must be completed and returned to the City of Marion no later than one month from the completion of project or by the 31 July 2019 whichever is sooner.
4. The funds provided must be used for the approved project as detailed in the grant application.
5. Applicants must demonstrate that any purchase of equipment or materials is used solely for the project.
6. Any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval by the City of Marion.
7. The City of Marion is to be given written or printed acknowledgement of the funding in all correspondence, media releases, invitations and any advertising or promotional material.
8. The City of Marion logo will be supplied and is to be applied to all advertising and promotional material including banners, posters, leaflets, etc.
9. The City of Marion will reserve the right to separately promote any funded project.
10. The City of Marion is to be given verbal acknowledgement of the funding in any speeches at events.
11. Applicants will be responsible for obtaining any relevant approvals including use of council land and road closures. View the following link: <https://www.marion.sa.gov.au/things-to-do/parks-and-playgrounds/events-in-parks> .
12. Projects must meet legal, child protection and insurance requirements set by State and Commonwealth legislation. For further information visit the website regarding Child related employment screening <http://www.dcsiscreening.sa.gov.au/>
13. Groups that are not incorporated are still eligible, provided applications are made through a sponsoring body.
14. The applicant / sponsoring body must provide their incorporation number and ABN. If the applicant / sponsoring body does not have an ABN the Statement by Supplier form must be completed, available on the City of Marion website.
15. Funds must be made payable to the applicant / sponsoring body. If successful, a cheque will be made to the nominated organisation in Section A of the application form or unless otherwise stated.
16. Any part of the grant funds that are not used must be repaid to the City of Marion unless prior written approval is obtained.
17. It is the responsibility of the applicant / sponsoring body to obtain all necessary insurances and the City of Marion will not be held liable for any matter arising out of this grant.
18. It is the responsibility of the applicant / sponsoring body to indemnify and keep indemnified the City of Marion, its employees and agents, against all actions, costs, claims, charges and expenses whatsoever which may be brought or made to claimed against them or any of them out of or in relation to the project.

Panel Members

- Tyson Brown - Unit Manager Cultural Facilities
- Kane Harrison - Recreational Development Officer
- Ann Gibbons - Environmental Sustainability Officer
- Breanna Maslen - Gap Year Team Member
- Julie Higgins - Youth Development Officer

Summary of Recommendations

Number of applications received	Number of grants recommended	Total value of all grant applications	Value of grants recommended	Total volunteer hours for recommended projects	Total value of volunteer times for recommended projects
22	10	\$344,199	\$120,000	4,520	\$124,074

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
1.	Australian Skateboard Federation – Skate Titans Oaklands	12-25	Oaklands Recreation Plaza  <i>All sessions will be delivered after hours and on the weekends.</i>	<p>The Australian Skateboarding Federation (ASF) would like to hold a state championship qualifier at <b>Oaklands Skate Park</b> as part of 8 stops across the state; this event will lead into the National Competition.</p> <p>In the lead up to the event, there will be a series of workshops for <b>12 &amp; under, 16 &amp; under, open men's and women's</b>. It is expected that <b>around 35 people will compete</b> in the event, with a further <b>100-200 spectators</b>.</p> <p>Young people will be able to build on their existing skills and have the opportunity to compete in a State and possibly National Competition. No entry fees will be charged in order to encourage participation.</p> <p>The ASF are contributing \$5,000 to the event and the CoM grant will be used to market and promote the event, fund the live scoring system, fund accredited judges and officials and hire sound and infrastructure.</p>	<p>The Australian Skateboard Federation aims to develop pathways for young people through existing skate park facilities, provide opportunities with the ASF as coaches, officials and judges and continue the development of young people and programs in each region.</p> <p>The ASF is a national representative for skateboarding, recognised as a sporting club. The ASF is listed as an Australian Public Company and is a not-for-profit group.</p>	\$5,000	\$4,000
2.	Contemporary Arts in Communities – Youth Contemporary Arts & Creative Enterprise Activation Marion  Auspice by Open Spaces Contemporary Art (OSCA)	12-25	Marion Cultural Centre Marion Recreational Plaza  Community and Neighbourhood Centres.  <i>All sessions will be held after school hours, on weekends and during school holidays.</i>	<p>Contemporary Arts in Communities (CAiC) will engage young people in a variety of creative art workshops throughout the City of Marion.</p> <p>Young and established practicing artists and creative entrepreneurs will facilitate these sessions.</p> <p>Young people will be exposed to high quality and unique opportunities including creative enterprise, jewellery manufacturing, painting, drawing, film and photography.</p> <p>The project will also have a community engagement focus with artists appearing at key locations across the city encouraging young people and the public to contribute and participate in the interactive sessions.</p> <p>The weekly workshops will initially be held at Marion Cultural Centre. Young people will have the opportunity to exhibit their work at local galleries, markets and events.</p> <p>The grant will be used for facilitator costs, venue hire and associated materials.</p>	<p>CAiC is a collective of practicing professional artists focussed on creating affordable high-quality art opportunities that support and foster the development of contemporary art's and creative enterprise in communities.</p> <p>CAiC and many of the identified artists are highly experienced in working with young people through the arts with national and international exhibition experience. The group of artists have expertise in a diverse range of mediums, they have individual experience in working across multiple platforms that include the arts education sector, primary, secondary, tertiary education, Local Government, National Government organisations, arts</p>	\$28,200	\$22,000

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
					administration, arts and disability organisations and creative enterprise start-ups.  The above are auspice by Open Spaces Contemporary Art (OSCA) who are funded by State and Federal Governments.		
3.	Divine Orchestra Music Ministry INC – Grow, Reach Out & Win (G.R.O.W.)	12-25	Park Holme Community Hall Corner Church Marion Cultural Centre  <i>All sessions will be held after school hours, on weekends and during school holidays.</i>	The Grow, Reach Out & Win (G.R.O.W.) project facilitated by the Divine Orchestra Music Ministry INC, will work with young people from all communities within the City of Marion, in a Music, Dance and Arts Mentoring and Coaching Program. The program aims to strengthen community bonds and improve young people's quality of life while creating cultural competence & awareness.  The mentoring and coaching sessions will be held at various locations across the City including the Park Holme Hall, Corner Church and the Marion Cultural Centre. The project will have 3 performance outcomes where young people can showcase their innovative and creative works.  Young people will also be encouraged and given the opportunity to take on leadership roles in the lead up to the performances.  The grant will contribute to the hire of venues, music equipment, workshop facilitators and advertising and promotional costs.	Divine Orchestra Music Ministry INC is a multicultural not-for-profit organisation working with vulnerable Australian young people from different cultural backgrounds through music and arts. Divine Orchestra Music Ministry INC bring youth from different cultures together to network through music, arts, dance & their innovative skills.  This organisation has delivered similar projects in partnership with other councils and has had positive outcomes.	\$9,000	\$5,000
4.	Kalparrin teaching & Assessment School & Service	12-18	Kilparrin Teaching and Assessment School Marion Cultural Centre  <i>Workshops will be held during school hours due to the many barriers the students face.</i>	A creative and collaborative community music project where students with multiple disabilities will collaborate with internationally acclaimed music facilitators, Paul Rissmann and Bindi McFarlane. They will lead a unique and bespoke creative music project at Kilparrin Teaching and Assessment School. Throughout the project period, students from Kilparrin, South Australia School for Vision Impaired (SASVI) and local high schools will create, learn and perform new music.  Students from local mainstream secondary school/s will be key participants as collaborating composers and performers, providing support to Kilparrin and SASVI students. An ongoing relationship between students and schools will be developed, built on respect, understanding and inclusivity.  The finale concert will be at Marion Cultural Centre and will showcase all students and be presented to local schools and the broader community. The project will be more broadly seeking to	Kilparrin Teaching and Assessment School and Services is a special education school in the suburb of Park Holme. A school for students with multiple disabilities and sensory impairments and/or hearing and vision impairments. The students range from Kindergarten through to Year 13. The campus is shared with the South Australian School for the Vision Impaired (SASVI).	\$20,500	\$18,000

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
				<p>help create a community into the future that is respectful and inclusive of all of its citizens, where students with disabilities are included and made to feel valued members of the community.</p> <p>This project will raise awareness and understanding of the capabilities, talents and strengths of students living with disabilities and to celebrate their achievements and creativity.</p> <p>The grant funding will be used for the artist's fees, the trainee music workshop facilitators as well as additional associated project costs including student travel, catering, marketing and promotions.</p> <p><b>Additional Information</b></p> <p>The workshops will be facilitated during school hours at Kilparrin Teaching and Assessment School with students from other schools visiting this site to participate. Holding these sessions during schools hours is essential due to the many barriers these young people face.</p> <p>An invitation to participate in the workshops and performance will be sent to local high schools, most of which have already expressed their interest to be part of the unique opportunity. The broader community will be invited to the final performance where people with disabilities and musicians of a high calibre come together; this will both motivate and help them appreciate the wonders of musical teamwork. This is a new and innovative idea and will further develop students, educators and the broader community around ways of learning and teaching music with the hope that it will be continued throughout the community.</p> <p>The final performance will be held at <b>Marion Cultural Centre</b> on a Friday afternoon. The date and time to be confirmed following grant outcomes.</p> <p><i>"At a recent performance at the Stamford Grand, Glenelg, students performed to an audience of adults (Principals and teachers from Australia and overseas). The students are still talking about it and asking to watch the video, and I have been inundated with compliments from audience members of how amazing and inspiring it was. The audience members had standing ovations as well as tears of joy, and the students felt like rock stars! I don't want to end this here, and I know that through music we can continue to share the values of music education with others, in particular the young people of Marion and beyond."</i> Teacher at Kilparrin</p>	<p>The school values diversity and community engagement, seeking to connect students with the broader community and to provide inspiring and valuable life experiences and opportunities for young people with disabilities.</p> <p>Not-for-profit, well regarded school.</p>		
5.	Lutheran Community Care – Breaking Through	15-25	Cooinda Neighbourhood Centre	Breaking Through is a personal and social development program for <b>multicultural young people</b> living in the City of Marion.	Lutheran Community Care (LCC) works with the vision of building strong caring	\$36,000	\$22,000

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
			<p>Other community locations suitable to the group/individuals.</p> <p><i>Sessions will be held at times that are suitable for the target group of young people.</i></p>	<p>The program aims to work with around <b>40 young people</b> aged <b>15-25 years</b> developing awareness and self-development in relation to employment and training readiness. Young people will work on personal skills and capabilities, access to digital technology, building strong local networks, bridging connections with preferred job sectors, potential work experience connections, language skills and addressing identified barriers to training and employment.</p> <p>During the program, young people will build local connections and networks and become role models for other young people in the newly arrived and multicultural community. The grant will be used to pay facilitators who will provide the individualised plans for each young person, ongoing support around employment and training needs as well as group sessions and networking opportunities with industry leaders across the City.</p> <p>The program will keep well-documented data that will contribute to a series of reviews resulting in a final evaluation report outlining the efficacy of the approach to supporting youth employment in the Council region.</p> <p><b>Additional Information</b></p> <p>This program will work with young people 15-25 years most of which will <b>not be engaged in mainstreaming schooling</b>. The sessions will be held at times that are suitable to the individual/group. The programs are designed to <b>connect/reconnect young people to services and community</b>, equipping them with the skills they need for future employment and/or training.</p> <p>The need for this program has been identified through the work of the settlement officers based at Cooina Neighbourhood Centre. The past five years of sustained settlement work in the region has enabled Lutheran Community Care to develop comprehensive networks with community service providers and settlement specific agencies in the Council region.</p> <p>2016 ABS data shows that there were 775 young people aged 15-24 with an African, Middle Eastern or Central Asian ancestry. This figure is expected to have grown between 2016 and now based on current settlement trends in the Marion Council area.</p> <p>LCC will connect with local families and have the capacity to liaise directly with educational institutions such as Hamilton Senior College and local TAFE campuses to ensure we are reaching a large catchment of our target population.</p>	<p>communities and have grown to become a highly experienced community services provider.</p> <p>Lutheran Care have a strong connection in the City of Marion through the settlement program at Cooina Neighbourhood Centre and this program will continue to build on these connections.</p> <p>Not-for-profit, incorporated organisation.</p>		

	Organisation & Project Name	Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
6.	MarionLIFE – MarionLIFE Youth Lunchtime Session	10-17	<p>Primary and high schools within the City of Marion.</p> <p>Various time during the day coinciding with school lunchtimes</p> <p>Events and community programs</p> <p><i>After school hours and on weekends.</i></p>	<p>MarionLIFE Youth Lunchtime Sessions is a mobile youth service that will be available to:</p> <ul style="list-style-type: none"> <li>all local primary and high schools,</li> <li>Flexible Learning Options (FLO) providers, and</li> <li>local youth services</li> </ul> <p>within the City of Marion.</p> <p>Schools and services can book the MarionLIFE Youth Lunchtime Session Program to travel to their school to provide activities including sports, board games, video games, craft, homework help, life skills workshops and free healthy food for young people aged <b>10-17 years</b>.</p> <p>The program aims to provide a safe and welcoming space for young people during their school day or at a local community event. The sessions will be an opportunity for young people to connect with others, find out about local services and how they can access support in their local community after school hours, on the weekend and during school holidays.</p> <p>The grant will be used to pay a trained Youth Worker to facilitate the sessions, coordinate the volunteer team and meet with school and agency staff as well as marketing and promotional costs for the program.</p> <p>MarionLIFE Youth Friday Drop In Centre and Breakfast Clubs Project have been funded in the past by the CoM Youth Grants however these programs have since become sustainable. These programs will continue to be offered throughout 2018/19 and promoted to young people as part of this mobile Youth Lunchtime sessions initiative.</p> <p><b>Additional Information</b></p> <p>This program will be predominantly held during school hours. However will also be available on a needs basis for after school hour's activities and events across the CoM.</p> <p>Young people can often feel isolated and lonely during lunchtimes and holding these sessions aim to connect young people with others in the school community and beyond.</p> <p>The specific locations for the project to begin with are <b>Ascot Park Primary School, Forbes Primary School</b> and <b>Marion Primary School</b> with these three schools already expressing interest.</p> <p>Once the project is established, MarionLIFE (ML) will explore expansion into other CoM schools. ML have established links with the 'Concrete Sessions' Thursday nights at Oaklands Skate Park, The Living Kaurna Cultural Centre at Warriparinga and the Uniting</p>	<p>MarionLIFE Community Services Inc. is a not-for-profit community organisation that strives to provide meaningful, flexible and responsive care and support to individuals and families in need.</p> <p>MarionLIFE has developed strong connections with young people through their previous program and work collaboratively across the city with many organisations.</p> <p>Not-for-profit, incorporated service provider.</p>	\$9,000	\$7,000

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
				<p>Communities Family by Family program – these three local youth services have already expressed an interest for the team to support their events as a mobile youth service.</p> <p>ML has directly asked schools if they are open to the idea, here is the feedback they received:</p> <p><i>“This would definitely be helpful in our school!!! Quite often we provide lunchtime support for kids who are feeling disconnected or are unable to join in lunch time activities. This would be of great additional support to have here at Ascot Park. Hope to hear from you soon.” Pastoral Care Worker (PCW), Ascot Park Primary School</i></p> <p><i>“We would explore the possibility of having a lunchtime club at our school if it was available; children have expressed a desire to have more activities available around lunchtimes.” Pastoral Care Worker (PCW), Marion Primary School</i></p> <p>Extra-curricular programs like lunchtime activities are not funded by the Department for Education, rather these are up to individual schools and the support staff (non-teaching) they employ to organise. We have identified through our conversations with school support staff that they are often limited in their time to provide these type of activities, hence we are seeking to support them and their students by offering the Lunchtime Sessions project.</p> <p>Our project will supply schools with a suitably trained team to support the valuable work they are already doing, increase their capacity to support students and provide a clear pathway for students to access youth services out of school hours.</p> <p>MarionLIFE'S approach through this project is to meet the students where they are at and in doing so;</p> <p>a) provide a youth service in their school with immediate positive outcomes</p> <p>b) connect young people with youth services, programs and activities that are relevant and suitable within the Marion area</p> <p>c) build a culture of collaboration among service providers that ultimately provides better outcomes for local youth.</p>			
7.	Red Cross - FoodREDi	15-25	City of Marion Community Centres	<p>This project aims to provide a <b>sustainable food literacy program</b> for young people in the City of Marion. The FoodREDi project is a <b>6-week</b> food literacy program and is delivered by volunteers to educate young people on <b>healthy eating, budgeting, cooking and food choices</b>. These sessions will be held at one of our</p>	Australian Red Cross was established in 1914 and is part of the International Red Cross and Red Crescent Movement,	\$12,000	\$10,000

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
			<i>After hours, on weekends or during school holidays.</i>	<p>community centres and the identified volunteers will be from within the City of Marion. There will be <b>4 x 6 weeks sessions</b> held throughout the year.</p> <p>The grant would be used to train a minimum of 4 youth volunteers to deliver the FoodREDi program at a two-day train the trainer course, fund the resource packs that contains all the equipment, resources for the facilitation and mentoring costs to deliver the program and support the volunteers.</p> <p>These sessions will be held at local community centres after hours/weekends or during schools holidays and will be open to all young people 15-25years. The FoodREDi sessions aim to target <b>40-60 young people</b> throughout the duration of the program.</p>	<p>the largest humanitarian organisation in the world.</p> <p>Red Cross is an independent organisation with no political, religious or cultural affiliation. Red Cross has the experience and expertise in delivering programs for vulnerable and at risk young people across Adelaide.</p> <p>Not-for-profit organisation.</p>		
8.	The Butterfly Foundations – Body Esteem – whole community project	12-25  Including parents & educators	City of Marion Community Centres  Sporting Clubs Schools Youth organisations	<p>Sessions will be held throughout the community to raise awareness and reduce stigma relating to negative body image and eating disorders. Students, parents and professionals will receive developmentally and role appropriate sessions that will provide information and strategies that foster the development of a positive body image and healthy relationship with food and exercise.</p> <p>The Butterfly Foundation will connect with key local organisations, as these local partnerships are key to the success of the whole community programs. Information about the activities will be circulated to all relevant parties within the community such as schools, sporting organisations, health and youth organisations and parents.</p> <p>Sessions will be held at venues identified by the groups.</p>	The Butterfly Foundation is Australia's largest not-for-profit organisation supporting individuals and their carers with negative body Image and eating disorders.	\$7,500	\$5,000
9.	The STEMable Project INC	Years 9 & 10	TBC either Ronsley or Cove Civic Centre  <i>During school hours</i>	<p>The STEMable Project will host an all-day event for around <b>40 female students</b> in Years 9 and 10 to inspire, engage and <b>connect them to local STEM role models and industry leaders</b>. Students will be drawn from schools in the City of Marion.</p> <p>The event will be held in a City of Marion venue. The Tonsley precinct would be ideal and further contact would be made following the grant funding outcome.</p> <p>The STEMable Project believes connecting young people, school and industry will provide improved transitions between school, study and careers.</p> <p><b>Additional Information</b>            According to a report from the Chief Scientist, in Australia <b>only 16% of STEM qualified people are female</b>. Girls, although they have the ability, tend to <b>lack confidence and role models</b> so drop</p>	The STEMable Project INC. is an incorporated not-for-profit organisation based in southern Adelaide that aims to increase young people's interest and engagement in STEM (Science, Technology, Engineering and Maths) subjects at high school and increase female participation and achievement in STEM.	\$7,500	\$5,000

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
				<p>these subjects in early high school. This means there are <b>less STEM qualified women available</b> for the innovative jobs in the blossoming STEM industry in Adelaide, such as those showcased in the Tonsley Innovation Precinct.</p> <p>This program aims to connect with young minds to secure our innovative future - we want to help our local communities to <b>inspire and engage girls in STEM</b> at a high school age. Our three aims are:</p> <ol style="list-style-type: none"> <li>1. Increase awareness of STEM job opportunities in Adelaide through role models and rapid-fire industry talks. Previous event feedback indicated that 84% of girls are more aware of the options in STEM careers and jobs after attending our event.</li> <li>2. Engage students in authentic STEM activities with industry impact to connect young people with industry.</li> <li>3. Inspire passion and confidence in young people to encourage them to continue with STEM study and careers.</li> </ol> <p><b>The program would be ideally facilitated during school hours to gain maximum participation but could be adapted if school holidays was the preferred option.</b></p>			
10.	True North - Youth Ensemble – Drop Out	12-25	<p>Marion Cultural Centre</p> <p><i>After school hours</i></p>	<p>This project is the next step in the newly created Youth Ensemble - True North Marion, this group was the creator of 'A Sense of Home' funded in the 2017/18 youth development grant round.</p> <p>This production will be called Drop Out and will explore the isolation and stigma that young people feel when they are no longer part of a school. Drop Out will look at <b>why young people are dropping out</b> and <b>being truant of school</b> at an alarming and ever increasing rate.</p> <p>True North will hold <b>weekly skill development workshops</b> at the <b>Marion Cultural Centre</b> where young people will have the opportunity to write, compose, operate and create multimedia including drawings, visuals and compositions.</p> <p>There will be a key performance component of the project. The performances will be held at Marion Cultural Centre and will be open to all local schools and the City of Marion community.</p> <p>The Commissioner for Children and Young People has also committed \$4,000 to this project. The grant will be used to pay for the venue hire, facilitators cost for the workshops and production, filmmaking and technical costs.</p>	<p>True North Youth Theatre Ensemble is a not-for-profit organisation that was established in 2014 and has grown to be one of the leading youth theatre organisations in Adelaide.</p> <p>True North have developed local connections since coming to the City of Marion last year and has the expertise and knowledge in working with young people through theatre and performance.</p>	\$28,012	\$22,000

Organisation & Project Name		Target Age Group (years)	Location & delivery details	Summary of recommended applications	Organisation background	Requested amount	Recommended amount
				<p><b>Additional Information</b></p> <p>A house is made of bricks and mortar but what makes a Home? An ensemble of young artists from the City of Marion (funded through the 2017/18 youth grants) explored their world in this beautiful piece about self, place and what gives us "A Sense of Home". This show was a great success and the feedback from the young people that participated, the community and industry were outstanding.</p> <p><i>"This show is accomplished and alive, reflective and intelligent, warm and compassionate, thoughtful and empathetic. It is a musical and multimedia presentation that deploys its technology and talent with great imagination and assurance, always in service to the themes and emotions being dealt with, and never merely for gratuitous effect. The amount of colour and texture to be found here, purely on the visual and sonic levels, is commendable – and how refreshingly honest and un-cynical it is to encounter a piece of theatre, sprung from the minds of young artists, containing such a balance of humour, heartbreak, and hope..."</i> (sic)<a href="http://www.theatre guide.com.au/.../reviews/reviews_detail.php">http://www.theatre guide.com.au/.../reviews/reviews_detail.php</a></p> <p><i>"I was delighted to watch such talented young people showcase their skills in a well-choreographed show. I'll look forward to the next production."</i></p>			

**DEPUTATIONS****Morphettville Park Sports Club Redevelopment**

<b>Originating Officer</b>	Governance Officer - Karen Ferry
<b>Corporate Manager</b>	Manager Corporate Governance - Kate McKenzie
<b>General Manager</b>	General Manager Corporate Services - Vincent Mifsud
<b>Report Reference:</b>	GC180828D01

**SPEAKER:**

Ms Brenda Farrelly

**ORGANISATION:**

Morphettville Park Sports Club

**COMMENTS:**

Ms Brenda Farrelly, Secretary of the Morphettville Park Sports Club and Morphettville Park Football Club has requested to give a five minute deputation to Council in relation to the item *Morphettville Park Sports Club Redevelopment* - GC180828R07.

## PETITIONS

## COMMITTEE RECOMMENDATIONS

### Confirmation of the Minutes of the Infrastructure and Strategy Committee meeting held on 7 August 2018

<b>Originating Officer</b>	Unit Manager Governance and Records - Jaimie Thwaites
<b>Corporate Manager</b>	Manager Innovation and Strategy - Fiona Harvey
<b>General Manager</b>	General Manager City Development - Abby Dickson
<b>Report Reference</b>	GC180828R02

## REPORT OBJECTIVE

The purpose of this report is to facilitate the receiving and noting of the minutes from the 7 August 2018 Infrastructure and Strategy Committee meeting.

## EXECUTIVE SUMMARY

A summary of the items considered are noted below.

### Positive Ageing

The Committee was provided with information about how the City of Marion is currently supporting Positive Ageing within our community. Presentations were provided on The Global Centre for Modern Ageing, LifeLab at Tonsley and City of Marion programs.

### Draft Coastal Climate Change Plan

The Committee was provided with an update on the draft City of Marion Coastal Management Plan including current progress, detail on the timeframes for Stage 3 of the project and the completed draft City of Marion Coastal Management Plan.

### Export Marketing and Economic Development

An overview of the Economic Development Function, incorporating export marketing, at the City of Marion was provided. The Committee has requested an update in 12 months time on how the 'Economic Statement' has been used.

### BMX Project Update including Project Time Frame

This item provided the Committee with an update on the Sam Willaughby International BMX project including the timeframes for delivery of the facility at the Darlington site.

### Quarterly Capital Construction Update

This report provided the Committee with an overview of City of Marion's capital construction progress for 2017/18. More detailed graphs have been requested for future reports.

## RECOMMENDATION

That Council:

- 1. Receives and notes the minutes of the Infrastructure and Strategy Committee meeting of 7 August 2018 (Appendix 1).**
- 2. Notes that separate reports will be brought to Council for consideration of any recommendations from the Infrastructure and Strategy Committee.**

**Attachment**

#	Attachment	Type
1	ISC180807 - Minutes ISC meeting 7 August 2018	PDF File

**MINUTES OF THE INFRASTRUCTURE AND STRATEGY COMMITTEE  
HELD AT ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 7 AUGUST 2018**




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**PRESENT**

**Elected Members**

Councillor Luke Hutchinson (*Presiding Member*), Councillor Tim Pfeiffer and Councillor Bruce Hull

His Worship the Mayor Kris Hanna

**Independent Member**

Mr Christian Reynolds

**In Attendance**

Councillor	Ian Crossland
Councillor	Raelene Telfer
Councillor	Jason Veliskou
Mr Adrian Skull	Chief Executive Officer
Ms Abby Dickson	General Manager City Development
Mr Tony Lines	General Manager City Services
Ms Kate McKenzie	Manager Governance
Ms Liz Byrne	Manager Community Connections
Ms Cassandra Gibson-Pope	Unit Manager Community Wellbeing
Ms Rebecca Neumann	Senior Environmental Planner
Mr Greg Salmon	Manager City Activation
Ms Donna Griffiths	Unit Manager Economic Development
Ms Carla Zub	Project Manager Strategic Projects
Mr Mark Griffin	Unit Manager Engineering Services
Ms Jaimie Thwaties	Unit Manager Governance and Records

**1. OPEN MEETING**

The meeting commenced at 6.30pm.

**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. 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.

- Nil declarations were made

#### 4. CONFIRMATION OF MINUTES

**Moved Councillor Hull, Seconded Councillor Pfeiffer** that the minutes of the Infrastructure and Strategy Committee Meeting held on 3 July 2018 be taken as a true and correct record of proceedings.

**Carried Unanimously**

#### 5. BUSINESS ARISING

##### 5.1 Review of the Business Arising from previous meetings of the Infrastructure and Strategy Committee Meetings

- The Business Arising statement was noted.

#### 6. CONFIDENTIAL REPORTS

Nil

#### 7. REPORTS FOR DISCUSSION

##### Order of Agenda

The Chair sought and was granted leave of the meeting to vary the order the agenda and bring forward the external presentation regarding 'Positive Ageing (Report Reference: ISC180807R04).

##### 6.33pm Positive Ageing

##### Report Reference: ISC180807R04

Manager Community Connections introduced Ms Veera Mustonen, Executive Director, Global Centre for Modern Ageing, LifeLab at Tonsley and Mr Chris Russell, Marketing and Communications, Global Centre for Modern Ageing.

Mr Russell and Ms Mustonen presented on the Global Centre for Modern Ageing and LifeLab at Tonsley.

The following points were raised / noted in relation to the presentation:

- One of the aims of the Global Centre for Modern Ageing is to understand what is happening in the ageing population
- Their vision is to be a world leader of modern aging and an advocate for the ageing community
- Want to change the perception that the ageing community is a burden.
- They received seed funding but their aim is to be self sufficient
- They engage with the ageing population in developing solutions for their needs.
- The top issues in the realm of Local Government are ageing in place, subdividing property and mobility (e.g. footpaths etc).
- The findings are presented back to the businesses engaged in the project as part of the commercial arrangement.
- The trials being carried out are building up a database.
- Being based in the City of Marion enables collaborative approaches with Tonsley businesses, HACC, Cooinda etc.
- They are an independent body from Council.
- The project is enabling them to develop a pool of people to co-design and test products.

The Chair sought and was granted leave of the meeting to adjourn the item until after the Draft Coastal Climate Change Plan.

**6.59pm 'Positive Ageing (Report Reference: ISC180807R04) item adjourned**

**6.59pm Draft Coastal Climate Change Plan  
 Report Reference: ISC180707R01**

The Senior Environmental Planner introduced Mr Mark Western from Integrated Coasts.

The Committee noted the report and the following points were raised / noted:

- The first stage of the project was to collect all the history
- The second stage of the project was to collect new data and obtain a digital forecast
- The third stage will provide suggested concepts to manage and provide recommendations for action (including suggested timeframes)
- The Draft Coastal Climate Change Adaptation Plan attached as appendix 3 is essentially a model.
- It was explained that the file size of Appendix 3 was due to the City of Marion's current GIS system not being able to accommodate the imagery / analysis. If Council were using ESRI as the corporate GIS system then it would have been possible to view a dynamic 3D model electronically and therefore not have a 400 page static map based attachment. It was confirmed that the GIS system is being reviewed as part of the Business System Fitness Review Project.
- The document (Appendix 3) provides a really clear baseline of the current condition, that can be reviewed over time and the difference measured.
- Monitoring will need to be continually done.
- Currently lobbying to have the gauge at Port Stanvac reinstated. If successful this would provide additional local data.
- The document (Appendix 3) can be used to link into other plans (e.g. storm water management)

**Moved Councillor Hull, Seconded Mayor Hanna** that the Infrastructure and Strategy Committee:

1. notes the progress on coastal climate change planning (Attachment 1) including:
  - the proposal for Stage 3: ongoing monitoring and action planning (Attachment 2), and
  - the draft *City of Marion Coastal Climate Change Plan* (Attachment 3, distributed separately).
2. presents the draft *City of Marion Coastal Climate Change Plan*, including some recommendations about monitoring etc, to Council on 11 September 2018 seeking endorsement of the document for targeted engagement.
3. notes that a summary of targeted engagement and a draft coastal monitoring and adaptation plan (Stage 3) will be presented to Council in early 2019.

**Carried Unanimously**

**7.30pm Positive Ageing (item reconvened)  
 Report Reference: ISC180807R04**

The Manager Community Connections and Unit Manager Community Wellbeing gave a presentation on Positive Ageing.

The Committee noted the report and the following points were raised / noted:

- Commonwealth Home Support Program is currently funded until June 2020.
- In order to receive funding as part of the program individual must go through the assessment. The assessment is a requirement of the funding and it is free of charge for those being assessed.
- Messenger Newspapers, Facebook, word of mouth and during access to other services (e.g. the mobile library) are all used to promote the services
- Specific campaigns are also run (e.g. Humans of Marion)
- Work needs to continue to lobby for guaranteed funding beyond 2020 (including via the Local Government Association and Australian Local Government Association)

**ACTION: provide information (via report or email) about what COTA and other groups are currently doing to secure funding.**

**Moved Mayor Hanna, Seconded Councillor Pfeiffer:** that the Infrastructure and Strategy Committee:

1. Notes the presentation.

**Carried Unanimously**

### **8.11pm Export Marketing and Economic Development Report Reference: ISC180807R02**

Manager City Activation and Unit Manager Economic Development introduced the item.

The Committee noted the report and the following points were raised / noted:

- The purpose of the report includes encouraging business to come to Marion, employees to live here etc.
- The report shows a picture in time.
- It is a baseline that could be used for applicable grant applications.
- Queried what is being done to assist the small businesses (e.g. in the industrial sections of Edwardstown).
- The employment and economic landscape is changing (e.g. Tonsley) but what does this mean for small business
- Council has a connecting role in relation to employment and growth

**ACTION: Additional details be provided on the details of the Exports noted in the document**

**Moved Mayor Hanna, Seconded Councillor Hull** that the Infrastructure and Strategy Committee:

1. Notes this report.
2. Requests an update report in 12 months time on how the 'Economic Statement' has been used.

**Carried Unanimously**

### **8.35pm BMX Project Update including Project Time Frame Report Reference: ISC180807R03**

Manager City Activation and Project Manager Strategic Projects introduced the item.

The Committee noted the report and the following points were raised / noted:

- DPTI followed the correct process required under the Aboriginal Heritage Act
- The Environmental Management Plan has been provided by DPTI

- Happy Valley BMX Club, The Cove BMX Club, BMX SA and BMX Australia have all confirmed in writing that they are supportive of the site (with some conditions)

**ACTION: Confirm if the project is included in the City of Onkaparinga's long term financial plan**

**Moved Councillor Hull, Seconded Councillor Pfeiffer** that the Infrastructure and Strategy Committee:

1. Notes the report.
2. Notes that investigations are continuing around the cultural significance of the Darlington site to the Kurna and Ramindjeri communities with a further report to be provided to Council about the outcomes cultural heritage assessment.
3. Notes that BMX Australia, BMX South Australia and the local clubs are supportive of the Darlington location should the detailed investigations conclude that it is a viable site for the international BMX Facility.

**Carried Unanimously**

## **8. REPORTS FOR NOTING**

### **8.48pm Quarterly Capital Construction Update**

**Report Reference: ISC180807R05**

General Manager City Services and Unit Manager Engineering Services introduced the item.

The Committee noted the report and the following points were raised / noted:

- The financial figures are as at the reporting date, final figures are still to be confirmed.
- A table showing true carry overs will be available in about 2 weeks.
- The percentage complete is the important measure and they are at the right end of the scale but most are under 100%. Should consideration be given to 3 year rolling budgets?
- Collaborative project currently being undertaken with the City of Charles Sturt and the City of Port Adelaide Enfield on capital spend will provide recommendation for improvement.
- From the information provided it is hard to determine the internal versus external resources used.
- Would like to see year on year comparisons.
- The graphs are overly simplistic and could provide more detail.

**Moved Mayor Hanna, Seconded Councillor Hull:** that the Infrastructure and Strategy Committee:

1. Notes this report.
2. Requests a review of cost per unit, incorporating overheads and comparing internal versus external be undertaken.
3. Requests a report including unit delivery comparisons (distinguishing between design versus delivery costs) to be presented to Council in December 2018.
4. Requests carryovers to be reported showing the impact on next years delivery.

**Carried Unanimously**

## **9. WORKSHOP / PRESENTATION**

Nil

## 10. ANY OTHER BUSINESS

### November Infrastructure and Strategy Committee Meeting

**Moved Mayor Hanna, Seconded Councillor Pfeiffer** that the November 2018 Infrastructure and Strategy Committee be cancelled.

**Carried Unanimously**

## 11. MEETING CLOSURE

The meeting was declared closed at 9.37pm.

## 12. NEXT MEETING

The next meeting of the Infrastructure and Strategy Committee will be held at 6.30pm on Tuesday 4 September 2018 in the Council Chamber, 245 Sturt Road, Sturt.

**CONFIRMED**

.....  
**CHAIRPERSON**

/ /

**CONFIDENTIAL ITEMS****Cover Report - Expression of Interest - 262 Sturt Road - Progress Report and Next Stage**

<b>Originating Officer</b>	Project Manager Strategic Projects - Carla Zub
<b>Corporate Manager</b>	Manager City Activation - Greg Salmon
<b>General Manager</b>	General Manager City Development - Abby Dickson
<b>Report Reference</b>	GC180828F01

**RECOMMENDATION**

That:

1. 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; Vincent Mifusd, General Manager Corporate Services, Abby Dickson, General Manager City Development; Tony Lines, General Manager City Services; Kate McKenzie, Manager Corporate Governance, Jaimie Thwaites, Unit Manager Governance and Records; Victoria Moritz, Governance Officer; James O'Hanlon, Unit Manager Sport and Recreation, Carla Zub, Project Manager Strategic Projects, Greg Salmon, Manager City Activation and Craig Clarke, Unit Manager Communication and Media be excluded from the meeting as the Council receives and considers information relating to the report *Expression of Interest - 262 Sturt Road - Progress Report and Next Stage* upon the basis that it 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 on the grounds that the report contains information of a commercial nature and would on balance, be contrary to the public interest.

## Expression of Interest - 262 Sturt Road - Progress Report and Next Stage

### CONFIDENTIAL

#### Reason For Passing This Resolution:

**Local Government Act (SA) 1999 S 90 (2) 3(d) (i) and (ii)** : commercial information of a confidential nature (not being a trade secret) the disclosure of which (i) 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 (ii) would, on balance, be contrary to the public interest.

**Local Government Act (SA) 1999 S 90 (2) 3(b) (i) and (ii)**: information the disclosure of which (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and (ii) would, on balance, be contrary to the public interest.

## CORPORATE REPORTS FOR DECISION

### Cat Curfew

<b>Originating Officer</b>	Team Leader Community Safety - Luke Manuel
<b>Corporate Manager</b>	Manager Development and Regulatory Services - Jason Cattonar
<b>General Manager</b>	General Manager City Development - Abby Dickson
<b>Report Reference</b>	GC280818R03

### REPORT OBJECTIVE

The purpose of this report is to provide Council with information on the process to be undertaken should Council endorse the introduction of a cat curfew, including the costs to implement and how it will be enforced.

### EXECUTIVE SUMMARY

At the General Council Meeting on 10 July 2018, Council made the following resolution:

*"Receives a report from Administration in August 2018:*

- a) proposing a by-law for a cat curfew in the City of Marion; and*
- b) advising on appropriate enforcement measures and the estimated cost of enforcement" (GC180710M04)*

This report outlines the process involved in establishing a cat curfew and associated costs should Council wish to endorse this initiative. Given the significance of introducing a new by-law, community consultation will need to occur after the Caretaker Period in accordance with Council's Caretaker Policy. This report provides a high level timeline for the introduction of a cat curfew where Council endorses a draft by-law for consultation in January 2019 and community consultation is undertaken in February 2019. The report outlines the legislative steps involved in seeking to introduce a cat curfew as part of Council's existing By-law No. 6 Cats. The process is complex and on average takes approximately 6 months after initiating the process by engaging with the Dog and Cat Management Board on the proposed change.

### RECOMMENDATION

**That Council:**

- 1. Notes the information provided in this report on the process involved in amending a by-law.**
- 2. Endorses the current "By-law No. 6 Cats 2014" be reviewed separately from the next scheduled review of By-laws to include a cat curfew.**
- 3. Requires Administration present a draft Cat By-law which includes a cat curfew to Council in January 2019 for endorsement to undertake community consultation.**

<b>Valuing Nature:</b>	The appropriate management of cats contributes to preserving and saving native flora and fauna.
<b>Legal / Legislative / Policy:</b>	Under the Dog and Cat Management Act 1995, Council may make By-laws for the control or management of cats within the Council area.
<b>Current Budget Allocation</b>	There is currently no budget allocated to review By-law Number 6 - Cats before Council's next scheduled review of By-laws in 2022. The additional funding required can be allocated via the budget review process.

## DISCUSSION

The City of Marion has an existing By-law regarding cat management (*By-law No.6 Cats 2014*). The existing By-law makes provision to control, and limit, the number of cats that can be kept on a single premises and requires all owned cats in the Council area to be both micro-chipped and de-sexed. The By-law also makes provision for Council to declare a portion or portions of land owned by Council to be a "Cat Free Area", through a resolution in accordance with Section 246 of the *Local Government Act 1999*. The City of Marion has not declared any portion or portions of land to be a "Cat Free Area".

If Council wishes to introduce a curfew for cats, this would be incorporated into the Cat by-law. In terms of process, an existing By-law cannot be amended and a new By-law needs to be created.

Council's Community Safety Inspectors (CSIs) are charged with the responsibility to administer *By-law No 6 Cats 2014*; and investigate complaints of nuisance caused by cats under the *Local Nuisance and Litter Control Act 2016*.

The majority of cat trapping is done by residents with the support of Council. Council provides cat cages for a refundable deposit to residents. CSIs actively assist with trapping cats where there is a significant issue in the community, for example a large number of feral, unowned or semi-owned cats, or where the resident is not able to trap and transport cats. The CSIs also provide education to the community regarding responsible cat ownership, primarily through information flyers available at centres and libraries and at community events and on Council's website.

The total number of complaints about cats by members of the community is low, with 32 complaints recorded during the 2017/2018 financial year and 38 recorded during the 2016/2017 financial year. It is plausible to foresee that the number of complaints about cats will increase if a cat curfew is introduced. It is also plausible that implementing a cat curfew would increase the number of cats being impounded at the RSPCA shelter at Lonsdale (Council's current arrangement for impounding animals). Costs associated with the impounding of cats is detailed further on in this report.

If Council elects to implement a cat curfew, the By-law will need to stipulate the curfew hours. The recommended curfew hours are from 9.00pm to 7.00am, seven days a week. Prior to presenting a draft by-Law to Council for endorsement in January 2019, the Administration will undertake further investigation into the nocturnal hunting habits of cats, together with other available information from the Dog and Cat Management Board and other Councils to determine the most effective curfew hours.

### Legislative requirements

The *Dog and Cat Management Act 1995* (the Act) does not legislate a curfew for cats.

Under the Act, if a trapped cat is identified it must be released. If the cat is not identifiable, it must either be delivered within 12 hours to a registered veterinary surgeon or a facility for the care of cats (e.g. the RSPCA).

A cat is considered to be identified if it is wearing a collar with an address or telephone number of the owner, if the cat is micro-chipped and/or has the letter "M" tattooed inside one of its ears.

Commencing 1 July 2018, all cats must be micro-chipped pursuant to the Act. This new legislative requirement effectively "catches-up" with Council's existing By-law No 6 Cats 2014.

The current legislation does not provide clarity in regards to cat trapping of identified cats. It is an offence under the Act to trap an identified cat. Therefore, if an identified cat is trapped, the cat must be released. The Act is silent on the matter of Authorised Officers (CSIs) relocating identified cats. That is, it neither gives Authorised Officers the power to relocate an identified cat to another location, for example, to return it to its owner, nor does it specify that an Authorised Officer is prohibited from doing this. Administration has sought legal advice on this matter and has been advised Council should adopt a policy in support of Cat By-law 6 2014, that details the action CSIs will take in the event an identifiable cat is trapped. A policy will be developed which provides CSIs the authority to return identified trapped cats to their owners. This policy will be presented to Council for endorsement in January 2019.

### **The process for dealing with breaches of a cat curfew**

If a cat curfew is introduced, the following process would be implemented:

- A resident who complains about cats is provided with a cat cage together with instructions on how to use it.
- The resident notes the time the cage is placed on their property and the time the resident finds a cat in the cage (for a curfew offence the trap needs to be set after the curfew start time)
- The resident contacts Council and a CSI attends during operational hours and obtains a statement from the resident.
- If the cat is identifiable it will be returned to its owner in accordance with the adopted policy
- If the cat is not identifiable, it is impounded by the CSI at the RSPCA pound
- Appropriate enforcement is undertaken by the CSI against the cat owner if the person has breached the cat curfew

### **Enforcement measures**

The two main types of enforcement measures are issuing a warning or issuing an expiation notice to the cat owner for a breach of the By-law.

If a cat curfew is introduced, there will be an initial education campaign to advise and educate the community about the curfew, which would include warnings for first offences.

### **Enforcement approach**

If Council implements a cat curfew, CSIs will continue to deal with matters on a complaints basis during standard operational hours. If the owner of the cat can be identified, the cat owner would be provided with information about the curfew and educated about the reasons why cats must be confined during the curfew. Appropriate enforcement would also be taken against the cat owner, for example, the cat owner would be given a warning or an expiation. The cat would be returned to its owner if Council made a policy position as outlined above.

Should Council resolve to declare a portion or portions of land owned by the Council to be a "Cat Free Area", the CSIs will set cat traps to pro-actively manage cats in those areas. Further information regarding this initiative will be brought to Council in January 2019.

### **Process for making a By-law**

A comprehensive process is required to be undertaken to make a By-Law, which includes consulting with Elected Members, key internal and external stakeholders and the wider community. This process takes approximately 6 months and includes:

- Referring a draft By-law to the Dog and Cat Management Board for comment
- Undertaking community consultation for at least 21 days and review and consideration of feedback
- Review of the draft By-law by a legal practitioner and obtaining a Certificate of Validity
- Developing a report regarding the effect of the By-law upon the National Competition Policy
- Reporting to the South Australian Parliament's Legislative Review Committee explaining the detail and purpose of the By-law and commenting on any implications regarding the National Competition Policy implication
- Presenting the By-law to Council for endorsement
- Publishing the endorsed By-law in the Government Gazette (the By-law would commence four months from the date of it being gazetted)
- Publishing a notice of the making of the By-law in a newspaper circulating within the Council's area
- Deliver the adopted By-law to the South Australian Parliament's Legislative Review Committee

Further detail regarding the process for making By-laws is outlined in Appendix 1.

### **Timeline**

Should Council endorse the review of *By-law No 6 Cats 2014* to include a cat curfew the following table provides a high level timeline. It should be noted that the indicative dates may change depending on the

outcomes of community and stakeholder engagement.

Key Actions	Indicative Dates
Administration commences preparation of a cat curfew by-law including consultation with the Dog and Cat Management Board.	September – October 2018
Draft by-law presented to the Dog and Cat Management Board for comment	November – December 2018
Council endorsement of draft by-law	January 2019
Community consultation on the endorsed draft By-law (minimum of 21 days)	February 2019
Hold Point: Council considers consultation outcomes and endorses whether to proceed	March 2019
Council undertakes the following: obtain a Certificate of Validity; develop a report re the affect upon the National Competition Policy; report to State Parliament's Legislative Review Committee	March - May 2019
By-law presented to Council for final endorsement	June 2019
Gazettal of By-law	June 2019
Commencement of By-law	4 months from the date of gazettal of the By-law

### Financial Analysis

The cost of drafting the By-Law, certification by a legal practitioner, in-house labour costs and advertisements is approximately \$8,000-\$10,000 as a one off cost. There is currently no budget allocated to review the Cat By-law before the scheduled review in 2022. Funds can be allocated as part of the budget review process.

The enforcement approach detailed in this report can be achieved using existing resources.

The RSPCA currently charges the City of Marion \$50.00 for each cat impounded by either CSIs, or members of the public who take a cat to the RSPCA that is from or found within the City of Marion council area. If the cat is required to be euthanised, which is often the case with feral cats, the fee is \$120.00 per cat; in addition to the \$50.00 impounding fee (total \$170.00).

With the implementation of a cat curfew it is possible that the number of complaints about cats and the number of cats impounded and the associated costs to Council will increase. Any increase in expenditure regarding impounding cats will be identified through quarterly budget reviews.

The costs of implementation and enforcement of a cat curfew are outlined in Appendix 2.

### Cat Curfews in Other Councils

A number of other Councils in South Australia require cats to be confined to their premises through that Council's By-law regarding cats. These include:

- Whyalla City Council requires cats to be confined to their premises between 10.00pm and 6.00am each day
- Flinders Ranges Council has a Cat By-law which requires cats to be confined to their premises between 9.00pm and 7.00am each day
- Kangaroo Island Council requires cats to be effectively confined to their premises at all times
- The City of Mitcham has created an offence for a cat to wander from its property

Administration will seek information from the above Councils to inform the development of a policy and proposed curfew hours.

**Attachment**

#	Attachment	Type
1	Appendix 1 Process for Making By-Laws	PDF File
2	Appendix 2 - Cat Curfew	PDF File

## **Appendix 1**

### **Process for Making a By-law**

Following Council's endorsement of a proposed draft By-Law, the following process must occur to meet legislative requirements:

1. The By-law must be referred to the Dog and Cat Management Board for comment in accordance with Section 90(5) of the Dog and Cat Management Act 1995 and Council must consider any recommendations made by the Board in relation to the By-law.
2. Community consultation must be undertaken for no less than 21 days. The proposed draft By-law will be made available for public inspection at the Council's offices and on the Council's website (in accordance with Section 249(1)(a) of the Local Government Act). Notice also to be given in a newspaper circulating in the area of the Council.
3. After the referral process and public consultation, the proposed draft By-law will be reviewed and all feedback considered. A Certificate of Validity is then required from a legal practitioner issued under Section 249(4) of the of the Local Government Act, certifying that the respective By-law can be made by virtue of the powers available to the Council under the Act and that the By-laws are not in conflict with of the Local Government Act.

Also at this time two reports are required:

- a. A report for the By-law that identifies its affect upon National Competition Policy as required under Section 247(c) of the Local Government Act; and
  - b. A report to the Legislative Review Committee in respect of the By-law explaining the detail and purpose of the By-law and commenting on the National Competition Policy implications (if any).
4. The By-law may then be made during a meeting of the Council where two thirds of the Members of Council are present, and, where an absolute majority supports the associated resolution. In making the By-law, the Council must have regard to the National Competition Policy Report, any submissions received as a result of the referral/public consultation process and to the certificates of validity.
  5. A copy of the By-law must then be published without delay in the Government Gazette and the By-law will commence four months from the date the By-law is gazetted (refer section 249(5) of the of the Local Government Act). A notice of the making of the By-law must also be published in a newspaper circulating within the Council's area in accordance with Section 249(7) of the Local Government Act.
  6. Pursuant to Section 10 of the Subordinate Legislation Act 1978, the Council must arrange for the By-law (accompanied by the previously prepared reports to the Legislative Review Committee) to be delivered to the Legislative Review Committee within six parliamentary sitting days after the By-law has been adopted. The Council should advise of the expected Gazettal date of the By-law in the covering letter to the Secretary of the Legislative Review Committee.

## Appendix 2

The following table highlights the major approximate predicted costs for implementation of a cat curfew in the first year

Legal cost of preparing a new By-law	\$8,000 - \$10,000
Additional cat cages	\$2,000
Enforcement costs:	
Option 1 of Enforcement Approach: Dealing with curfew on a complaints basis	Within existing resources
Option 2 of Enforcement Approach: Actively enforcing the curfew by actively monitoring	Impact to resources
Processing and managing expiations	Within existing resources
Initial education campaign after the introduction of the curfew	Within existing resources
<b>Approximate Total Cost</b>	<b>\$10,000 - \$12,000 (If Option 1 of Enforcement Approach)</b>

## Community Bus - purchase of additional vehicle

<b>Originating Officer</b>	Manager Community Connections - Liz Byrne
<b>Corporate Manager</b>	Manager Community and Cultural Services - Liz Byrne
<b>General Manager</b>	General Manager City Services - Tony Lines
<b>Report Reference</b>	GC180828R04

### REPORT OBJECTIVE

Council resolved at the 26 June 2018 General Council Meeting (GC260618M02) that:

Moved Councillor Crossland, Seconded Councillor Westwood that:

1. Requests a report detailing the cost of adding another community bus to the existing fleet.
2. Details the services an additional community bus could provide to enable greater access to existing Council facilities, particularly access to Trott Park Neighbourhood Centre.
3. Explores partnership opportunities, including a partner that would lead to the purchase of an electric vehicle.

This report responds to the above resolution and provides information to enable Elected Members to decide whether to purchase another vehicle for the Community Bus Program.

### EXECUTIVE SUMMARY

The City of Marion Community Bus Program currently provides a door to door transport service for residents who are frail, aged and/or living with a disability. The last known major change to service provision was in 2012 when resident eligibility expanded to accommodate people who are transport disadvantaged due to lack of access to public transport.

The Community Bus service has assisted residents to remain living independently, attending to their daily activities and to continue being active members of the community which improves their quality of life and enriches the community. The Community Bus Program supports on average 325 clients who attend 12,571 trips each year to Neighbourhood and Community Centres, senior citizen clubs, Libraries, shopping centres, social outings and community based activities.

Expanding the Community Bus Program by purchasing a third vehicle will help meet the community's growing need, especially as the population ages.

### RECOMMENDATION

**That Council:**

1. Notes the report.
2. Identifies X (insert bus type) as the third vehicle for the Community Bus Program.

### 3. Considers the purchase of an additional Community Bus when the priority of items on the Unfunded Initiatives list is next reviewed.

## GENERAL ANALYSIS

The current Community Bus service is fully utilised. There is growing demand for additional programs across the city, and a third bus would allow more people to attend additional programs and activities.

Currently there is only one regular week day option and one fortnightly option to Hallett Cove residents, and there are no options for transporting residents to Trott Park Neighbourhood Centre. (Refer Attachment 1 for Community Bus Destinations & Timetable). While there is minimal demand for additional southern services, there is a growing city-wide demand that should be met.

The Community Bus Program currently is limited in the number of clients, destinations and type of services offered. The two 12 x seater community buses are wheelchair accessible and operate Monday to Friday from 8.00 am till 4.00 pm. This restricts opportunities to develop and grow programs, explore new destinations, commit to program collaboration with other service providers and neighbouring Councils as well as responding to opportunities as identified by our community members.

Three bus options have been considered:

#### Same as existing (12 seater)

- A 12 seater Mercedes Van converted to seat 10 passengers, 1 driver and 1 assistant
- Modified to accommodate wheelchairs, 1 wheelchair replaces 2 seats

The estimated initial purchase price of this bus is \$121,986. The annual ongoing operational cost of this bus is \$22,600. For a detailed cost breakdown see the attached spreadsheet. (Attachment 2 - Option 1). Note that the cost of conversion makes this option more expensive than the larger 18 seater bus below.

#### Larger bus (18 seater)

- A 18 seater Mercedes Vehicle to seat 16 passengers, 1 driver and 1 assistant
- Modified to accommodate wheelchairs, 1 wheelchair replaces 2 seats
- Drivers would require a special LR class licence.

The estimated initial purchase price of this bus is \$105,994. The annual ongoing operational cost of this bus is \$23,730. For a detailed cost breakdown see the attached spreadsheet. (Attachment 2 - Option 2).

#### Electric Bus

- A 27 seater Tindo electric/solar bus converted to 23 passengers, 2 wheelchairs, 1 driver and 1 assistant
- Drivers would require a special LR class licence
- There are concerns about the appropriateness of an electric vehicle over hilly terrain.

Cost consideration includes initial purchase price, not including salary, modification if required and annual operating costs equates to approximately \$1.5 million (Attachment 2 - Option 3).

#### **Liveable**

We will make our services, facilities and open spaces more accessible. We will create more opportunities for residents to enjoy recreation and social interaction in our neighbourhood centres, libraries, sports facilities and other Council facilities.

#### **Engaged:**

We will harness the experience, skills and interests of older people. We will provide ample structured opportunities for volunteering

#### **Connected:**

We will provide a variety of options for social interaction.

## Additional Resource Impact

If an additional bus is allocated to the Community Bus Program new volunteers would need to be recruited. The larger 18 seater bus would require a special licence, however we should be able to find volunteers with this licence.

The current program is staffed by 1.0 FTE (Level 4) and 0.4 FTE (Level 3). Any increase in program and service offering will need to be supported by an increase in staffing resources. An additional two day per week (0.4 FTE Level 3) will be required to support the increase of necessary administration such as client assessments, liaison between programs, volunteers and clients, scheduling and rostering of buses and volunteers, and in extreme situations be in a position to drive the bus if required.

### Timeline

An additional bus would need to be procured through Council procedures and fitted out to ensure that it is accessible. This could take approximately 5 months after purchasing the bus.

### Proposed Future Budget Allocation:

Refer to Attachment 2.

### Whole of Life Costs:

Refer to Attachment 2.

### Other Funding Sources:

The Commonwealth Home Support Program (CHSP) funding will continue to support the current Community Bus Program whilst this grant is still available until June 2020.

## DISCUSSION

2016 ABS data indicates that 28% of Marion's population live in single person households and therefore are at risk of experiencing social isolation.

As people age, retire from jobs, lose friends and/or spouses to death or illness, and family members move out of the area, this can impact daily social contacts and stimulation, which in turn has a direct impact on an individual's mental and physical health. Social interaction helps older adults to build and maintain interpersonal relationships. Such relationships are important to physical and mental health along with cognitive function and abilities.

The benefit to residents who are socially isolated, transport disadvantaged and are at risk of developing mental or physical health issues and premature entry to residential care is evident in residents who currently use the Community Bus Program. Residents have noticed the difference and regularly comment about the positive impact this service has made to the quality of their life.

### Additional vehicle would enable greater access to programs:

- Current social bus trips maintain a wait list of 6 to 10 people per trip.
- Programming and activities are limited due to the numbers of individuals being able to be transported in our existing buses, the cost of bus hire and taxi fares.
- The terrain around the area of Trott Park can be a barrier to participation particularly for those who do not drive or don't have the capacity to walk the hilly topography.
- In the past there has been 2 runs per week to the Hallett Cove Shopping Centre. However over time the demand for this service decreased whilst more people were seeking to visit Westfield Marion. New demand has focussed on city-wide programs, rather than specifically for southern areas.

**Additional vehicle would enable greater collaboration:**

- The CHSP has an increased focus on wellness and reablement, the use of a bus would enable us to explore more options to partner in this area.
- Discussions with other councils has highlighted the value in combining some groups and activities together, ensuring more cost effective programs and a greater variety of programs.
- Current bus capacities limit the opportunities for carers to also be involved.

**Additional vehicle would enable greater opportunities:**

- Exploring possibilities at LifeLab at Tonsley
- Community members to participate in new initiatives and innovative trials.
- Enable affordable cultural and social outings and an enhanced customer experience.

**Conclusion**

The purchase of an additional vehicle for the Community Bus Program will:

- Enhance frail/vulnerable resident's independence and community participation, and enable these individual's to stay engaged with their community and to continue to make positive contributions.
- Keep members of our community healthier and prevent their premature move into some other, less interactive environment, like a nursing home.

**Attachment**

#	Attachment	Type
1	Attachment 1_Community Bus Timetable_weekly	PDF File
2	Attachment 2 Community Bus costings 3 options	PDF File
3	Attachment 3_ACC Solar Electric Bus	PDF File

# Community Bus Destinations – as at 22/01/2018

*Further Information is available from the Bus Co-ordinator – 8375 6821*

Destination	Address	Day	Time
Cooinda	Diagonal Road	Mon, Tues, Wed, Thurs, Friday	Pick Up 8:30am to 9am Return 12:30pm & 3pm  Pick Up 8:30am & 11am Return 12:30pm & 3pm
Westfield Marion  	Diagonal Road     	Mon, Tues, Wed, Thurs, Friday 	Pick Up 9.30am to 10.30am Return 12:30pm to 2pm <b>(depending on day)</b> ** Southern Clients Tues - Weekly
Castle Plaza  	Raglan Avenue     	Mon, Wed, Thurs, Friday 	Pick Up 9.30am to 10.30am Return 12.30am to 1.30pm <b>(depending on day)</b>
ParkHolme Shopping 	Marion Road 	Monday, Wednesday 	Pick Up 9:15am Return 11.30/ 11:45am
ParkHolme Shopping 	Marion Road 	Wednesday pm 	Pick up 12.30pm Return 2.45pm
Active Elders	Albert St, Ascot Pk	Wednesday	Pick Up 11am Return 3:45pm
Mitchell Pk Senior Cits. Wacky Wed.	Mitchell Pk N/Centre Cumbria Court	Wednesday	Pick Up 11:15am Return 3:00pm
Park Holme Library	Duncan Avenue	Monday	Pick Up 10am Return 11:30am
Hallett Cove Shopping Centre & Library 	Lonsdale Highway   	Tuesday & Thursday **Southern Clients Only** 	<b>Tues</b> - Pick Up 9am/9.30am Return 12.45pm <b>Thurs</b> - Pick Up 10.15am Return 2.15pm
Library/Cultural Centre	Diagonal Road	Tuesday	Pick Up 11am Return 12.45pm

**\*\*Southern Clients – Trott Park, Sheidow Park, Hallett Cove\*\***

**BOOKINGS: PLEASE RING 8375 6821 BEFORE MIDDAY ON THE DAY PRIOR TO TRAVEL**

Clients please note that all pick up times are approximate only

<https://comconnect.marion.sa.gov.au/sites/Community/CommunityCareFunction/CommunityBus/Forms/ApplicationNewClient/12CommunityBusDestinationsApril14>

				ATTACHMENT 2		
OPTION 1: Bus - like for like (12 x seater same as current fleet)						
Community Bus Whole of Life Costing Based on 8 Years						
Vehicle:	Mercedes Sprinter 416					
Purchased:	November 2016					
Plant #:	8010					
Rego:	S281BUD					
Km's:	35,599	April 2018				
Approx Avg km's/annum:	25,000					
Litres Diesel/annum (@15l/100km)	3,750					
Anticipated Purchase Cost New	\$121,986	as per calculations below				
Anticipated Sale Price after 8 years	(\$18,500)	actuals Nov 2016				
Annual Depreciation/annum	\$12,936	calculated (loss in value over 8 years/8)				
			Cost (ex GST)	Source		
<b>Upfront Purchase Price:</b>						
	Contract value		\$76,948	per CC201604 pricing		
	Less 1/2 wheel lift and seats		(\$11,911)	per CC201604 pricing		
			\$65,037			
	Add Livery		\$4,990	per actual costs		
	Add rear camera		\$500	per actual costs		
	Add Pinpoint GPS		\$650	per actual 2017/18 costs		
	Add new wheelchair/seats etc		\$45,000	\$45k-50k to allow for aftermarket seats etc per Les Brazier (Peter Greg)		
			\$116,177			
	Add 5% (loss of bulk discount)		\$5,809			
Estimated Initial Purchase Price			\$121,986			
<b>Annual Operating Costs</b>						
Bus Servicing			\$1,644	per CC201604 pricing (\$11,508 for 7 years servicing)		
Fuel		\$1.20	\$4,500	Calculated based on estimated volume used and average cost of diesel		
Wheelchair Lifter Servicing			\$200	per Les Brazier (Peter Greg)		
Rego			\$1,016	2017/18 Rego		
Insurance			\$684	2017/18 Insurances		
Annual mechanical certification			\$75	per Mark Lieblch		
Pinpoint GPS			\$300	per actual 2017/18 costs		
Tyres/alignments			\$1,200	estimated costs per Workshops		\$9,664
First Aid Kit maintenance			\$45	per actual 2017/18 costs		\$22,600
Operating Costs per annum			\$9,664			
Annual Depreciation Allowance			\$12,936			
Total Operating and Renewal Costs per Annum			\$22,600			
Total Operating and Renewal Costs over 8 Years			\$180,798			

**OPTION 2: Bus - increased capacity (18 x seater)**

Vehicle: 416 Extra Long

**NOTES:**

18 seater would increase the capacity of passengers from 10 to 16 people plus 1 x driver and 1 x assistant

Driver would be required to hold a special licence. That is the case for all vehicles that seat more than 12 people.

<u>Upfront Purchase Price:</u>		<u>Cost (ex GST)</u>	<u>Source</u>
416 Extra Long Bus	Market value	\$61,718	refer to NB below
	Less t/f wheel lift and seats	(\$11,911)	
		<u>\$49,807</u>	
	Add Livery	\$4,990	per actual costs
	Add rear camera	\$500	per actual costs
	Add Pinpoint GPS	\$650	per actual 2017/18 costs
	Add new wheelchair/seats etc	\$45,000	\$45k-50k to allow for aftermarket seats etc per Les Brazier (Peter Greg)
		<u>\$100,947</u>	
	Add 5% (loss of bulk discount)	\$5,047	
<u>Estimated initial purchase price</u>		<u>\$105,994</u>	

**Annual Operating Costs:**

Bus servicing	\$	1,644	\$	82	plus 5% for increased
Fuel	\$	4,500	\$	225	bus size
Wheelchair Lifter Servicing	\$	200	\$	10	
Registration	\$	1,016	\$	51	
Insurance	\$	684	\$	34	
Annual mechanical certification	\$	75			
Pinpoint GPS	\$	300	\$	15	
Tyres/alignments	\$	1,200	\$	60	
First Aid Kit maintenance	\$	45			
Operating Costs per annum	\$	9,664	\$	483	
Annual Depreciation Allowance	\$	12,936	\$	647	
	\$	22,600	\$	1,130	\$ 23,730

<b>Total Operating and Renewal Costs over 8 years</b>	<b>\$129,724</b>
-------------------------------------------------------	------------------

NB: price would appear to low for a larger bus when compared with like-for-like purchase. However this figure is taken from email from the supplier dated 2 August 2018 as per request from Contracts team.

**OPTION 3: Bus - electric**

<u>Upfront Purchase Price:</u>	approximately	\$1.5million	verbal quote for vehicle
		\$550,000	battery costs

Attachment 3 provides details re Solar Electric Bus at Adelaide City Council

# Tindo

## The World's First Solar Electric Bus



The Adelaide City Council's electric solar bus is the first in the world to be recharged using 100% solar energy, and will be used everyday by the people of Adelaide through the Adelaide City Council's free Adelaide Connector Bus service.

Tindo – the Kaurna Aboriginal name for sun - is the culmination of the Council's eight-year project to deliver a pure electric community bus.

International research suggests people strongly prefer electric buses to those powered by other means, such as diesel engines.

Electric buses can operate in busy City streets and residential neighbourhoods in a clean and quiet manner, which makes them very popular with both passengers and the public.

### Batteries

Recent advances in battery technology have helped the successful development of pure electric buses with a suitable range between recharges.

The Tindo solar electric bus uses 11 Zebra battery modules, giving it unprecedented energy storage capacity and operational range.

The Swiss-made Zebra batteries use sodium/nickel chloride technology, with their benefits including:

- Designed for long life and reliability
- Not affected by external temperatures
- Can be stored indefinitely fully charged
- Lightweight
- High energy and power density

The Zebra batteries used in Tindo are virtually maintenance free, and are therefore expected to result in significant cost savings.

The unique battery management interface ensures that the batteries system can't be damaged by inappropriate operation or charging protocols.

Unlike other batteries available for electric buses, these controlled temperature batteries operate without loss of performance or life expectancy in virtually any conditions.

In addition to conventional controls and instrumentation, a driver display panel is provided, from which the bus operator and maintenance staff can check the status of Tindo's drive and charge.

### Carbon Neutral

Tindo is recharged using a unique solar photovoltaic (PV) system at the Adelaide Central Bus Station.

The solar PV system on the Bus Station's roof is currently Adelaide's largest grid-connected system, generating almost 70,000 kilowatt hours of zero carbon emissions electricity each year to offset the total energy required to recharge Tindo's batteries.

Much of the funding for this \$550,000 solar PV system was generously provided by the Australian Government through the Adelaide Solar City program, with the Adelaide City Council also committing significant funding.

There are very few pure battery electric buses around the world. Most are characterised by being significantly smaller in size, and having shorter operational range.

Tindo is the only pure electric bus recharged by 100% solar PV electricity.

It's important to note that Tindo would not be carbon neutral if it were recharged from the carbon-intensive South Australian electricity grid.

# Tindo

## The World's First Solar Electric Bus



### Vehicle Management System

The vehicle management system (VMS) is critical to achieving Tindo's full potential.

It's the main controller for all the electric vehicle-related items on the bus, and ensures that the driver's operational requests are processed and the equipment performs to meet those requests.

The VMS monitors all equipment on the bus and makes sure that it's all working within the desired and correct parameters. Should any item not be working properly, the vehicle management system adjusts other equipment to compensate.

The VMS is responsible for controlling Tindo's main drive system and the auxiliary battery charging and management, and it logs all fault and warning conditions relating to the drive system.

A display panel on the driver's console provides information from the vehicle management system on the operations of the bus.

### Accelerating

Electrical energy from the batteries is fed to the motor inverter. The motor inverter converts this electrical energy into a format correct for the electrical motor. The electric motor uses the energy from the inverter to produce a rotational motion. The rotational motion from the motor is connected to the drive chain, which makes the bus move.

### Braking

When the vehicle slows down, the batteries are no longer driving the vehicle. The motor electronically converts into a generator. The forward motion of the bus then turns the motor/generator to generate electricity which is stored back into the batteries. This is referred to as regenerative braking.

### Highlights

#### Performance:

- 200 km between recharges under typical urban conditions
- "Fast charge" provides 1 km of extra range per 1 minute of charge
- Acceleration and hill climb equivalent to a diesel bus
- Battery and drive systems deliver full performance under almost all conditions

#### Reliability:

- Robust, proven components
- Drive system components rated to last 130,000 hours or better
- Quality chassis design and assembly
- Abuse-tolerant batteries
- Integrated on-board charge system
- Precision battery "state-of-charge" metre (fuel gauge) for driver

#### Safety:

- Battery modules electrically isolated
- Interlocks on all high-voltage cabinets
- Hermetically-sealed batteries – no gasses produced
- No exposed electrical terminals
- Minimum battery maintenance

#### Maintenance:

- Onboard diagnostics via the vehicle management system (VMS)
- Propulsion system virtually maintenance free
- No frame corrosion because no battery gasses are created

#### Life-Cycle Costs:

- Long-life batteries
- Low maintenance components
- Forklifts, battery trucks, load banks not required
- Minimised training for mechanics
- Fuel costs 50% lower than for a diesel bus
- Use of on-board electronics for charging functions

### Technical Specifications

#### Dimensions:

- Length – 10.42m
- Width – 2.48m
- Height – 3.06m
- Weight – 11,480kg (Curb)

#### Capacity:

- Seated – 25
- Wheelchair – 2
- Total – 27

#### Performance:

- Motor power nominal – 36 kW
- Motor power peak – 160 kW
- Charge power – 36 kW
- Speed – 76 km/h
- Gradability – 12.5%

#### Battery System:

- Type 11 modules Zebra Z36-371-ML3C-64
- Rated energy 261.8 kWh
- Accessible energy 235.6 kWh
- Roof-mounted solar PV Uni-Solar PVL-68 W (peak)

Fast Booster Charger (located on Franklin St, outside Adelaide Central Bus Station):

- Power – 70 kW
- Input – 400V 3-phase AC 100a
- Output – 386V DC 200a 70 kW
- 1 minute of charge = 1 kilometre

[www.adelaidecitycouncil.com/tindo](http://www.adelaidecitycouncil.com/tindo)

## Oaklands Crossing Agreement

<b>Originating Officer</b>	Acting City Activation Senior Advisor - Robert Tokley
<b>Corporate Manager</b>	Manager City Activation - Greg Salmon
<b>General Manager</b>	General Manager City Development - Abby Dickson
<b>Report Reference</b>	GC280818R05

### REPORT OBJECTIVE

To provide an Agreement document confirming Council's financial and in-kind contribution to the Oaklands Crossing Grade Separation Project and seek endorsement for the Chief Executive to sign on behalf of Council.

### EXECUTIVE SUMMARY

The Oaklands Crossing Grade Separation Project (the Project) involves the grade separation of the road and rail networks at the northern intersection of Morphett and Diagonal Roads by a lowered rail underpass of Morphett Road, construction of a new Oaklands Railway Station, and grade separation of the Marino Rocks Greenway pedestrian and cycling shared path at Morphett Road.

On 7 June 2017, funding for the Project was confirmed. The \$174 million project is being jointly funded by the Australian Government - \$95 million, the State Government - \$74 million and the City of Marion – in principle \$5 million. Consequently, the City of Marion is considered a funding partner.

At the Special Council Meeting 6 June 2017 (Confidential item) Council resolved:

*1. Would be willing, in principle, to contribute \$5 million toward redevelopment of the Oaklands Crossing in terms of a rezoning process, transfer of Community Land, creation of a new public reserve in the vicinity and all necessary infrastructure such as footpaths, kerbing and stormwater drainage works, subject to:*

*a. the State and Federal Governments contributing sufficient funds to redevelop the Oaklands Crossing to solve current traffic problems of congestion and delay;*

*b. all legal requirements, including community consultation, being satisfied;*

*c. Council budget considerations.*

In adopting its 2017/18 Annual Business Plan and Long Term Financial Plan (LTFP) (GC270617R04), Council included provision for a cash contribution of \$1 million in 2018/19 towards the Project. Council's remaining contribution is funded through the future capital works budgets incorporated in the existing LTFP, inclusive of in-kind resource costs associated with project management, design and contract administration.

The proposed Agreement confirms Council's funding and in-kind contributions as a funding partner in the delivery of the Project and associated enhancements to the precinct surrounds. This report provides reference to the Agreement and seeks endorsement to enable the project team to progress with the design development and implementation.

## RECOMMENDATION

### That Council:

- 1. Endorses Council's total contribution of up to \$5 million to the Oaklands Crossing Project as described within this report comprising of a contribution of \$1 million in 2018/19 and a further \$4 million over the years 2019/20 to 2021/22.**
- 2. Authorises the Chief Executive Officer to negotiate minor amendments to the Agreement (attached as appendix 2) where necessary to enable the progress of the Project.**
- 3. Authorises the Chief Executive Officer to enter into and sign the Agreement attached as appendix 2 to this report on behalf of Council.**

## GENERAL ANALYSIS

<b>Liveable:</b>	The Agreement confirms Council's commitment to enhance public spaces adjacent the new Oaklands station and public plazas.
<b>Valuing Nature:</b>	The Agreement anticipates an upgrade to the existing Dwyer Road reserve in addition to other streetscape and public realm measures.
<b>Engaged:</b>	The Agreement anticipates works that will enhance the community's engagement with nature and public spaces.
<b>Innovation:</b>	Works associated with the Agreement will enable future-proofing of Council's assets for changes in technology and transportation.
<b>Prosperous:</b>	Works associated with the Agreement will enhance public spaces and improve connections between the Oaklands station and Marion Regional Centre in addition to enhancing the neighbourhood centre connections.
<b>Connected:</b>	Outcomes anticipated from the Agreement include improved connections between the Oaklands station, surrounding suburbs and Marion Regional Centre.
<b>Opportunities:</b>	The Agreement will provide Council an opportunity to upgrade and enhance public spaces surrounding the new Oaklands station, and to provide opportunities to investigate, leverage and implement new technologies.
<b>Risk Management:</b>	Council provided in principle support for the funding contribution GC060617. The Agreement provides the State Government and Council a formalised framework for works associated with and around the Project.
<b>Timeline</b>	It is sought for the Agreement to be signed early September 2018 to enable Council's contributory works to be planned and design works commenced supporting subsequent financial year capital works expenditure to be programed.
<b>Current Budget Allocation</b>	Council in adoption of its 2017/18 Annual Business Plan and LTFP (GC270617R04) included provision for a cash contribution of \$1million 2018/19. \$4 million is budgeted in the LTFP capital works programs (2019/20, 2020/21 and 2021/2022)

## DISCUSSION

The \$174 million project is being jointly funded by the Australian Government - \$95 million, the State Government - \$74 million and the City of Marion – in principle \$5 million.

The Agreement reflects a value of \$5 million contribution by the City of Marion to support the Project. This is to comprise a \$1 million cash contribution in 2018/19 and a further \$4 million in-kind (works surrounding the Project that contribute to supporting infrastructure) over the years 2019/20 to 2021/22.

The Agreement represents the remaining Council contribution utilising components of Capital Works budgets in Council's existing LTFP inclusive of in-kind staff resource costs associated with project management, design and contract administration. Figure 1 and Table 1 represent Council's proposed contributions.

The provision and timing of the delivery of supporting infrastructure is dependent on the final design for the Oaklands Crossing. Consequently, the Agreement informs that once 100% design development is complete, Council staff can identify the scope of works and program capital works according to the funding model (refer Table 1).

Table 1

<b>Contributing infrastructure to be determined</b>	<b>Council Contributions Financial Year budgets (exGST)</b>		
	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Footpaths, kerb and water table, drainage, traffic management, public art, tree planting, open space reserve development, integrated smart technology	\$900,000	\$1,550,000	\$1,550,000

The City of Marion has engaged with the community on a number of occasions relating to this project. A community campaign began in April 2016. The campaign called for a permanent fix for Oaklands Crossing.

The Project will significantly improve traffic flow within the locality and separate the Marino Rocks Greenway pedestrian and cyclist shared path from Morphett Road. The project will provide distributed car parking to each side of the rail corridor with an additional 50 formalised car park spaces.

The Project includes provision of public plazas (at ground level) to the north-west and south-west of the station platform, with landscaping through the precinct softening the overall station built form creating an inviting aesthetic. The landscaping design respects CPTED principles maintaining clear sightlines to the abutting road network and surrounding buildings.

The Project will improve connectivity for active travel by providing signalised pedestrian crossings for safe passage of travel between key destinations adjacent to the station.

Dwyer Road Reserve to the south of the station is currently being occupied by the PTP as a site compound. The intent is for Open Space Planning to develop concept designs for a reserve and playground upgrade 2018/19 with capital works to follow 2019/20 (upon PTP demobilisation). Design for the reserve will consider the integration of the station surrounds and connections to Marion Regional Centre. The design process will be administered as per Council's Playground policy for a neighbourhood level of service reserve renewal.

A precinct approach to public art and way finding is being discussed with the PTP to enhance the activation,

accessibility and amenity outcomes. Smart technology applications are also being explored to enhance the user experience.

The Project provides a significant opportunity for Council to enhance the public realm adjacent the station and improve links to Marion Regional Centre.

Construction work commenced in early June 2018. At the time of writing, the following activities had occurred;

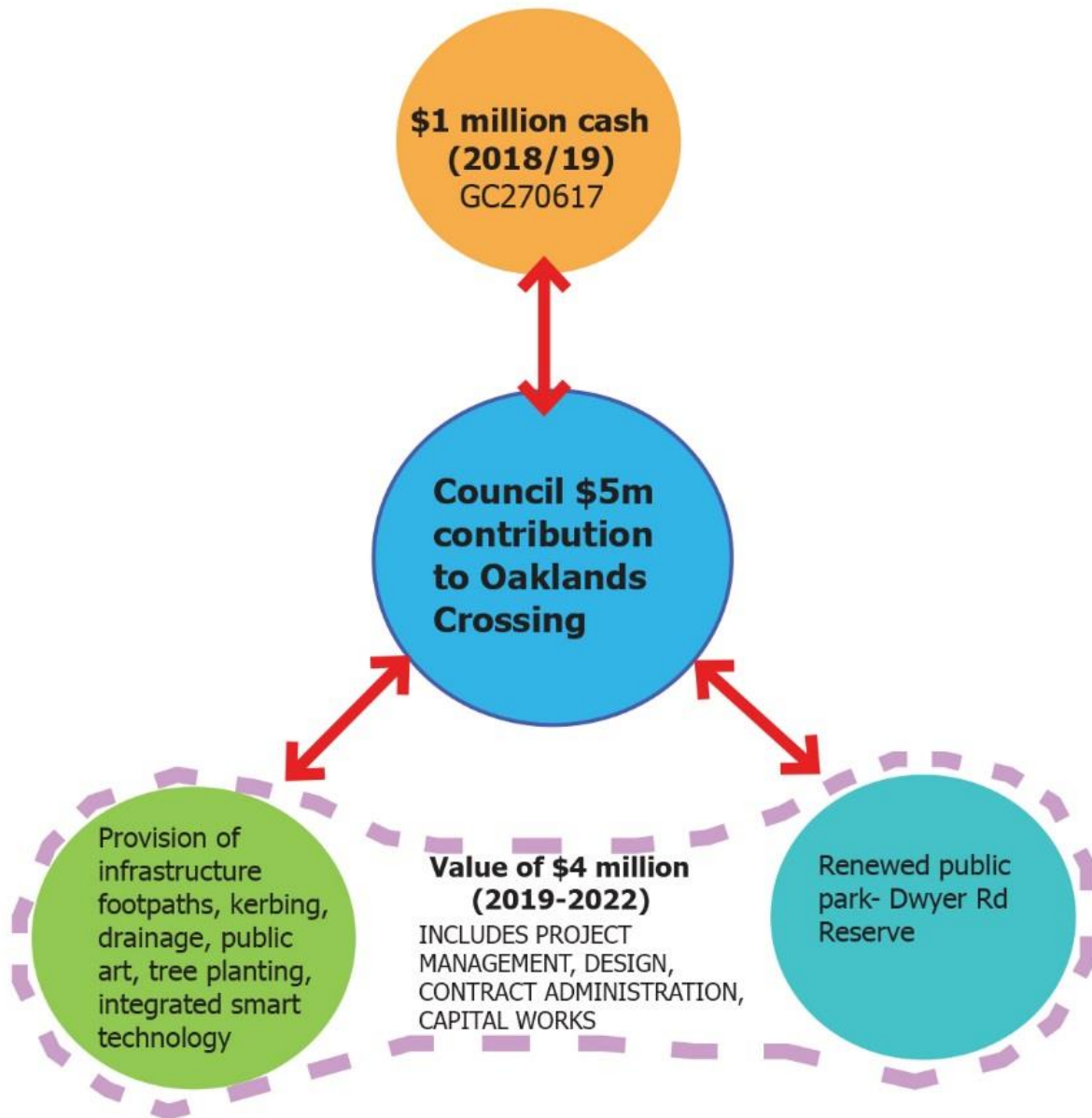
- Excavation of material for the new rail alignment and piles for bridge construction complete
- Establishment of an office compound on the Dwyer Road reserve
- Closure of a majority of car parks along Crozier Terrace and construction commenced on permanent parking on Murray Terrace and Railway Terrace
- Removal of the Regulated and Significant trees along the rail corridor
- Preparatory works, including service removal/relocation
- Construction of temporary car park spaces at the northern intersection of Morphett and Diagonal Roads
- Demolition of the Vietnam Veterans building on Addison Road
- Installation of temporary pedestrian crossings to the south and north of the rail line.
- Traffic switch to enable the western side of Morphett Rd bridge to be constructed

The Agreement reflects Council's commitment to financially contribute to the Project and to undertake works to improve the amenity and accessibility of the surrounding precinct.

## Attachment

#	Attachment	Type
1	280818_Figure 1 Oaklands Funding Agreement	PDF File
2	280818_Draft Oaklands Funding Agreement	PDF File

Figure 1



**AGREEMENT**

For

**COUNCIL CONTRIBUTION TOWARDS THE OAKLANDS CROSSING GRADE  
SEPARATION PROJECT**

Between

**MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT  
("MINISTER")**

-And-

**THE CORPORATION OF THE CITY OF MARION  
("Council")**

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**AGREEMENT** dated

Between:

**MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT**, a body corporate pursuant to the *Administrative Arrangements Act 1994*.....(**"Minister"**)

And

**THE CORPORATION OF THE CITY OF MARION**, a body corporate under the *Local Government Act 1999*.....(**"Council"**)

It is agreed:

**1. INTENT**

This Agreement sets out the terms and conditions for the Council to contribute funds towards the Project.

This Agreement also acknowledges that the Council intends to undertake the Council's Works in its own land to complement the Project.

**2. INTERPRETATION**

In this Agreement, unless a contrary intention is evident:

- 2.1 **"Agreement"** means this Agreement between the parties and includes the Schedule, any attachments and any other document expressly incorporated by reference;
  - 2.2 **"Alliance"** means the Public Transport Projects Alliance comprising of the Department of Planning, Transport and Infrastructure, MacDonnell Dowell, Mott MacDonald and Arup;
  - 2.3 **"Commencement Date"** has the meaning set out in item 2 of Schedule 1;
  - 2.4 **"Council"** means the City of Marion operating under the Local Government Act (1999)
  - 2.5 **"Council's Representative"** means the person holding the position set out in item 3 of Schedule 1;
  - 2.6 **"Council's Works"** means the design and construction of works (and associated installation of infrastructure) described in item 6 of Schedule 1;
  - 2.7 **"Direct Payment"** means the Council's direct contribution to the Project set out in item 7.1 of Schedule 1;
  - 2.8 **"DPTI"** means the Department for Planning, Transport and Infrastructure;
  - 2.9 **"Expiry Date"** has the meaning set out in item 2 of Schedule 1;
  - 2.10 **"Funding Arrangements"** means the arrangements for the Council's contribution towards the Project set out in item 7 of Schedule 1;
  - 2.11 **"Minister's Representative"** means the person holding (or acting in) the position set out in item 3 of Schedule 1;
  - 2.12 **"Minister's Works"** means the design and construction of works (and associated installation of infrastructure) to be undertaken by the Alliance in relation to the Project;
  - 2.13 **"Project"** has the meaning set out in item 4 of Schedule 1;
  - 2.14 **"Reserve"** means Dwyer Reserve;
-

- 2.15 “**Reserve Reinstatement and Upgrade Works**” means the works outlined in item 6.2 of Schedule 1;
- 2.16 “**Specified Packages of Works**” means each of the packages of works as detailed in item 5 of Schedule 1;
- 2.17 a word in the singular includes the plural and a word in the plural includes the singular;
- 2.18 a word importing a gender includes any other gender;
- 2.19 a reference to a person includes a partnership and a body corporate;
- 2.20 a reference to legislation includes legislation repealing, replacing or amending that legislation;
- 2.21 the words “include”, “includes”, “including” or “for example” do not limit what else may be included; and
- 2.22 where a word or phrase is given a particular meaning other parts of speech or grammatical forms of that word or phrase have corresponding meanings.

### 3. **TERM**

This Agreement starts on the Commencement Date and ends on the Expiry Date.

### 4. **REPRESENTATIVES**

- 4.1 The Minister’s Representative may exercise all the powers and functions of the Minister under this Agreement.
- 4.2 Council’s Representative may exercise all the powers and functions of the Council under this Agreement.
- 4.3 Either party may substitute its Representative at any time by prior written notice to the other, specifying the position and contact details of the substitute.

### 5. **CONDUCT OF THE PROJECT**

- 5.1 The Minister will at its sole discretion determine the relevant standards, construction requirements, scope and timing for, the design, conduct and completion, of the Project (other than the Council’s Works).
- 5.2 The Minister is under no obligation to the Council in respect of the design (and conduct) of the Project and the Minister does not act for (or on behalf of) the Council.
- 5.3 It is acknowledged that the Minister is responsible for Alliance consulting with the Council administration on the design development of the Specified Packages of Works with such consultation occurring at the points of 30%, 70% and 100% of the completion of the design phase providing hold points for documentation review and comments by the Council administration.  
  
Responses to the Council administration’s comments will be provided to Council by the Alliance (for which the Minister is ultimately responsible) within 28 days of receipt of the Council’s comments, with both parties agreeing to use reasonable endeavors to achieve mutual agreement on design outcomes for the Specified Packages of Works.
- 5.4 The Council agrees to make a direct financial contribution towards the Minister’s costs to undertake the Project in accordance with the Funding Arrangements (and limited to the amount) specified in item 7 of Schedule 1.
- 5.5 Subject to clause 5.6, the Council must pay the amount of an invoice (GST exclusive) issued to the Council by the Minister in accordance with the

Funding Arrangements within 30 calendar days from the Council's receipt of the invoice.

5.6 The invoice in clause 5.5 must be submitted by the Minister to the Council after 1 July 2018 at the earliest as the Council has allocated the funds for the Funding Arrangement in the 2018/19 financial year.

5.7 In addition to any amount payable by the Council by reference to the Funding Arrangements (the "base consideration") the Council must pay to the Minister an additional amount of consideration ("GST consideration") calculated by multiplying the base consideration by the GST Rate.

The GST consideration is payable at the same time and subject to the same conditions as the base consideration upon provision of a valid tax invoice.

"GST Rate" means, at any particular time, the rate (expressed as a percentage of the value of a supply) at which GST is payable on a Taxable Supply and "GST", "Tax Invoice" and "Taxable Supply" have the meaning attributed in the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*.

## 6. GENERAL PROVISIONS

### 6.1 Reporting

The Council and Minister must comply with the reporting obligations set out in item 8 of Schedule 1.

### 6.2 Remedies

The rights and remedies provided under this Agreement are cumulative and not exclusive of any other right or remedies provided by law.

### 6.3 Termination

The Minister and the Council may immediately terminate this Agreement by written notice, if either party is in breach of this Agreement which is incapable of remedy or fails to remedy a breach of this Agreement capable of remedy within 30 days from being issued with a notice to rectify.

### 6.4 Survival

This clause 6 is to remain in full force and effect following the expiration or termination of this Agreement.

### 6.5 No assignment

Neither party may assign or encumber any of its rights and obligations under this Agreement without prior written consent of the other party.

Despite this clause 6.5, it is acknowledged and agreed that the Project is being given effect to via the Minister's participation in the Alliance and the Alliance may undertake actions on the Minister's behalf.

### 6.6 Exclusion of implied relationships

Nothing in this Agreement creates a fiduciary relationship, or a relationship of employer and employee, principal and agent, or partnership, between the parties. Neither party has any authority to bind the other party in any manner without its prior written consent.

### 6.7 Applicable law

The laws in force in South Australia apply to this Agreement.

The courts of South Australia have non-exclusive jurisdiction to determine any proceeding in relation to this Agreement.

Any proceeding brought in a Federal Court must be instituted in (and remain with) the Adelaide Registry of that Federal Court.

**6.8 Entire Agreement**

This Agreement contains the entire agreement between the parties with respect to its subject matter and supersedes any prior agreement, understanding or representation of the parties on the subject matter.

**6.9 Auditor-General**

Nothing in this Agreement derogates from the powers of the Auditor-General under the *Public Finance and Audit Act 1987* (SA).

**6.10 Notices**

A notice is properly given or served if the party delivers it by hand, posts it or transmits it by electronic mail or facsimile, to the address of the Representative of the other party as set out in the Schedule.

A notice is taken to be received:

- (a) if delivered by hand, at the time the party who sent the notice holds a receipt for the notice signed by a person employed at the physical address for service;
- (b) if sent by post, at the time it would have been delivered in the ordinary course of the post to the address to which it was sent; or
- (c) if sent by electronic mail or other electronic means, only in the event that the other party acknowledges receipt by any means.

**6.11 Waiver**

Any waiver of any provision of this Agreement is ineffective unless it is in writing and signed by the party waiving its rights.

A waiver by either party in respect of a breach of a provision of this Agreement by the other party is not a waiver in respect of any other breach of that or any other provision.

The failure of either party to enforce at any time any of the provisions of this Agreement must not be interpreted as a waiver of such provision.

**6.12 Modification**

Any Modification of this Agreement must be in writing and signed by each party (or its Representative).

**6.13 Reading Down & Severance**

In the event that any provision (or portion of any provision) of this Agreement is held to be unenforceable or invalid by a Court of competent jurisdiction the validity and enforceability of the remaining provisions (or portions of such provisions) of this Agreement shall not be adversely affected.

The offending provision or part of a provision shall be read down to the extent necessary to give it legal effect, or shall be severed if it cannot be read down, and the remaining part and provisions of this Agreement shall remain in full force and effect.

**6.14 Insurance**

- (a) The Council warrants that it is a member of the Local Government Association Mutual Liability Scheme ("Scheme") and is bound by the Scheme pursuant to section 142 and Schedule 1, Part 2 of the Local Government Act 1999 (SA) ("Act") and in the event that the Council ceases to be a member of the Scheme it will forthwith, pursuant to

Section 142(1) of the Act and the regulations under that Act, take out and maintain insurance to cover its civil liabilities at a minimum level of cover of AUD \$50 million.

- (b) The Minister warrants it is entitled to the benefits of the South Australian Government insurance and risk management arrangements administered by the Insurance Division of the South Australian Government Financing Authority (operating under the name "SAICORP") in respect of this Agreement.
- (c) It is acknowledged that the Alliance have the benefit of Principal Arranged insurance for public liability up to an amount of \$40 million.

**6.15 Publicity**

The Council and the Minister must provide timely notification prior to making or permitting a public announcement or media release to be made about any aspect of this Agreement (excluding Council's Works as defined in Schedule 1).

**6.16 Commonwealth Funded Project**

The Project is being funded partially by the Commonwealth and the Council acknowledges that the continuation of the Project remains contingent upon the Commonwealth funding and despite any other clause of this Agreement, if the Commonwealth for any reason ceases its provision of funding then the Minister may by written notice to the Council terminate this Agreement.

**6.17 Additional Terms and Conditions**

The parties must comply with any additional terms and conditions set out in item 9 of Schedule 1 as if those terms and conditions form part of this Agreement.

**6.18 Formal consideration**

Each party must pay \$10 on demand to the other party.

**6.19 Dispute Resolution**

- (a) Any dispute ("Dispute") arising out of the subject matter of this Deed shall be notified in writing ("Dispute Notice") by either party to the other party.
  - (b) The Dispute Notice must set out details of the Dispute.
  - (c) At first instance the parties shall meet at City of Marion, City Services, 935 Marion Rd, Mitchell Park to consider and resolve the Dispute within 28 calendar days after the date of the Dispute Notice.
  - (d) If the parties are unable to resolve the dispute within 60 calendar days after the date of the Dispute Notice, then they shall proceed to mediate the Dispute in good faith by appointing a mediator agreed between the parties or in the event that no agreement can be reached a mediator appointed by the President of the Law Society of South Australia.
  - (e) The parties agree to each bear an equal proportion of the total costs of the mediator appointed under clause 6.19 (d).
  - (f) In the event that the Dispute is not resolved in accordance with this clause, any party may then refer the Dispute to arbitration or commence litigation proceedings.
  - (g) Where a party to a Dispute fails to comply with this clause, any other party to the Dispute need not comply with clause 6.19 before referring the dispute to arbitration or commencing litigation proceedings. Nothing in this clause shall prevent either party seeking urgent equitable relief.
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**EXECUTED as an AGREEMENT**

**SIGNED** by (or on behalf of)  
**THE MINISTER FOR TRANSPORT,  
INFRASTRUCTURE AND LOCAL  
GOVERNMENT**

by the Minister or an authorised officer in  
the presence of:

.....	.....
Signature of witness	Signature of Minister or Authorised Officer
.....	.....
Name of witness (print)	Name of Minister or Authorised Officer
	.....
	Date

**SIGNED** for **THE CORPORATION OF  
THE CITY OF MARION** by its authorised  
delegate in the presence of:

.....	.....
Signature of witness	Signature of authorised delegate
.....	.....
Name of witness (print)	Name of authorised delegate (print)
	.....
	Position of authorised delegate
	.....
	Date

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## SCHEDULE 1 – PARTICULARS

### 1. COUNCIL

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Registered Name: Corporation of the City of Marion  
Address: 245 Sturt Road, Sturt, SA 5047  
ABN: 37 372 162 294

### 2. TERM

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Commencement Date: The date the last of the parties executed this Agreement.  
Expiry Date: 30th June 2022.

### 3. REPRESENTATIVES

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DPTI:

Name: Benjamin Champion  
**Position:** Acting General Manager, Capital Initiatives  
Address: Level 7/50 Flinders Street, Adelaide SA 5000  
Telephone: 0411 657 317  
E-mail Address: [benjamin.champion@sa.gov.au](mailto:benjamin.champion@sa.gov.au)

Council:

Name: Adrian Skull  
**Position:** Chief Executive Officer  
Address: 245 Sturt Road, Sturt, SA 5047  
Telephone: 8375 6600  
E-mail Address: [Adrian.skull@marion.sa.gov.au](mailto:Adrian.skull@marion.sa.gov.au)

### 4. PROJECT

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The Project involves:

- (a) the grade separation of the road and rail networks at the intersection of Morphett and Diagonal Roads by a lowered rail underpass of Morphett Road,
- (b) construction of a new Oaklands Park Railway Station, and
- (c) the grade separation of the Marino Rocks Greenway pedestrian and cycling shared path at Morphett Road.
- (d) provision of at least 50 more car parking spaces on land owned by the Minister relative to the number of car parking spaces prior to commencement of the Project

### 5. SPECIFIED PACKAGES OF WORKS

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The specified packages of works the Alliance will consult with the Council on pursuant to clause 5.3 during the design development of the Minister's Works include:

- (a) Paths and public realm;
  - (b) Vegetation removal;
  - (c) Landscaping (including irrigation);
  - (d) Car parking on Council roadways; and
  - (e) Stormwater hydrology.
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## **6. COUNCIL'S WORKS**

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### **6.1 Council Works:**

It is acknowledged that the Council will be undertaking Council Works on its land to complement the Project costing the Council approximately \$4,000,000 (exclusive of GST) as per Schedule 2.

Council's Works include, (but are not limited to):

- (a) Project management, community consultation, design and construction of Council's Works;
- (b) Enhanced pedestrian and passenger access and amenity from the Minister's Works at Oaklands Railway Station to the adjacent residential and commercial precincts (as determined by Council in its absolute discretion);
- (c) Reserve Reinstatement and Upgrade Works (as determined by the Council in its absolute discretion in accordance with item 6.2) involving \$500,000 (exclusive of GST) which will be directed to the design, project management and capital works redevelopment of the Reserve post contractor demobilisation;
- (d) Modifications, maintenance and/or upgrade of Council roadways, infrastructure or land, adjacent to the Minister's Works that will support and enhance the Project (as determined by Council in its absolute discretion); and
- (e) Council's cost associated with interfacing with the Minister and the Alliance (project management and technical support).

### **6.2 Reserve Reinstatement and Upgrade Works:**

Develop the Reserve post demobilisation of the Alliance, including (but not limited to) a playground, landscaping, pathways, soil excavation and removal, soil remediation, imported topsoil, irrigated turf, park furniture and amenities as determined by Council at its discretion.

## **7. FUNDING ARRANGEMENTS**

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### **7.1 Direct Financial Contribution**

After the Commencement Date, the Minister will invoice the Council for the Council's direct contribution to the Project of \$1,000,000 (exclusive of GST).

It is anticipated that the Council's direct contribution to the Project will be allocated to enable enhancement of the plaza spaces (at grade), streetscape landscape works and footpath connections within the Project site

### **7.2 Repayment on Termination**

If this Agreement is terminated by the Minister then the Minister will repay to the Council any amount paid by the Council in advance as a Direct Payment under item 7.1 that has not been expended by (or on behalf of) the Minister towards construction of the Project.

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## 8. REPORTING

### Reporting Requirements

Report (Title)	Frequency (By when)	Requirements (Information and applicable standard)
<b>Progress Report - DPTI</b>	Quarterly	<ul style="list-style-type: none"><li>• The progress of the Specified Packages of Works.</li><li>• Any significant changes to the nature and scope of the activities conducted by the Alliance in relation to the Specified Packages of Works.</li><li>• Any operational matters in relation to the Specified Packages of Works requested from time to time by the Council for inclusion in the Progress Report.</li><li>• Final report at completion of the works providing evidence of financial acquittal of the Council's direct contribution funds on infrastructure elements.</li></ul>
<b>Progress Report - City of Marion</b>	Quarterly	<ul style="list-style-type: none"><li>• The progress of Council's Works.</li><li>• Any significant changes to the nature and scope of the activities conducted by the Council in relation to the Council's Works.</li><li>• Any operational matters in relation to the Council's Works as requested from time to time by the Minister for inclusion in the Progress Report.</li><li>• Final report at completion of the works providing evidence of financial acquittal of the Council's works on infrastructure elements</li></ul>

## 9. ADDITIONAL TERMS AND CONDITIONS

### 9.1 Acknowledgement of Contribution

The Minister agrees to acknowledge the contribution of the Council by co-branding Project signage with the Council's logo.

### 9.2 Minister's Use of the Reserve

The Minister will have exclusive use of the Reserve during construction for a site compound for the Project. The conditions of use of the Reserve will be documented in a right of entry permit.

### 9.3 Alliance's Obligations Regarding the Reserve

Post contractor demobilisation on the Reserve, the Minister is responsible for Alliance returning the Reserve to the condition prior to Alliance's occupation which is to include (but not limited to) removal of all waste, any services installed by the Alliance, any site contamination (as defined under the *Environment Protection Act 1993*) due to the Alliance's occupation (excluding any pre-existing site contamination present prior to the Alliance occupying the Reserve) and any materials and hoardings brought onto the Reserve by the Alliance.

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## SCHEDULE 2 – COUNCIL WORKS AND SCOPE

The provision and timing of the delivery of associated infrastructure is dependent on the final design for the scope of works for the Project.

Once the Project has reached Issued for Construction (100%) design development, the Council's scope of works for the Council's Works can be defined and programmed according to the following capital works budgets:

Contributing infrastructure to be determined	Council Contributions Financial Year budgets (ex GST)		
	2019/20	2020/21	2021/22
Footpaths, kerb and water table, drainage, traffic management, public art, tree planting, open space reserve development, integrated smart technologies.	\$900,000  Includes \$500,000 for the Reserve renewal upgrade	\$1,550,000	\$1,550,000

## Community Facilities Policy

<b>Originating Officer</b>	Community Facilities Planner - Sean O'Brien
<b>Corporate Manager</b>	Manager City Property - Carol Hampton
<b>General Manager</b>	General Manager City Development - Abby Dickson
<b>Report Reference</b>	GC280818R06

### REPORT OBJECTIVE

At the General Council meeting on 10 July 2018, Council endorsed the draft Community Facilities Policy and noted, the outcomes of the community engagement be presented to Council for consideration on 28 August 2018. This report presents the outcomes of the engagement process for consideration by Council.

### EXECUTIVE SUMMARY

The Community Facilities Policy aims to guide the development of quality, suitable and well used community facilities to support Council in the delivery of its strategic objectives.

The draft Community Facilities Policy was presented to Council at its meeting on 10 July 2018 (GC100718R02) and endorsed for community consultation.

The draft policy was made available on the Council's Making Marion website for a 21 day consultation period during August 2018. A final Community Facilities Policy is now presented to Council for endorsement. This policy will provide the context for the development of a Community Facilities Plan and Works Program.

### RECOMMENDATION

**That Council:**

**1. Endorses the attached Community Facilities Policy as provided in Attachment 1.**

**Liveable:**

L1 We will make our services, facilities and open spaces more accessible

L2 We will create more opportunities for residents to enjoy recreation and social interaction in our neighbourhood centres libraries, sport facilities and other council facilities.

**Connected:**

C1 We will provide a variety of options for social interaction.

### DISCUSSION

#### Background

The City of Marion owns, develops and manages an extensive range of facilities from multi-purpose sites with playing fields, community halls, to sites from which Council operates a range of community services. To guide the delivery of the vision for Community facilities, a framework is being developed comprising:

- **Community Facilities Policy** – provides the rationale, vision, objectives and principles to guide the development of a 10 year plan, service levels and works program

- **Service Levels** – guide the location and types of facilities to be provided
- **Community Facilities Plan** – provides a 10 year plan that assists with determining priorities, time lines and the allocation of funds in the Long Term Financial Plan
- **Works Program** - provides a 3 year works program to deliver on specific actions from the plan. This plan will be taken into consideration when Council develops its annual business plan and budget.

The objective of the Community Facilities Policy is to support Council's planning, management and decision making. The policy's principles and objectives aim to guide Council to develop facilities that will create more opportunities for residents to enjoy recreational activities and promote social interaction.

The policies principles and objectives are outlined below:

- Accessible: Enhance people's physical and mental health and wellbeing by providing a broad range of accessible facilities for the community
- Multi-functional and Adaptable: Where possible design and develop facilities to be multi-functional and adaptable, ensure they are maintained in good condition to provide quality facilities and to maximise their capacity to benefit the broader community.
- Sustainable: Ensure facilities are socially, environmentally and economically sustainable and managed efficiently and responsibly
- Community Involvement, Pride and Participation: Provide facilities and services to the community that meet their current and future needs.

The policy identifies classifications for infrastructure, providing a reference point to guide the types of facilities that Council will plan for.

These classifications are:

1. Libraries
2. Neighbourhood Centres (multi-purpose, programmed and staffed)
3. Cultural and Performing Arts Facilities
4. Community Centres and Halls (Neighbourhood and Regional)
5. Indoor Sport and Recreation Centres
6. Swimming Pools
7. Sports and Community Clubs (multi-purpose venues)
8. Outdoor sport and recreation ovals, courts and lawn bowls

There may be additional types of facilities not currently identified in the above classifications, these additional facilities will be assessed, planned and developed on a case specific basis.

The Community Facilities Policy applies only to Council owned community facilities and will assist Council with determining strategic planning priorities, the allocation of resources and future funding to be identified in the Long Term Financial Plan. The policy also provides guidance for the Asset Management Plans and Works Program.

## Public Consultation

Community consultation was undertaken from 30 July to 20 August 2018 in accordance with Council's Community Consultation Policy.

The draft Policy was made available on Council's Making Marion web site inviting written submissions. No responses or submissions were received through the Making Marion website.

This Policy provides a supportive framework for clubs to operate and a low level of responses to the consultation was anticipated.

One respondent commented through Facebook, with the following statement *"Marion Cultural Centre/Library?"*.

As the question/comment does not directly impact the Community Facilities Policy, no amendments to the draft Policy are proposed.

### Attachment

#	Attachment	Type
1	Community Facilities Policy - Appendix 1	PDF File

## 1. RATIONALE

The City of Marion owns, develops and manages an extensive range of facilities from multi-purpose sites with playing fields, community halls, to sites from which Council operates a range of community orientated services.

This policy will guide the development of community facilities planning and works programs.

## 2. POLICY STATEMENT

The objective of this policy is to support planning and decision making that will provide the City of Marion with appropriate facilities, supports people to access services and participate in activities.

The challenge is to provide appropriate levels of service, which are economically sustainable and continue to meet the current and future needs of the community.

This policy will guide decisions relating to the acquisition and sale of properties and land, the reclassification of properties and land, service levels, allocation of funds for maintenance, renewal and replacement, and planning for future service delivery.

## 3. PRINCIPLES AND OBJECTIVES

Council's objectives are to strategically plan for and provide community facilities that are:

Principle	Objective	Rationale
<b>Accessible</b>	Enhance people's physical and mental health and wellbeing by providing a broad range of accessible facilities for the community	Accessibility is strongly related to city wide planning and universal design approach, where facilities are well located and cater for the widest possible range of situations. With the intent to make facilities where possible accessible to all people (whether they have a disability or not).
<b>Multi-functional and Adaptable</b>	Where possible, design and develop facilities to be multi-functional and adaptable, ensure they are maintained in good condition to provide quality facilities and to maximise their capacity to benefit the broader community.	Where possible, design and construct buildings to meet a wide range of community needs, be functional, comfortable and fit with the natural and/or local environment.
<b>Sustainable</b>	Ensure facilities are socially, environmentally and economically sustainable and managed efficiently and responsibly.	Where possible community facilities will: <ul style="list-style-type: none"> <li>• Have energy efficient technologies, use water efficiently, minimise waste and recycle</li> <li>• Will be economically efficient for Council to maintain</li> <li>• Be supported by best practice asset management planning and processes.</li> </ul>

Principle	Objective	Rationale
<b>Community Involvement, Pride and Participation</b>	Provide facilities and services to the community that meet their current and future needs.	Options for developing facilities will be based on demonstrated demand and community aspirations.

## 4. POLICY SCOPE AND IMPLEMENTATION

The Community Facilities Policy applies only to council owned community facilities and will assist Council with determining strategic planning priorities, the allocation of resources and future funding to be identified in the Long Term Financial Plan. The policy also provides guidance for the Capital Works Program and Asset Management Plans.

Council's Leasing and Licencing of Council Owned Facilities policy also plays a pivotal role in ensuring community facilities are accessible, sustainable and maximise community use by requiring clubs and community groups to demonstrate their efforts in achieving good governance, maximising facility utilisation and social inclusion, sound volunteer management and the implementation of environmental initiatives.

## 5. CLASSIFICATIONS

For the purpose of this policy, community facilities are public spaces available for community use and are classified as follows:

1. Libraries
2. Neighbourhood Centres (multi-purpose, programmed and staffed)
3. Cultural and Performing Arts Facilities
4. Community Centres and Halls (Neighbourhood and Regional)
5. Indoor Sport and Recreation Centres
6. Swimming Pools
7. Sports and Community Clubs (multi-purpose venues)
8. Outdoor sport and recreation ovals, courts and lawn bowls

There may be additional types of facilities not currently identified in the above classifications, these additional facilities will be assessed, planned and developed on a case specific basis.

The purpose of facility classifications is to provide a reference point to guide the types of infrastructure that Council will include in the planning process.

The provision of council facilities will consider the provision of facilities in neighbouring council areas to ensure there is a strategic and balanced approach to providing facilities where they are most needed and accessible.

## 6. DEFINITIONS

Community facilities are council owned buildings and spaces that provide:

- A council managed community service, or
- Are available to be leased/licenced or hired to community organisations to support the delivery of sport or recreation opportunities or community services.

While there may be some costs involved with room hire or fees to participate in a particular program or activity, community facilities should be publicly accessible and available to all members of the community where possible.

## 7. EXCLUSIONS

It is recognised that other facilities perform as community facilities for community use. Outdoor recreation facilities, such as the provision of parks, playgrounds, walking trails or bike paths are generally not considered as community facilities although the community benefits is clearly recognised.

Council has facilities from which administration and outdoor services are provided, these are required to support service delivery to the community.

Council also has facilities that support the delivery of services including kindergartens and cafes, which for the purpose of this policy are classed as commercial premises leased to and operated by independent third parties, and as such will be exempt from this policy.

There are a number of other facilities which the community are able to access that are not owned by Council but could be defined as community facilities such as, churches within halls and facilities provided in adjoining councils.

## 8. ROLES AND RESPONSIBILITIES

Council is responsible for developing the policy and work plans, allocate funding and resources to develop and maintain facilities. The Manager City Property is responsible for supporting the development, review and implementation of work plans and the management and monitoring of facilities.

## 9. REFERENCES

This policy links with the following current documents:

### South Australian Government

- Local Government Act 1999
- Planning, Development and Infrastructure Act 2016
- 30-Year Plan for Greater Adelaide
- Development Regulations (e.g. fencing)
- South Australian Public Health Act 2011
- Work Health, Safety Act 2012 (SA)
- Heritage Act 1993 SA
- Disability Discrimination Act 1992 Commonwealth
- South Australian Office for Recreation and Sport – South Australian Regional Level Recreation and Sport Facilities Planning Guidelines 2016
- Crime Prevention Through Environmental Design, Attorney-General's Department

### City of Marion

- Community Vision – Towards 2040
- City of Marion Strategic Plan 2017- 2027
- City of Marion Business Plan

- City of Marion Annual Business Plan and Budget
- Long Term Financial Plan
- Building Asset Management Plan
- Leasing and Licensing of Council Owned Facilities Policy
- Open Space Policy
- Playground Framework
- Asset Management Plans
- Walking and Cycling Strategy
- Risk Management Framework
- Community Engagement Policy
- Climate Change Policies

## 10. REVIEW AND EVALUATION

Policy Name and version no.	City of Marion Community Facilities Policy V1
Last update	July 2018
Last Council review (report reference)	Not applicable
Next review due	
Responsibility	Manager City Property

## **Morphettville Park Sports Club Redevelopment - Progress Update including options and Road Closure**

<b>Originating Officer</b>	Project Manager Strategic Projects - Carla Zub
<b>Corporate Manager</b>	Manager City Activation - Greg Salmon
<b>General Manager</b>	General Manager City Development - Abby Dickson
<b>Report Reference</b>	GC180828R07

### **REPORT OBJECTIVE**

This report seeks Council's endorsement of the scope and preliminary design for the Morphetville Park Sports Club redevelopment including additional funding options and permanent road closure of a section of Quinn Street. The report also provides Council with the outcomes of the recent community consultation undertaken from 30 July to 15 August 2018.

### **EXECUTIVE SUMMARY**

The Morphetville Park Sports Club (MPSC) redevelopment has completed the preliminary design development stage, and recent community consultation on the design has been very positive, indicating strong community support for the redevelopment.

This report provides Council with the scope of the redevelopment and developed design for the MPSC redevelopment. A cost plan estimate for the facility and associated site and construction costs has been completed.

The initial concept design as prepared by Walter Brooke Architects is attached to this report (Appendix 1). The design includes a new MPSC facility which will increase the size of the existing clubrooms from 445sqm to 1,059sqm. The new facility will comprise of new change rooms for male and females to Australian Football League standards, umpires rooms, new kitchen bar, storage, administration, dining areas, medical rooms and event space to hold about 160 people. The car parking is currently being reviewed.

The project budget is \$2 million, comprising \$1.45M of Council funding and \$550k in external grants, with the preliminary design estimated to cost \$2,900,000 to achieve the scope of works. The cost estimate prepared by Rider Levett Bucknall (cost consultants) will be further refined as the project progresses during the design and documentation phases of the project. Value management sessions will be held should it be foreseen that costs may exceed the project's budget during the design and construction phases.

Administration is also exploring an additional option for further expansion of the clubroom in response to the Club's feedback. The expansion will increase the function space to cater for 200 patrons and the provision of four AFL standard change rooms to meet the future demand for the facilities.

Due to the restricted footprint which the clubrooms currently occupy and the larger space necessitated to meet AFL complaint change rooms, the partial closure of Quinn Street is required to accommodate the expanded facility.

Furthermore, investigations are being undertaken into the potential traffic modifications to Denham Avenue to allow for an increase of the oval footprint which is currently not to AFL standards and poses risks in regards to safety with the boundary lines being in close proximity to lighting poles, fences and coaches boxes.

## RECOMMENDATION

### That Council:

1. **Notes the community consultation feedback received on the developed design.**
2. **Resolves to allocate additional funds up to \$73,000 to cover the cost of the road closure and any required civil works, from the 2017/18 budget audited savings.**
3. **Authorises the commencement of the Roads (Opening and Closing) Act 1991 process to close the section of Quinn Street Morphettville between Regan Avenue and Denham Avenue in accordance with the Roads (Opening and Closing) Act 1991 which requires**
  - **Preparation of a preliminary plan**
  - **Preparation of a statement of affected parties and**
  - **Undertaking of public consultation**
4. **Notes a further report will be tabled with the new Council in December 2018 about the outcome of the community consultation for the road closure and to seek authorisation to submit the documentation with the Surveyor General to formally close the road.**
5. **Options:**
  - **Approves to proceed design and documentation for Option 1 to deliver the full scope of works for the delivery of the Morphettville Sports Club redevelopment and the allocation of an additional funding of up to \$900,000 from Council's Asset Sustainability Reserve**

### OR

- **Approves to proceed design documentation for Option 2 to deliver the expanded scope of works for the delivery of the Morphettville Sports Club redevelopment and the allocation of an additional funding of up to \$1,400,000 from Council's Asset Sustainability Reserve.**
6. **Approves progressing the preferred option to detailed design and documentation, including the preparation of tender documents to issue for call for tender.**
  7. **Notes Administration will bring a report back to Council at the conclusion of the design and documentation, for approval to proceed to tender for construction contractors.**

## GENERAL ANALYSIS

### BACKGROUND

At the General Council meeting of 28 November 2017 (confidential items), Council considered the Morphettville Park Sports and Community Club Redevelopment (GC281117F06). Council resolved to proceed with the design and documentation of:

- New change rooms
- Partial closure of Quinn Street
- Refurbish of the clubrooms with the expansion of the building footprint.

A further report was tabled at the General Council meeting of 12 December 2017 (GC281117F06), whereby Council resolved to investigate the extension of Morphettville Oval to provide a fit for purpose playing field and improve pedestrian movements and traffic management. The motion was provided in reference to a traffic study of Denham Avenue. The investigations to expand the oval in addition to traffic management and pedestrian circulation improvements was incorporated into the project's scope of works as motioned at the General Council meeting on 27 March 2018 (GC270318R06).

Since that time, a detailed project plan identifying all key stages for the project has been developed and the project team has worked closely with the project's stakeholders through regular user group meetings with the MPSC Board.

The preliminary design development stage was undertaken between June to July 2018 and the design is at a level of resolution for Council's consideration and approval to proceed to the next stage of the project.

## SCOPE OFWORKS

The full scope of the MPSC redevelopment comprises the following elements:

- Expansion of the clubrooms from 445sqm to 1,059sqm requiring the partial closure of Quinn Street
- Multipurpose function space to cater for the needs of the community and the clubs that overlooks the main oval. Total seating capacity is 160 people
- Four new change rooms connected to amenities rooms with toilets, showers and massage/first aid
- Public male/female/accessible toilets
- Kitchen facilities to meet the needs of clubs and the community
- Office and storage areas
- Two umpires rooms including toilet and showers
- Utility/cleaners' room
- Club gym space
- Cold store
- Storage
- External verandah area linking to oval
- Improved car park arrangements
- Permanent closure of the portion of Quinn Street between Regan Avenue and Denham Avenue
- Realignment of the oval, which may require traffic modifications to surrounding roads (separable portion of works to the Clubroom upgrade).

Walter Brooke (architects) has determined that the MPSC will need to be substantially demolished and new facilities constructed so that the building can function as both a sports club and community centre and adequately meet the requirements for provision of female change room amenities. Rider Levett Bucknall, has estimated the cost to deliver the scope of works is \$2.9 million.

Noting the existing budget shortfall, a number of options for the delivery of the scope of works have been provided for consideration:

### **Option One: Build new change rooms and associated amenities per the current scope of works at preliminary design - estimated cost of \$2.9 million**

This option will successfully deliver the scope of works and meet the objectives of the project. The new facility will provide four change rooms of which two are AFL compliant and two cricket compliant, which will be managed through the programming of matches (consistent with Edwardstown). The function space will also provide seating for 160 patrons (40 more than the existing facility).

The increased costs over the existing budget have been a result of the engineers identifying that the works required to the roof structure, slab and provision of services are more extensive than the initial cost estimate to which Council allocated the funding for the project.

To successfully deliver the current scope, Council will be required to contribute additional funds in the order

of \$900,000 to meet the budget shortfall and provision as part of the 2019-20 Budget.

**Option Two: Further expand the scope of works to build larger change rooms and function space - estimated cost of \$3.4 million**

Following the Club's request to further expand the clubroom facilities beyond the existing scope, administration has been exploring this option. This expansion includes increasing the function space by 50sqm to cater for an additional 40 patrons and provide four equal size change rooms to the AFL standards (current design is two AFL standard and two cricket standard change rooms).

The additional area to the clubroom will future proof the facility for years to come and enable the MPSC to actively promote the function space as a community use area for hire. Whilst the larger change rooms will assist in the scheduling and operation of game days and provide improved amenities to the players and visitors.

Rider Levett Bucknall has estimated the cost of the additional scope to be \$1.4 million, increasing the oval project costs to \$3.4 million. This will require an additional budget allocation of \$1.4 million to be provisioned as part of 2019-20 budget.

Should Council resolve to proceed with the larger clubroom, Administration will explore demolishing the existing building in its entirety, constructing a new efficient facility and reducing the risk of latent conditions (ie asbestos) when retaining the old building.

A viewing platform, as desired by the Club, is not included in either option detailed above. To deliver this component of works, access to the viewing platform would need to meet the requirements of Disability Discrimination Act, whereby fair and equitable access is provided to all. This would require the installation of a ramp or lift. This is currently not funded or scoped within the project and would not represent good value for money.

**Option Three: Revise the scope of works to deliver within current allocated budget (Not Recommended)**

Should Council elect to not provide further funding, the project will need to undertake a series of value management sessions to reduce scope to reflect the budget. It is envisaged that the project will only be able to deliver the new change room facilities and undertake a minor refurbishment of the clubroom (i.e. painting, carpets). This will have a significant impact on the remaining components of the building e.g. dining room, bar, public amenities and storage facilities and will not address the current limited capacity to meet the needs of the current users.

This option is not recommended as it result in a poor outcome for the project by failing to deliver a facility which addresses current and future community needs.

A competitive tendering process is to be undertaken in March/April 2019 for the delivery of the redevelopment.

**CLOSURE OF QUINN STREET**

To facilitate the expansion of the clubrooms, partial closure of Quinn Street is proposed by closing the section between Denham Avenue and Regan Avenue. The closure will be accomplished by extending the kerbing on the southern side of Denham Avenue, forming a pedestrian path connection over the former intersection.

A similar treatment is proposed on the northern arm of the intersection of Quinn Street and Regan Avenue, continuing the northern Regan Avenue kerb line across to the eastern kerb line of Quinn Street to create a 90 degree bend.

The proposed closure will maintain through access for pedestrians and cyclists between the retained southern section of Quinn Street and Denham Avenue.

Community's feedback regarding the partial closure of Quinn Street has been positive. The Quinn Street residents are supportive as it may encourage drivers to slow down through the area. Only one negative comment has been received from a local resident in a nearby street, whereby consideration should be given to a two storey build of the clubrooms to maintain access to Denham Ave shops. A two storey construction is cost prohibitive to the project.

A resolution of Council is required to commence the road closure process under the Roads (Opening & Closing) Act 1991 (the Act), to close the portion of Quinn Street as indicated on the attached plan (Appendix 3). The closed road will be merged with the land in Certificate of Title Volume 5888 Folio 45, for the MPSC.

The following diagram illustrates Council's approval process in accordance with the requirements of the Act.

Council Report 1	<p>Council authorises the commencement of the Roads (Opening &amp; Closing) Act 1991 process to close the section of Quinn Street as shown in red on Appendix 3, which requires:</p> <ul style="list-style-type: none"> <li>- Preparation of a preliminary plan</li> <li>- Preparation of a statement of affected parties and</li> <li>- Undertaking of public consultation</li> </ul>
Council Report 2	<p>Council considers the outcomes of the public consultation and authorises the preparation of the document to be submitted to the Surveyor General under the Act to formally close the road (Road Process Order)</p>

The MPSC is classified as Community Land under the Local Government Act 1999 and is contained in Community Land Management Plan 6 – Principal sporting or recreational facilities. Upon closure of portion of Quinn Street, the closed road will be classified as Community Land under the Local Government Act 1999 and will be included in Community Land Management Plan 6 – Principal sporting or recreational facilities.

## FUNDING ARRANGEMENTS

The project budget allocation is \$2 million and comprises of the following funding sources:

Funding Source	Amount
Office for Sport, Recreation and Racing	\$500,000
South Australian National Football League (SANFL)	\$50,000
City of Marion	2018-19 \$450,000 2019-20 \$1,000,000

Council has provisioned the \$1.29 million budget allocation across 2018-19 and 2019-20 financial years to undertake the redevelopment works. To date, Council has approved separate expenditure of \$145,000 and \$15,000 to undertake the design and documentation together with the study of the oval's realignment. Further expenditure approval will be required from Council to proceed to tender call for construction in March 2019.

Further funding of \$900,000 (Option 1) up to \$1,400,000 (Option 2) to is required should Council resolve to proceed with the scope of works as outlined in the options above. The funding is to be provisioned within Council's 2019-20 budget and it is recommended that the funds be sourced from Council's Asset

## Sustainability Reserve.

A separate budget allocation of \$73,000 is required and it is recommended that Council fund this through audited savings from the 2017-18 budget to enable the closure of Quinn Street. This amount includes the surveyor and Government fees; and any required civil works to formally close the road.

## OPERATING COSTS

At completion of the MPSC redevelopment, Council will be responsible for the annual depreciation of the asset over its 40 year life (\$47,250 per annum from 2019-2020) and structural components. The MPSC will operate (i.e. bar consumables, utilities, cleaning) and maintain the facilities together with any specialised infrastructure (scoreboards, goals). This is in line with the City of Marion's Leasing and Licensing policy.

Summarised below is the forecasted operating expenditure for each of the Options:

	Option 1	Option 2	Retaining Existing Budget
	<b>2,900,000</b>	<b>3,400,000</b>	<b>2,000,000</b>
Operations p.a	21,750	25,500	15,000
Maintenance p.a	43,500	51,000	30,000
Depreciation p.a	72,500	85,000	50,000
<b>Annualised Cost</b>	<b>137,750</b>	<b>161,500</b>	<b>95,000</b>

## CONSULTATION

The project seeks to deliver a multi-purpose community facility, which engages a wide cross section of the community.

The project consultation program is designed to work with the project's stakeholders and site user groups to formulate solutions and incorporate their advice and knowledge of their activities, consistent with Council's objectives for the project. This includes consultation with the wider community.

Key objectives of the design consultation stage included:

- Identifying current and future stakeholders including general community and key stakeholders who are directly affected
- Informing all stakeholders of opportunities to participate in engagement activities
- Understanding the current and future needs and identify solutions
- Informing stakeholders of how their participation influenced the final developed design including
  - Morphetville Park Football Club
  - Morphetville Park Cricket Club
  - Morphetville Park Netball Club
- Regular User group meetings to inform the design which has included the Morphetville Park Sports Club Board.

## RECENT COMMUNITY ENGAGEMENT

Community engagement occurred over the period from 30 July to 15 August 2018 regarding the developed design.

Of the 650 flyers and surveys distributed together with Making Marion website, 76 responses were received by Council prior to the deadline set of 15 August 2018.

It is important to note that some respondents did not answer all survey questions and some respondents gave multiple answers to some questions.

Council also received responses through phone calls and letters together with feedback from the face-to-face session held at the Morphetville Park Sports Club on 11 August 2018.

## SURVEY RESULTS

- When asked how you rate the overall design 71.7% of the respondents rated the facility 4 or 5 out of 5 indicating a majority of the respondents support the design.
- When rating the importance of individual spaces the respondents indicated that the change rooms and layout of amenities were of the highest priority with car parking and bar facilities being scored the lowest.
- 65.3% of respondents indicated they currently use the site for recreation or sporting activities.
- Age groupings for responses are as follows:
  - Under 25 = 0%
    - 26 to 54 = 32.4%
    - 55+ = 67.6%

A qualitative question asking what other types of activities or facilities you would like to see was included in the survey. The top responses recorded are shown in the table below:

Topic	Number of comments	Possible Project response
General public fitness	15	The clubroom design currently features gym that the club is exploring making accessible to the public. The project is also exploring the option of outdoor gym equipment being installed in Kellett Reserve. This functionality will be further developed during the documentation phase
Community facility/ Function/ meeting space/ Senior Activities	31	These functions will be accommodated in the multipurpose function space and meeting room
Markets/ Fetes	15	This function could be accommodated both on the Oval and within the function space.
Seating/ benches	17	The project is considering the seating/ benches as part of new fencing solution around the oval.
Street car parking issues	4	Traffic management study is currently underway to determine the future car parking requirements.
Basketball/ netball courts	2	Not able to be captured by the project. Feedback to be provided to Open Space Department.

(See Appendix 2 for the full MPSC Engagement report)

## PROJECT MILESTONES

Council's endorsement of the design and permanent road closure is required to enable detailed design to

commence in preparation for construction in April 2019. The key milestones for the project are summarised below:

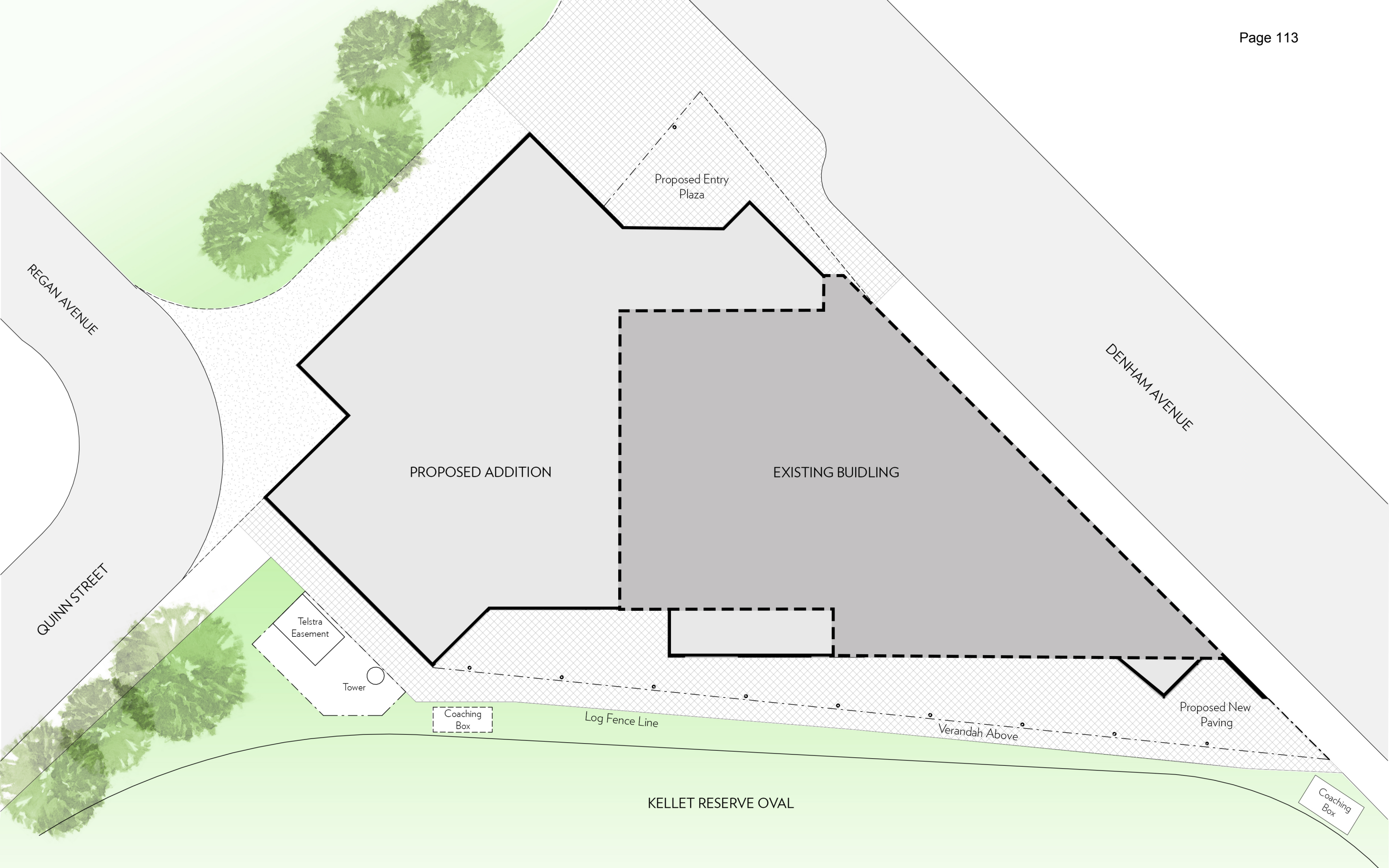
Key Milestone	Date for completion
Concept Design	End July 2018
Traffic Management Study	End July 2018
Community Consultation	Early – mid August
Finalise detailed design	November 2018
Preparation of tender documentation	End January 2019
Council Report – To seek approval to call tenders	February 2019
Call and award tenders	February - March 2019
Construction Phase	April - December 2019

## CONCLUSION

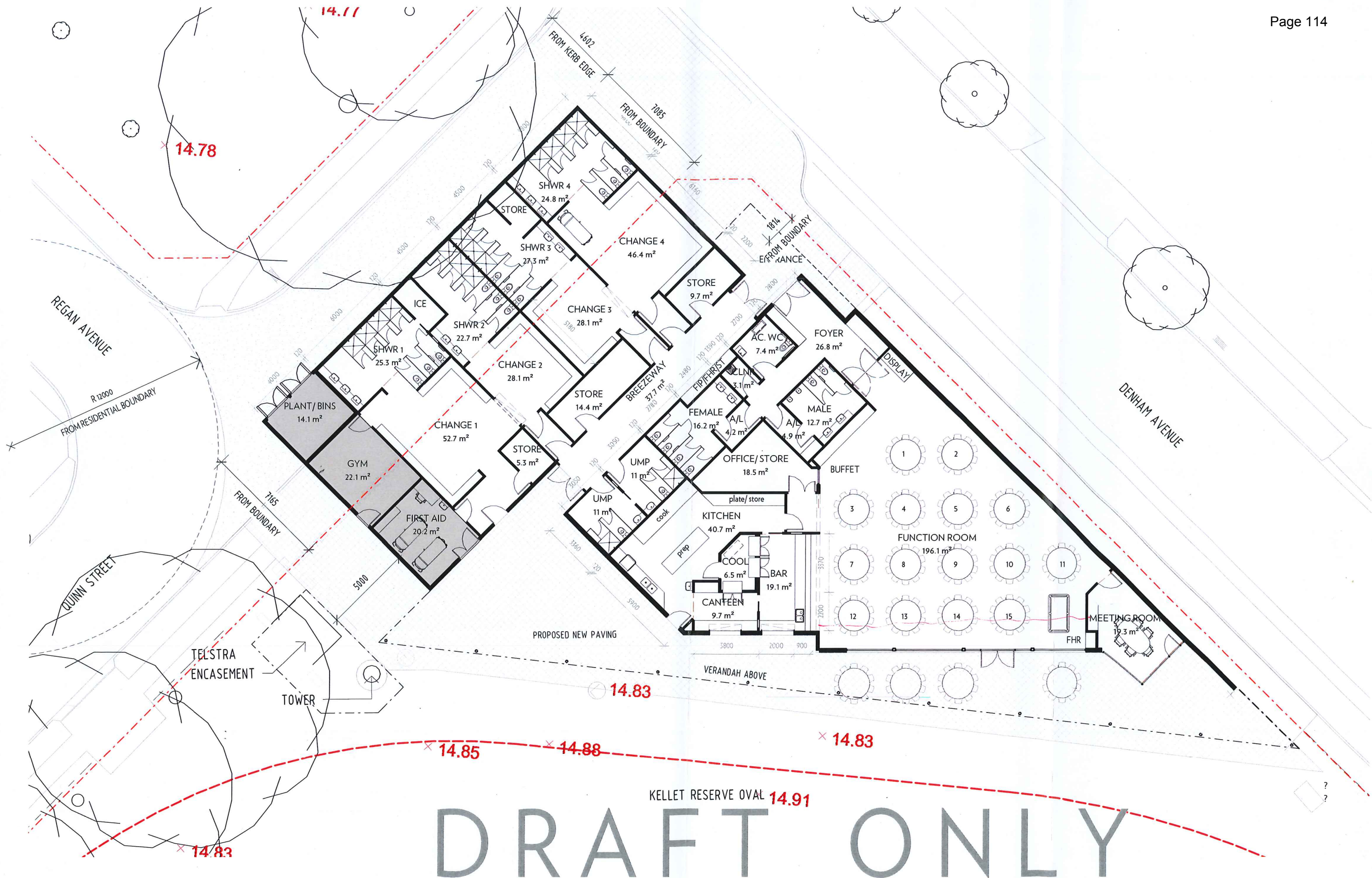
The preliminary design development stage of the Morphetville Park Sports Club redevelopment has been completed and received positive community feedback. Council endorsement of the design options and permanent road closure is sought, prior to progressing to the further refinement of the design through the development of documentation.

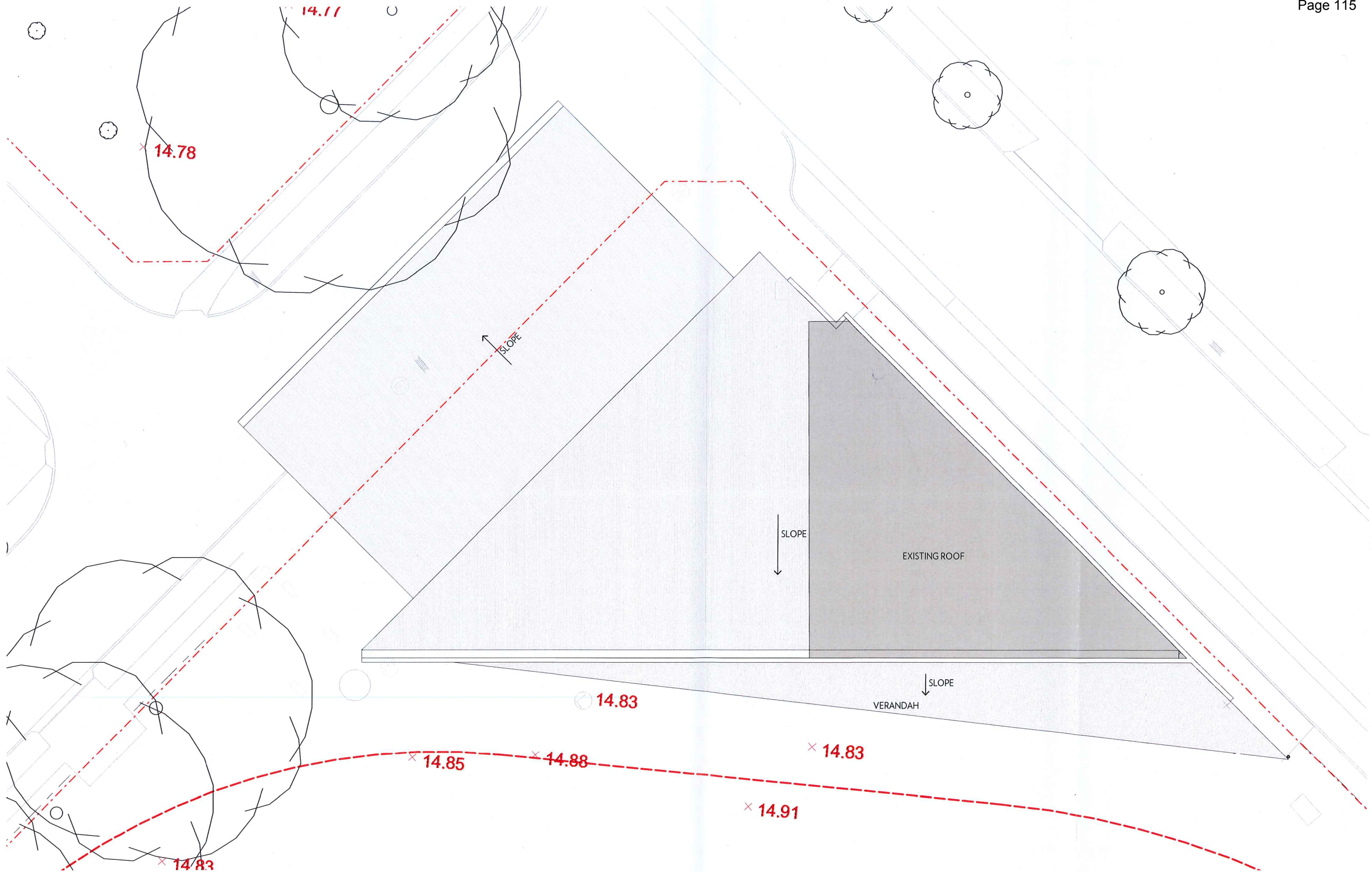
## Attachment

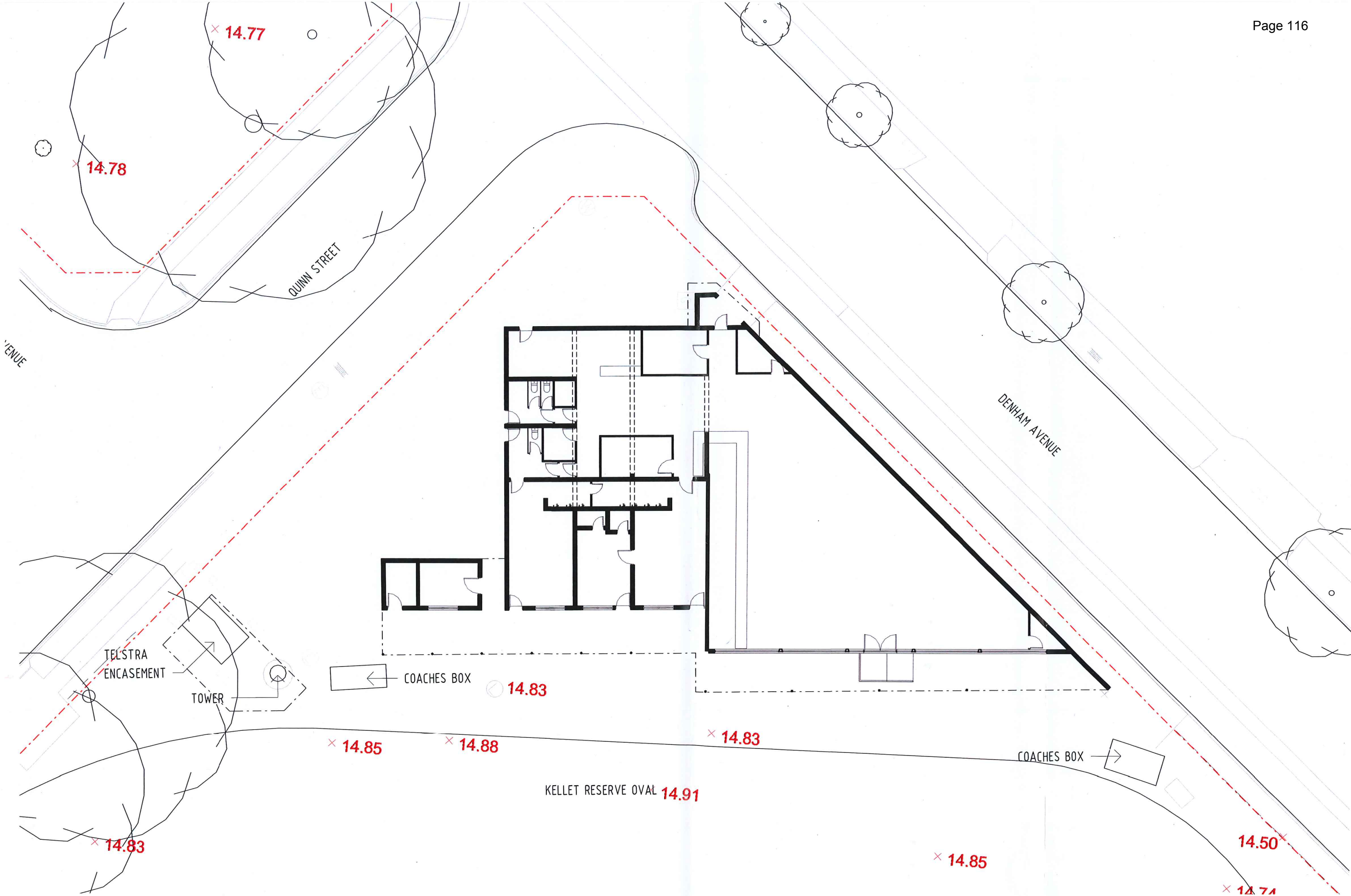
#	Attachment	Type
1	Appendix 1 - MVPSCC 2018_Final Plan	PDF File
2	Appendix 1a - Morphetville Park Sports Club Redevelopment - Floor Plans	PDF File
3	Appendix 2 - MPSC Community Engagement Report - August 2018	PDF File
4	Appendix 3 - MVPSC Project -Preliminary Plan v2	PDF File



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**MORPHETTVILLE PARK SPORTS CLUB REDEVELOPMENT**



**ENGAGEMENT REPORT  
AUGUST 2018**

## BACKGROUND

At the General Council meeting of 28<sup>th</sup> November 2017 (confidential items), Council resolved to undertake detailed design for the redevelopment of the Morphettsville Park Sports Club. The scope of works included design of:

- New change rooms
- Partial closure of Quinn Street
- Refurbish of the clubrooms with the expansion of the building footprint.

In addition to this work Council resolved in a separate item GC121217R14:

- *Receives a further report that outlines details of expanding Morphettsville Oval and includes a scope of works, indicative costs and timeframes.*

Since that time a detailed project plan identifying all key stages for the project has been developed and the project team has worked closely with the project's stakeholders through regular user group meetings with the Morphettsville Park Sports and Community Centre.

The design development stage was undertaken between June to July 2018 and the design is at a level of resolution for Council's consideration and approval to proceed to finalising documentation in preparing for calling construction tenders for the project.

As part of the endorsement process for design development, Council requested community consultation on the developed design to ensure public concerns and aspirations are consistently understood and considered.

The community engagement included consultation with local residents regarding the closure of Quinn Street to facilitate the expansion of the clubrooms and oval realignment.

## PROJECT VISION AND OBJECTIVES

Redevelopment of the Morphettsville Park Sports Club will provide appropriate quality sport clubrooms and community facilities to cater for the site users and community's needs for generations to come.

The project has the following objectives:

- Enhance the Morphettsville Park Sports Club facilities with specific need to integrate female facilities.
- Investigate expansion and or reconfiguration of the oval to meet AFL standards. Concept plans to be developed with cost estimates to inform Council. This will require traffic management assessments and car parking considerations.
- Review the clubroom and concept plan to provide Council with a detailed assessment and discussion on detailed design options
- Integrate the design of the proposed building facilities into the broader planning and development of the site and its surrounds.
- Identify the capital cost of redeveloping of the clubroom building to be within the range of \$1.7 to \$1.74 Million.
- Design consideration of materials, which are sustainable, low maintenance, durable and support best practice ESD principles.
- Design the facility to maximise potential opportunities considering the needs of all existing user groups, potential user groups and the broader community.
- The concept designs will be for facilities that are environmentally responsible and resource-efficient through design, construction, operation, maintenance.

## PURPOSE OF ENGAGEMENT

To inform the community of the redevelopment of the Club and seek their support of the proposal including the closure of Quinn Street.

### Existing Site User Groups

The project seeks to deliver a multi-purpose community facility, which engages a wide cross section of the community. Engagement with the community has occurred throughout the project, commencing in late 2017 when Council first commenced plans for the redevelopment.

The project consultation program is designed to work with the project's stakeholders and site user groups to formulate solutions and incorporate their advice and knowledge of their activities, consistent with Council's objectives for the project. Key objectives of the design consultation stage included:

- Identifying current and future stakeholders including general community and key stakeholders who are directly affected
- Informing all stakeholders of opportunities to participate in engagement activities
- Understanding the current and future needs and identify solutions
- Developing potential and preferred management options and solutions to the design
- Informing stakeholders of how their participation influenced the final developed design
- Regular User group meetings to inform the design included the following attendees:
  - Morphetville Park Football Club, Morphetville Park Cricket Club and Morphetville Park Netball Club.
- Design presentations to the Morphetville Park Sports and Community Club.

### Broader Community

The purpose of the engagement is to consult the residents living in close proximity to the facility. This stage of engagement will inform residents of the developed design and include a survey to ensure the public has an opportunity to voice their concerns and aspirations and ensure it is understood and considered by Council before the project is endorsed to progress onto the next stage.

Key engagement messages
The redevelopment of the MPSC will provide quality sports clubrooms and community facilities to cater for the site users and community's needs for generations to come.
The new amenities will be delivered to AFL guidelines and will specifically address the requirement for female facilities.
The redevelopment will require the closure of the existing amenities for 9 months, the clubs will be appropriately relocated to alternative facilities.
The designs will be for facilities address environmentally sustainable initiatives and resource efficient through design, construction, operation and maintenance.
The redevelopment of the MPSC will require the closure of Quinn Street to enable the footprint of the building to be expanded to include the new amenities.

## The Community Engagement Process

Community consultation occurred over the period from 30 July to 15 August 2018 regarding the developed design. The format of the community consultation included;

- An information flyer and hard copy survey was delivered to 380 premises
- A face-to-face session held at Morphettsville Park Sports Club
- Information and survey listed on the Making Marion website.

The information flyer and hard copy survey was circulated to all residential properties bounded by Claines Avenue, Gordon Terrace, Lawson Avenue and Morphetts Road as shown in the following image.



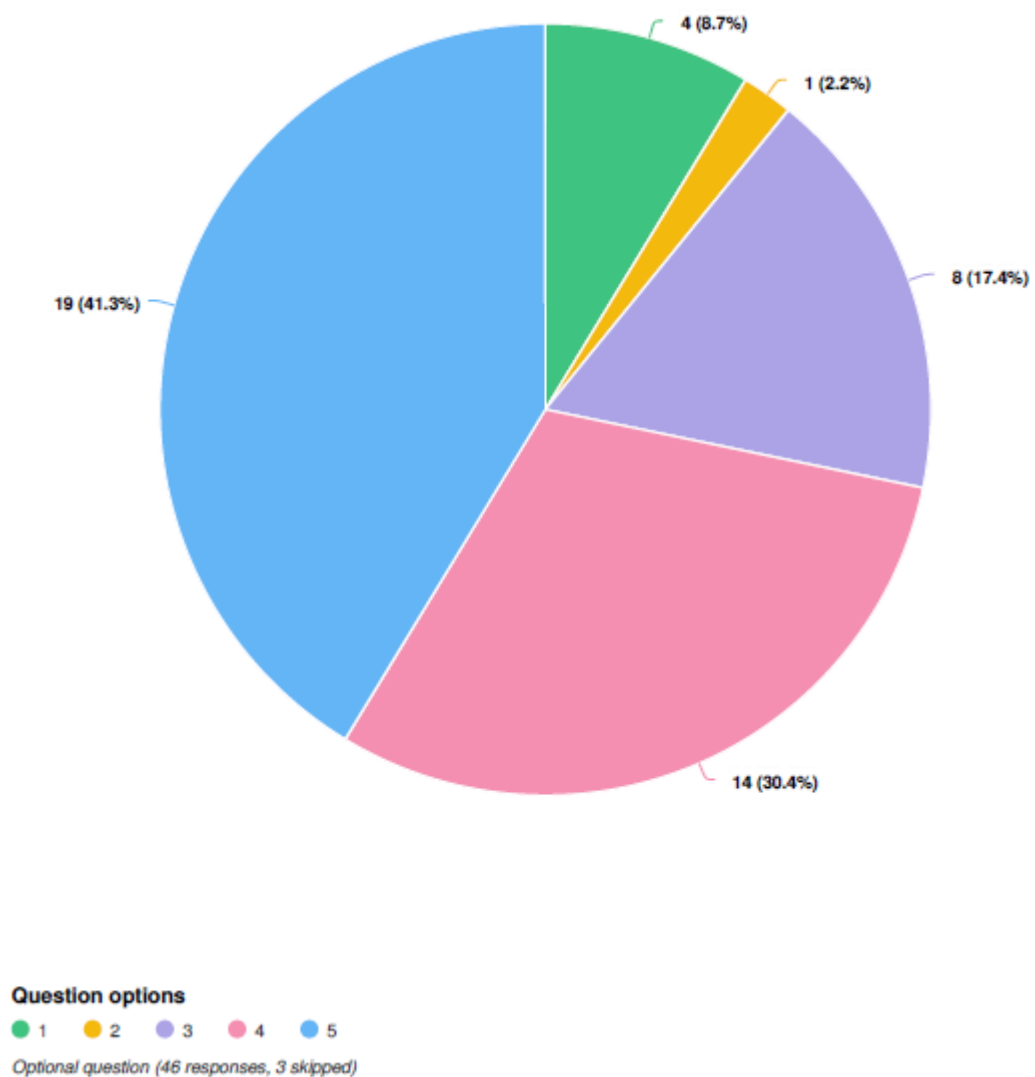
## SURVEY RESULTS

The details below provide a summary of the community feedback received from the consultation process.

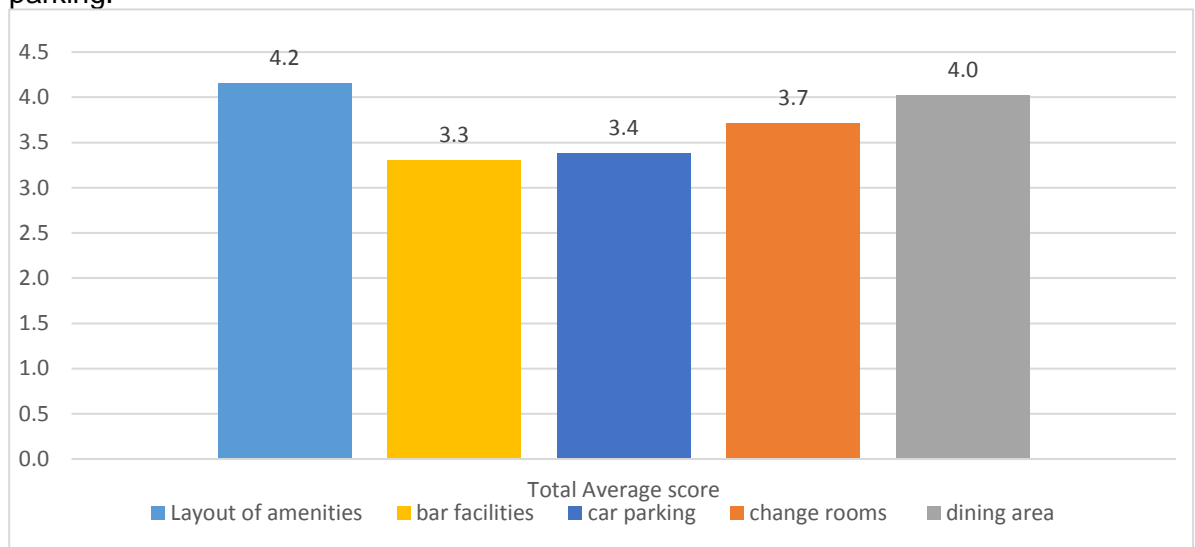
Of the 650 flyers and surveys distributed 27 responses were received by Council prior to the deadline set of 15 August 2018. A further 49 surveys were completed on Making Marion.

Council also received responses through phone calls, emails and notes from the face to face sessions held at the Morphetville Park Sports Club.

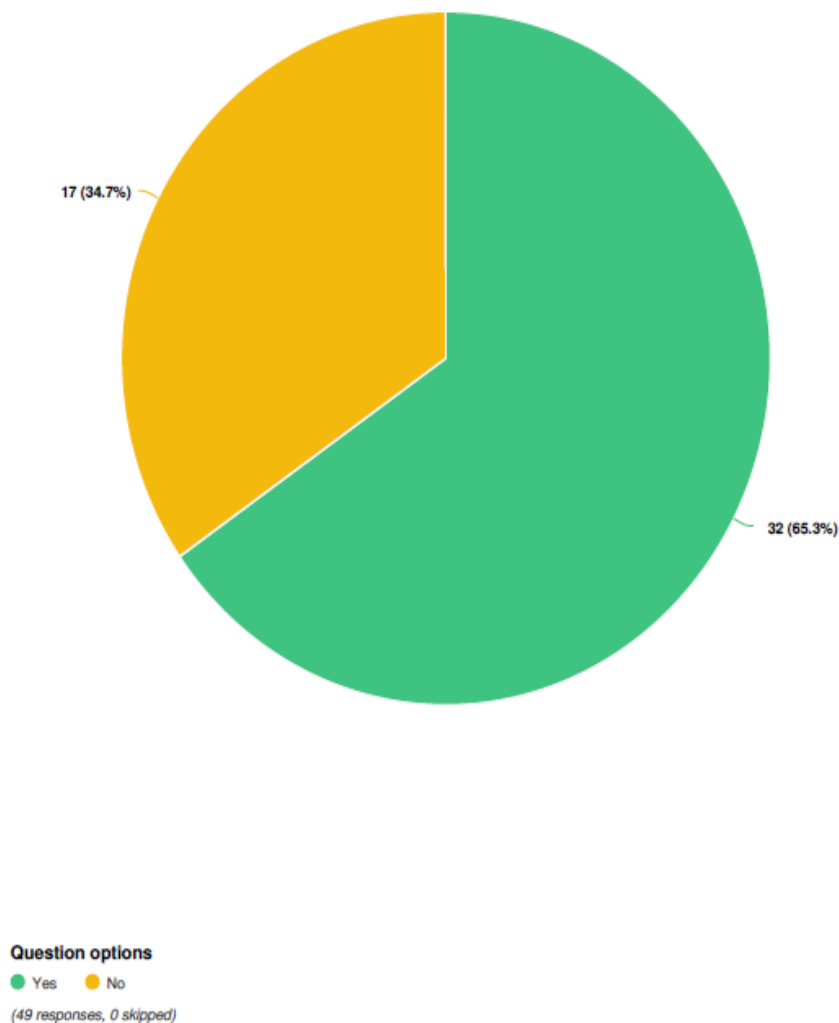
1. How do you rate the overall design from 1 to 5? (1 being the lowest score and 5 the highest)



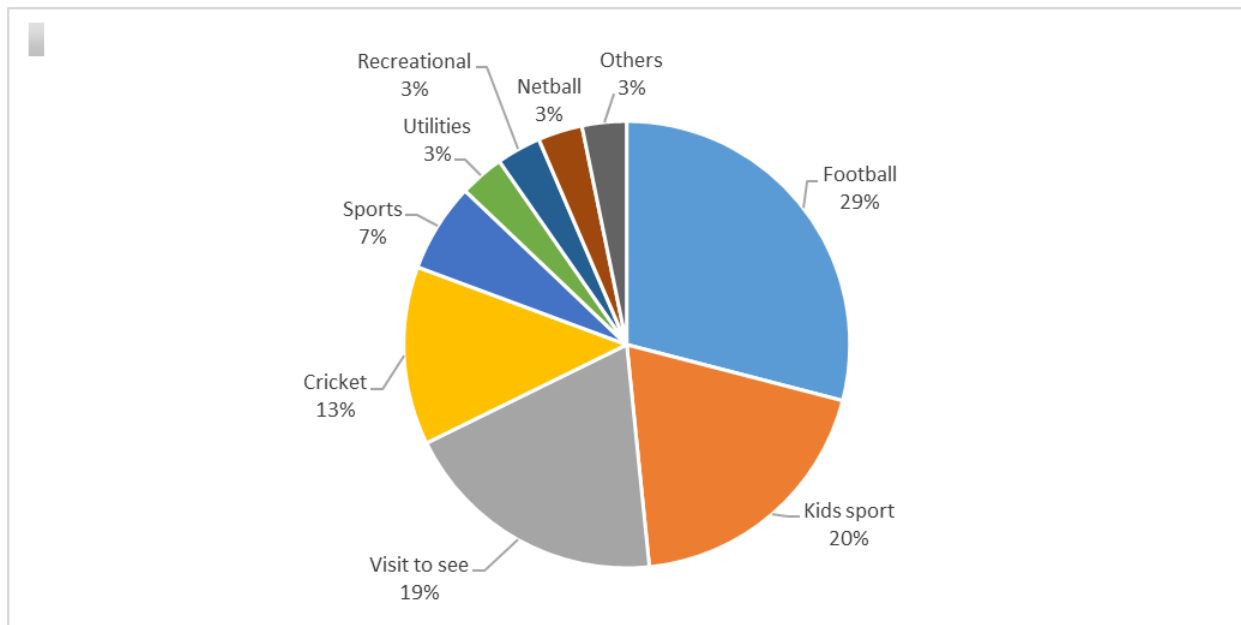
2. Rate aspects of the design from 1 to 5 (1 being least important to you and 5 being the most important) i.e. layout of amenities, clubroom, bar facilities, dining area, car parking.



3. Do you currently use the facility?



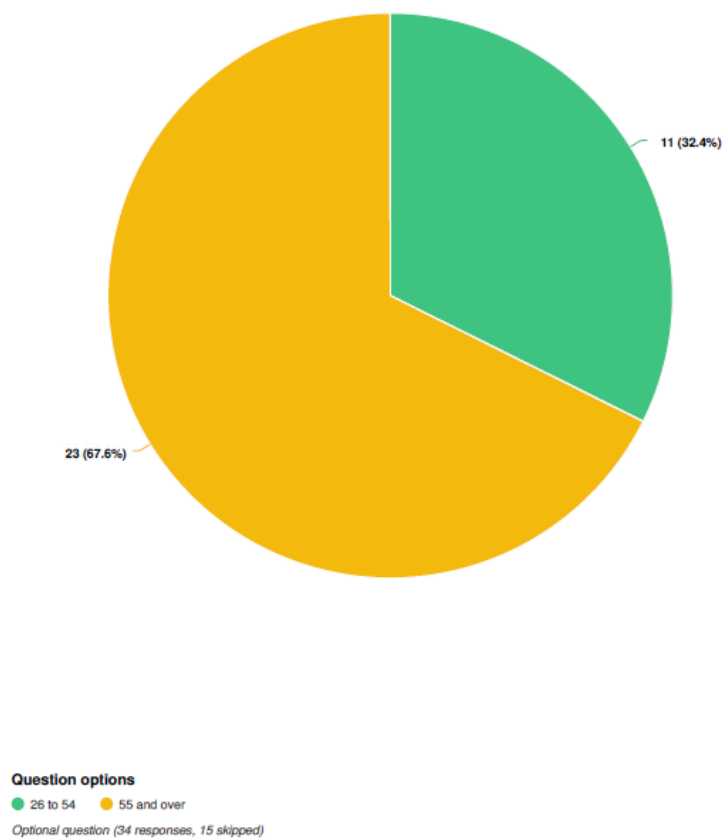
4. If you answered 'YES', please tell us what you use the facility for:



5. Other than sporting events, what other types of activities would you like to see at the site?

Topic	Number of comments
Community facilities	25
Seating/ benches	17
General public fitness	15
Markets/ Fetes	15
Drinking Fountain	11
Function/ meeting space	4
Additional car parking	4
Dining facilities	3
Senior activities	2
Basketball/ netball courts	2
Bingo	1

## 6. Age Groups of respondents



## Public Consultation

(Face-to-face session)

Responses from 11<sup>th</sup> August 2018 Morphettsville Park Sports Club Consultation

- Looks great, the Club needs to be upgraded.
- It's about time, the clubrooms are over 30 years old and need to be upgraded.
- It'll be nice to have running hot water.
- What is happening to the northern wall of the Club? Will it be re-dressed as part of the redevelopment?
- What will happen to football during construction? Will we have onsite amenities? How will the Club continue to operate? Will there be bar facilities?
- The additional undercover area will be great, especially on cold days like today
- Car parking needs to be addressed, particularly now with all the new construction in the area and sub division of land.
- Function space needs to be larger, sitting for 160 people is not enough. Need the ability to seat over 200 people.
- Function space is too small now as most Friday nights there is only standing room and people standing out on the oval.
- Change rooms need to be larger, two middle change rooms are too small.
- Larger first aid room to allow for strapping and attending to an injured person i.e. medics
- Can sponsors donate their time/ products to the build to save money?
- How will you procure the builder?

## Social Media

On the City of Marion Facebook page, 48 people liked the post about the redevelopment with 14 comments of which 9 people tagged friends and 6 people provided the following comments:

- Looking forward to seeing finished dining sounds good
- This one is the one around the back from you guys yea?
- Yep it sure is near the shops. Nightmare to drive to shops during footy season
- We can't wait! The current club is old and run down.
- Not a far walk for a beer
- Awesome.

## Other Submissions

### (Email, letters and phone calls)

#### Key Comments by email

No emails were received during the consultation

#### Key Comments by telephone

- Supports redevelopment of the facility.
- A management model is required to transform the Club from a football club to a community facility.
- Car parking in the area needs to be addressed, in particular out front of the local shops to allow for short term parking.

#### Key themes from letters

- Only one letter received from a local resident.
- Concerned about how car parking will be addressed.
- Prefer two storey construction of clubroom to prevent the need to close Quinn Street.

## ANALYSIS

- When asked how you rate the overall design 71.7% of the respondents rated the facility 4 or 5 out of five indicating a majority of the community support the design.
- When rating the importance of individual spaces the respondents indicated that the change rooms and layout of amenities were of the highest priority with car parking and bar facilities being the lowest.
- 65.3% of respondents indicated they currently use the site for recreation or sporting activities.
- Age groupings for responses are as follows
  - 26 to 54 = 32.4%
  - 55+ = 67.6%
  - Under 25 = 0 %


**Other than sporting events, what other types of activities or facilities would you like to see at the site?**

- Community dining/ bar facility
- Any community facilities
- Health gym
- In my mind is a major issue and needs to be looked and corrected
- As locals, we would look to join the Club for social activities. Meetings/ non-sport clubs could use the facilities
- While you intend to develop this site, you at the same time intend to destroy another community facility (cultural centre) at Marion!
- None - don't want it to be a function centre. Do want additional parking.
- Kids events/ Fete's or similar
- Community Functions e.g. for elderly
- Basketball – indoor or at least outdoor court with cover
- Markets or stalls every 3 months
- Re-align the oval and go two storey for the redevelopment. Additional off street car parking on Regan Avenue like on Denham Avenue opposite shops.
- Fitness equipment for general public to use. Placed around perimeter of site
- Need designated car parking sites. With increased dwellings car parking on streets already a serious problem. I would oppose any more street closures
- Netball court, plenty of room other of oval near to cricket nets. Make it nicer for families to come eat lunch/ dinner, better signage, better advertisement
- Bingo
- Community meetings (neighbourhood watch). Focussed on sport only – limit use for private functions (minimise unruly behaviour).
- Social events
- Hiring out facility for picnics, xmas parties, fundraisers, disabled gym classes, yoga etc., meetings other clubs e.g. cars, seniors
- Community groups such as cards, social groups etc
- Maybe hired out for events, birthdays etc. Dining
- Maybe Christmas functions to get to know neighbourhood residents (and also other similar functions).
- Dancing classes for over 50s
- Please put serious thought into parking – it can be very congested on sporting days.
- Social events when not in use such as ladies lunches or perhaps parties under supervision. Our children had tennis lessons here and played as well for a number of years.

## Appendix One – Survey

## MORPHETTVILLE PARK SPORTS CLUB

Community consultation feedback form



Provide your feedback on the concept design by returning this form using the enclosed self-addressed envelope by 15 August.

**1** How do you rate the overall design from 1 to 5? (1 being the lowest score and 5 the highest) 1 2 3 4 5

☐ ☐ ☐ ☐ ☐

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**2** Rate aspects that are important to you (1 being least important to you and 5 being the most important)

	1	2	3	4	5
Layout of amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Changing rooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dining area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bar facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

**3** Do you currently use the facility? YES ☐ NO ☐

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**4** If you answered "YES" to question 3, please tell us what you use the facility for.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**5** Other than sporting events, what other types of activities or facilities would you like to see at the site?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Please provide your contact details so we can keep you informed about the new Morphetville Park Sports Club.

Name \_\_\_\_\_

Age    Under 25 ☐    26 to 54 ☐    55 and over ☐

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Thank you for your participation.

**MORE INFORMATION**  
Contact Strategic Projects | City of Marion| 8375 6600



<p align="center"><b>PRELIMINARY PLAN</b></p>
<p>TITLE REFERENCE(S): PT CT 4015/34</p>
<p>HUNDRED: NOARLUNGA AREA: MORPHETTVILLE COUNCIL: CITY OF MARION</p>
<p align="center"><b>PLAN UNDER THE ROADS (OPENING &amp; CLOSING) ACT 1991</b></p>
<p>ROADS TO BE CLOSED LETTERED A, B &amp; C CLOSED ROAD A TO BE MERGED WITH ADJOINING ALLOTMENT 61 CLOSED ROADS B &amp; C TO BE MERGED WITH ADJOINING ALLOTMENT 216</p>
<p align="center">CERTIFIED CORRECT AS TO INTENT</p>
<p align="center">..... CITY OF MARION</p>
<p>DATE</p>
<p>I HEREBY CERTIFY THAT THE PORTION OF THE ROAD TO BE CLOSED LETTERED "A" HEREON IS PUBLIC ROAD WITHIN THE MEANING OF SECTION 3 OF THE ROADS (OPENING AND CLOSING) ACT, 1991</p>
<p>AUTHORITY</p>
<p align="center">..... RUHI AFNAN LICENSED SURVEYOR</p>
<p>DATE</p>
<p align="center"><b>STATE SURVEYS</b></p> <p>465B SOUTH ROAD, KESWICK SA 5035 TELEPHONE: 8293 2939 FACSIMILE: 8293 2949 EMAIL: PLANNING@STATESURVEYS.COM.AU</p> <p>REFERENCE: 18387      DRAWN BY: BF</p>

## Morphettville Park - Oval Realignment Options

<b>Originating Officer</b>	Project Manager Strategic Projects - Carla Zub
<b>Corporate Manager</b>	Manager City Activation - Greg Salmon
<b>General Manager</b>	General Manager City Development - Abby Dickson
<b>Report Reference</b>	GC180828R15

### REPORT OBJECTIVE

At the General Council meeting of 12th December 2017, Council resolved to investigate the extension of Morphettville Oval to provide a fit for purpose playing field and improve pedestrian movements and traffic management.

The purpose of this report is to provide the outcome of the preliminary investigations and present options for the realignment of the oval to meet the current users requirements and AFL standards, whilst considering the potential impact of traffic and pedestrian movements.

### EXECUTIVE SUMMARY

As part of the consultancy advice for the Morphettville Park Sports Club (MPSC) Upgrade, investigations have been undertaken of the options to realign the oval and what the potential impact might be on traffic, parking and pedestrians as result of the Morphettville Park oval expansion.

To realign the oval and meet the requirements of the AFL standards (given the use of the oval), the oval will need to expand beyond the existing boundaries and encroach into the surrounding roads. Two options have been presented which will require either partial closure of surrounding roads (one-way access points) or partial closure of Cobham Avenue creating a connection to the southern reserve (location of tennis courts and playground). It has been estimated that the cost to deliver the realignment will be \$300,000 and will need to be provisioned over the 2018-19 and 2019-20 financial years.

The parking analysis prepared by the consultants has identified that there is currently adequate car parking capacity around the oval, with the busiest time being Wednesday evenings (football training). The realignment of the oval, with both options, will require the displacement of car parking. Additional car parking can be provisioned through the expansion of the existing car park on Denham Avenue to the east of the oval (there will be no impact on trees).

To progress with either option, Council will need to explore the impact of ground services to Cobham Ave and undertake consultation with the Club, SANFL and the local residents. A further report will be tabled to Council on the outcome of the community engagement and recommendation on the preferred option.

### RECOMMENDATION

#### That Council:

- 1. Notes options for the expansion of the oval in addition to traffic management and pedestrian circulation improvements.**
- 2. Administration to undertake further investigations and engage with the Club, SANFL and**

**community to consider the oval realignment and impact on the surrounding roads. Noting that the oval realignment is a separate portion of works to the Morphetville Park Sports Club Upgrade.**

- 3. Endorses the allocation of an additional \$300,000 from the Asset Sustainability Reserve Community Facilities Partnership Program for engineering services, partial road closures and delivery of the oval realignment.**
- 4. Notes a further report will be presented to Council on the outcome of the consultation and recommended option to proceed to documentation and delivery.**

## **GENERAL ANALYSIS**

In accordance with Council's motion on 27 March 2018, Walter Brooke and GTA consultants (traffic engineers) have been engaged to investigate the oval realignment. The alignment seeks to address the shape of the oval and meet AFL standards for playing fields given the level of use, whilst considering the potential impact of traffic and pedestrian movements.

Two options have been developed for consideration by Council (refer to Annexure 1 for oval layout options). Summarised below are the key points of each option:

### Option One

- Impacts on Denham Ave, Cobham Ave and Dennis Street requiring partial closure of Cobham Ave and Dennis Street (creating one-way access points) and loss of car parking on Cobham Ave (approx. 27 car park spaces).
- Layout does not meet minimum width requirement for AFL being 105m wide.
- 145m in length and meets AFL guidelines.

### Option Two

- Meets minimum AFL requirements 135m x 110m
- Potential to be slightly longer if desired.
- Requires the closure of Cobham Avenue between Kendall Tce and McKellar Tce, which will create a connection of the reserve to the oval.
- Partial road closure to Dennis Street.
- Loss of car parking to Cobham Ave and Dennis Street (approx. 35 car parking spaces).
- Relocation of one light pole.

The parking analysis undertaken by GTA identified that currently there is spare car parking capacity (even on game days) and significant capacity on the streets around the Oval to accommodate some loss of parking capacity as a result of the oval realignment. The existing Denham Ave off-street car parking area could be improved with the installation of lighting and a sealed footpath and potentially extended to the east to provide a further 18 car park spaces, without impacting trees.

To progress with either option, Council will need to explore the impact of ground services to Cobham Ave and undertake consultation with the Club, SANFL and the local residents. It is considered preferable that both options are presented for consultation with the stakeholders, including the pros and cons. A further report will be tabled to Council on the outcome of the community engagement and recommendation on the preferred option.

It should be noted that as Morphetville Park is a regional oval, it does not need to meet AFL requirements (best practice only) and could be of smaller dimensions to fall within the existing boundaries. This would minimise the impact on the surrounding streets.

Furthermore, the realignment of the oval does not impact on the Clubroom upgrade and is able to be treated as a separable portion of works.

Outlined below is the key milestones to deliver the oval realignment:

Key Milestone	Date for completion
Finalise investigations for Oval Realignment	End September 2018
Community Consultation	October 2018
Council Report – Feedback from consultation and recommended option to proceed	November/December 2018
Finalise detailed design based on consultation and preparation on documentation	March 2019
Construction Phase	October 2019 - following completion of 2019 football season

As identified above, the timing for the delivery of the oval realignment will be at the completion of 2019 football season. Administration will work with the Cricket club and SACA to identify alternative playing fields for the 2019-20 summer cricket season.

## Community Engagement

A community engagement process will be undertaken in a coordinated approach. The consultation methods used will include but not limited to;

- Community drop in session through mail out invitation
- Survey available on Making Marion Web Page
- Council's Social Media forums
- Letter box drop
- Should Council proceed with either option requiring the partial road closures as described, it will require its own process of community engagement, which will be facilitated by the City Property Department.

## Financial Analysis

Preliminary cost estimate to facilitate the oval realignment is \$300,000 and will deliver the following scope of works:

- Surveying and associated Government costs to close portions of the roads
- Civil works (eg removal of existing and reinstatement of new kerbs, asphalt and carparks
- Extension of the oval surface and subsoil drainage; and
- Relocation of goal posts, lights and nets behind the goal posts.

To date, Council has provided funding for the investigations into the oval realignment (GC270318R06), which has been undertaken by the MPSC Upgrade consultancy team.

Funding of \$300,000 is required to undertake the community consultation, finalise the design and deliver the oval alignment including any road closure processes. It is recommended that the funding be sourced from Council's Asset Sustainability Reserve – Community Facilities Partnership Program with the expenditure of \$50,000 and \$250,000 to occur in 2018-19 and 2019-20 respectively.

## Resources (Capacity) Impact

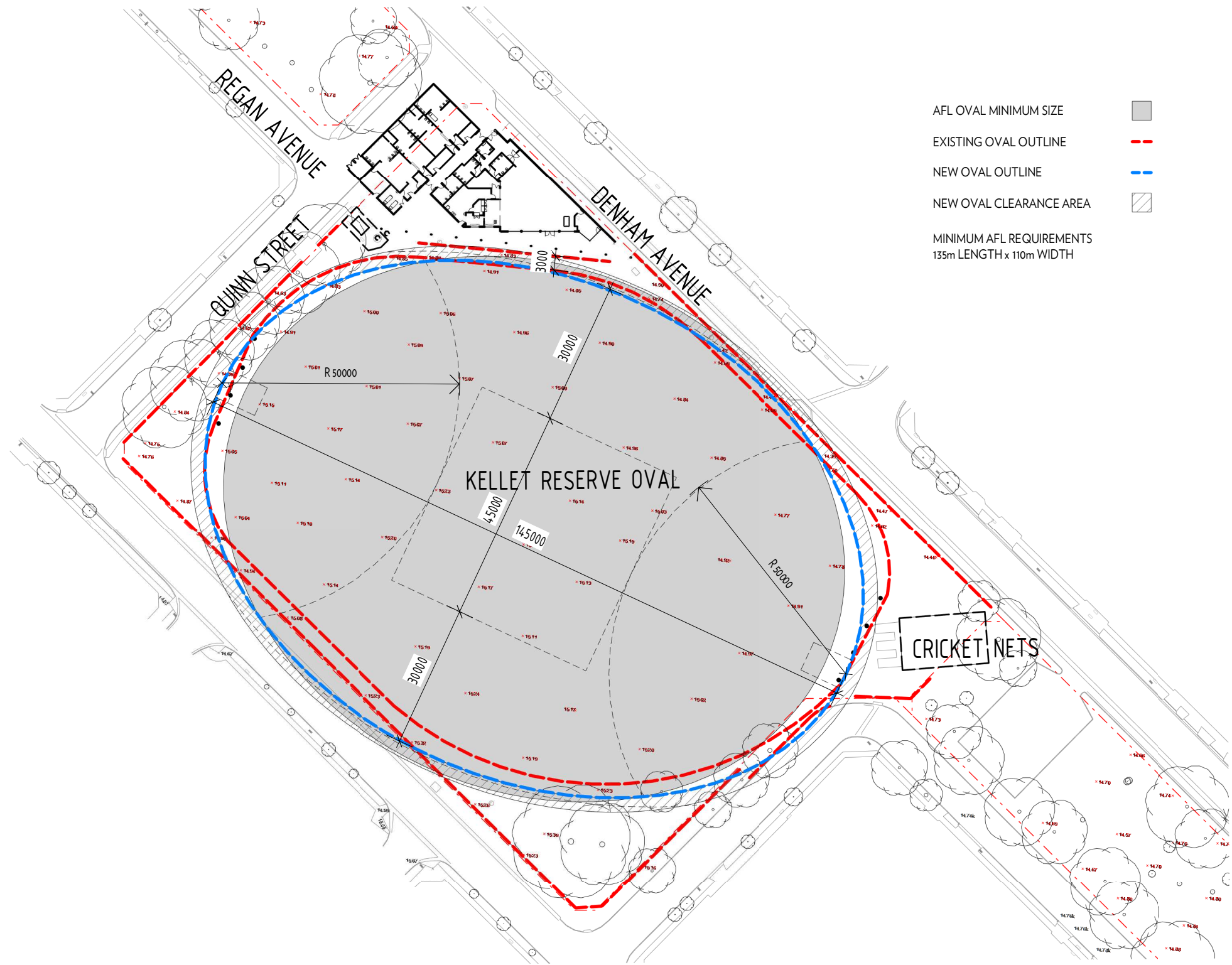
The project scope as defined in this report will be project managed by City Activation team working in collaboration with the City Property team to ensure stakeholder engagement, and communications with the club are maintained with any impacts on site operations considered with associated contingencies in place.

## Conclusion

The options presented for the realignment of the Morphetville Park oval will meet the requirements of the current users, whilst completing the overall package of works for the redevelopment of the Morphetville Sports Club upgrade. Consultation with the community, Club and SANFL will identify the preferred option to be delivered by Council.

**Attachment**

#	Attachment	Type
1	Oval Realignment - OPTION 1	PDF File
2	Oval Realignment - OPTION 2	PDF File



OVAL REALIGNMENT AMENDMENT B 15/08/2018 8

WALTER BROOKE ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE  
MASTER PLANNING



MORPHETTVILLE PARK SPORTS CLUB  
KELLET RESERVE OVAL

SITE PLAN OPTION 1	DRAWING — SK01
1 : 1000 @A3	REVISION — B
	PROJECT — 18-5549



## Extension to Southern Region Waste Resource Authority Board

<b>Originating Officer</b>	Chief Executive Officer - Adrian Skull
<b>Corporate Manager</b>	N/A
<b>General Manager</b>	N/A
<b>Report Reference</b>	GC180828R09

### REPORT OBJECTIVE

The purpose of this report is to seek Council's endorsement to extend the current appointment of Mr Vincent Mifsud to the board of the Southern Region Waste Resource Authority (SRWRA) until 31 March 2019. This would enable the City of Marion to maintain the continuity of Representation on the SRWRA board in the period between the end of this Council's term and the appointment post Council of board members to SRWRA. This allows the new Council time to consider and appoint members to the SRWRA board. Similar reports for short-term extensions for their executive SRWRA board members are being presented to both Onkaparinga and Holdfast Bay councils.

### EXECUTIVE SUMMARY

SRWRA is a regional subsidiary established by the Cities of Onkaparinga, Marion and Holdfast Bay ('constituent councils'), pursuant to Section 43 of the Local Government Act 1999.

SRWRA is governed by a Charter and is overseen by a seven member Board comprising of two appointees from each of the constituent councils and an independent expert in business and/or waste management as chairperson. Constituent councils may also appoint a deputy member who may attend board meetings and engage in discussion but can only vote on a motion if one or both members are absent.

The current representatives appointed for the term of Council are Councillor Ian Crossland, Mr Vincent Mifsud and Councillor Nick Kerry appointed as Deputy for a term consistent with the provisions of the SRWRA Charter (currently 4 years).

### RECOMMENDATION

#### That Council:

- 1. Extend the appointment of Mr Vincent Mifsud to the Board of the Southern Region Waste Resource Authority until 31 March 2019.**

## Policy Review - Tranche one

<b>Originating Officer</b>	Quality Governance Coordinator - Deborah Horton
<b>Corporate Manager</b>	Manager Corporate Governance - Kate McKenzie
<b>General Manager</b>	General Manager Corporate Services - Vincent Mifsud
<b>Report Reference</b>	GC180828R10

### REPORT OBJECTIVE

That Council reviews and endorses the attached policies, so that all Council policies are up to date and current before caretaker period commences on 18 September 2018.

### EXECUTIVE SUMMARY

The City of Marion now has a centralised approach to its policy management with a framework to provide clarity of policy hierarchy and clear procedures for the creation, evaluation and rescission of policies. This approach is consistent with recommendations arising from an internal audit undertaken by KPMG mid last year (GC150817R8.2) and a report titled "Organisational Policy Review 2018" to the General Council meeting 10 July 2018 (GC180710R01).

In this report, there is one new policy for Council endorsement, and six (6) policies for Council's review. The "Roads and Public Place Naming" Policy is new as a legislatively required policy missing from Council's suite of policies.

The remaining policies attached to this report require Council review to ensure that they are current and align with Council strategy and business plans.

All policies will now follow a new review structure whereby policies will be formally reviewed by Council once a term unless specified otherwise either by legislation or a resolution of Council. It is proposed that the following policies will be formally reviewed again by the next Council (2018-2021).

### RECOMMENDATION

**That Council :**

- 1. Endorses the Roads and Public Place Names Policy (Attachment 1)**
- 2. Reviews and thereby endorses the Streetscape Policy (Attachment 2) , City Limits Policy (Attachment 3), Sister Cities Policy (Attachment 4) Community Awards and Recognition (Attachment 5), Social Media Policy (Attachment 6) and Economic Development (Attachment 7).**

### DISCUSSION

#### **Road and Public Place Names Policy (Attachment 1)**

During the internal audit undertaken by KPMG mid last year it was identified that the City of Marion required a Road and Public Place naming policy as part of its legislative responsibility according to the *Local Government Act 1999 Section 219*.

## **219—Power to assign a name, or change the name, of a road or publicplace**

(5) A council must prepare and adopt a policy relating to the assigning of names under this section.

A policy has since been created that provides the guiding principles for the naming of City of Marion public roads and public places. The policy was based on the Guidelines for the Selection of Names for Roads in SA and the AS/NZS 4819:2011 Geographic Information – Rural and Urban Addressing standards. Council will need to determine, thereby endorsing the policy as suitable for the City of Marion.

### **Streetscape Policy (Attachment 2)**

The Streetscape Policy provides for a strategic approach to the development of road and street infrastructure, including verges and footpaths to create a city for people. The policy is designed to influence streetscape outcomes at both city-wide and individual street levels. The policy was last reviewed in June 2016 and has a proposed review date of 2018/19. The policy has been updated into the new policy template as per the policy framework, with no major changes made to policy intention.

### **City Limits Publication Policy (Attachment 3)**

At its meeting on the 23 May 2017 (GC230517R06), Council reviewed the City Limits publication endorsing a 24 page A4 sized magazine to be distributed three times a year, with one column from the Mayor and six Ward Councillors each edition. This new format has been included into the policy since it was last reviewed and updated into the new policy template with no major changes made to the policy intention.

### **Sister Cities Policy (Attachment 4)**

This policy has been updated into the new policy template with no major changes to the policy intention. Minor grammatical and formatting edits have been undertaken. A definition of a 'bilateral agreement' has been added for further clarification. Elements included in the policy (criteria and approval process) are procedural in nature. It would be prudent in a future review to extract this information from the policy into a stand-alone procedure.

### **Community Awards and Recognition Policy (Attachment 5)**

This policy has been updated into the new policy template with no major changes to the policy intention. Minor grammatical and formatting edits have been undertaken.

### **Social Media Policy (Attachment 6)**

This policy has been updated into the new policy template with no major changes to the policy intention. Minor grammatical and formatting edits have been undertaken.

### **Economic Development Policy (Attachment 7)**

This policy has been updated into the new policy template with no major changes to the policy intention. Minor grammatical and formatting edits have been undertaken.

## **Attachment**

#	Attachment	Type
1	Attachment 1 - Road and Public Place Naming Policy	PDF File
2	Attachment 2 - Streetscape_Policy 2018	PDF File
3	Attachment 3 - City Limits Policy 2018	PDF File
4	Attachment 4 - Sister City Policy 2018	PDF File
5	Attachment 5 - Community Awards and Recognition Policy 2018	PDF File
6	Attachment 6 - Social Media Policy	PDF File
7	Attachment 7 - Economic Development Policy	PDF File

## 1. RATIONALE

The City of Marion has the power under section 219 of the *Local Government Act 1999* to assign a name to, or change the name of:

- a public road;
- a private road; and/or
- a public place.

Council *must* assign a name to each public road created by land division.

"Public place" means a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the *Community Titles Act 1996*.

## 2. POLICY STATEMENT

It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include 'unmade' road reserves.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc. Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road exits on to.

All roads that can be used as part of an address for an address site will be assigned a name.

*Note: The naming of State roads is the responsibility of DTEI.*

Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

*Note: While the Australian Standard stipulates that road name signs should be placed at every intersection, this may not always be practicable in rural areas.*

## 3. POLICY SCOPE AND IMPLEMENTATION

### 3.1 Initiating the Road and Public Place Naming Process

A road naming and **public place** naming may be initiated if:

- a request is received by the Council from an affected land owner or their agent;
- Council resolves that a name change be investigated;
- Council staff determine it is in the public interest to investigate a change in road or public place name;
- Council opens or forms a road; or
- Council opens or creates a new public place; or
- Council receives an application for a land division.

## 3.2 Names of Roads and Public Places

In the naming and renaming of public roads or places, the following principles will apply;

### 3.2.1 Uniqueness

A road or public place will have only one name.

A road or public place name will be unique within an official suburb or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (eg emergency services response).

Roads that are maintained by the Department for Transport, Energy and Infrastructure (DTEI) will be named by DTEI. Council will consult with DTEI in relation to naming these roads.

Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

### 3.2.2 Name Sources

Sources for road or public place names may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;

- eminent persons;
- local history;
- thematic names such as flora, fauna, ships etc;
- war/casualty lists; and
- commemorative names.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.

The origin of each name will be clearly stated and recorded as part of the Council's historical records.

The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

### **3.2.3 Propriety**

Names of living persons will be avoided.

Names, which are characterised as follows, will not be used.

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company.

### **3.2.4 Communication – *speak to communications GC080518M06***

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their geographic relationship e.g. Proof Range Road;
- roads with double destination names will be avoided.

### 3.2.5 Spelling

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Generally road or public place names proposed or approved will not contain abbreviations e.g. the “Creek” in “Wallaby Creek Road” must not be abbreviated. There are, however, two exceptions, “St” will always be used in place of “Saint” and it is acceptable to use “Mt” for “Mount”.

### 3.2.6 Form

The apostrophe mark ‘ will be omitted in the possessive case e.g. “Smith’s Road” will be “Smiths Road”.

Names will avoid the use of the possessive “s” unless the euphony becomes harsh e.g. “Devil Elbow”.

The use of hyphens will be avoided. However, hyphens may be used when naming a road or public place after a person with a hyphenated name.

### 3.2.7 Type of Road or Public Place

Road names will include an appropriate road type suffix conforming with the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, eg,
  - o Crescent - a crescent or half moon, rejoining the road from which it starts;
  - o Esplanade - open, level and often along the seaside or a river.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following list of suitable road type suffixes is included as examples. [The list has been sourced from Australian Standards AS 1742.5 - 1986 and AS 4212 –

1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.] Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

### 3.2.8 No Prefix or Additional Suffix

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

### 3.3 Naming of Private Roads

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

### 3.4 Consultation with Adjoining Councils

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [see s.219(2) of the LG Act].

### 3.5 Public Notice of Name Assignment or Change

Council will give public notice of the assigning or changing of a **road or public place** name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the LG Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on the Council's website <https://www.marion.sa.gov.au/>.

### 3.6 Advise Relevant Parties of New Name or Name Change

Council will provide written notice (e.g. by email) of Council's decision on a **new road or place name** or name change to all relevant parties, including:

- Registrar-General;
- Surveyor-General; and
- Valuer-General [see s.219(3)(a) of the LG Act]
- the owner of the road (if a private road);
- **the owner of the land (if public place)**
- owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- ETSA Utilities;
- SA Police;
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service

### 3.7 Date of Effect for New Names or Name Changes

The date of effect of the **new or changed road or public** place name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationary and advertising references;
- Potential confusion for people using maps and street directories that effectively become out of date; and

- The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

Council will update the Register of Public Roads as required by s.231 of the LG Act.

### 3.8 Road Name Signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. (Signage may be erected during construction of a sub-division).

*NOTE: Signage for State road names is the responsibility of DTEI.*

## 4. REVIEW AND EVALUATION

This policy will be regularly monitored and reviewed each year. Public notice will be given of adopting or altering this policy. [see s.219(7) of the LG Act].

## 5. REFERENCES

- *Local Government Act 1999*
- *Guidelines for the Selection of Names for Roads in SA*
- *AS/NZS 4819:2011 Geographic Information – Rural and Urban Addressing*
- *City of Marion Open Space Policy: for memorials*

## 1. RATIONALE

Streetscapes are a key element of the public realm that along with open spaces and public plazas, play a significant role in how people experience the City of Marion. They are a principle asset that affects everyone - residents, businesses, workers and visitors – and they play a critical role in defining the character of neighbourhoods whether they be residential, commercial or business.

The City of Marion is dissected by an extensive road hierarchy that comprises a network of arterial, sub-arterial, distributor, collector, and local roads and streets. This network contains 460 kilometres of roads and 783 kilometres of footpaths. With a population over 88,000 there are many residents, businesses and visitors that use the road network to move around the city, recreate and gain value from the amenity provided by roads and streets.

## 2. POLICY STATEMENT

The planning, development and management of streetscapes are guided by the themes of the Strategic Plan – Towards 2040 that outlines the community's aspirations.

The Streetscape Policy provides for a strategic approach to the development of road and street infrastructure, including verges and footpaths to create a city for people. The Local Government Act or other legislation does not dictate levels of service, construction methodology, or the extent of Council's footpaths and verges. This policy will influence streetscape outcomes at both city-wide and individual street levels.

## 3. OBJECTIVES

To improve the amenity and functionality of streetscapes in the City of Marion so they add value to people's experience of the City.

## PRINCIPLES

The following principles will guide the City of Marion's planning, development and management of streetscapes:

3.1 A strategic approach will define the street network through balancing the dual roles of streets as safe thoroughfares for movement of pedestrians, cyclists and vehicles, and as destinations for people

3.2 Streetscape design will be attractive, enable accessibility, and be of high amenity value in key locations so they are places where people of all ages, cultures and abilities want to spend time at different times of the day and year

3.3 Landscaping will be environmentally sustainable incorporating the use of water sensitive urban design and the use of indigenous plantings where possible to support the

role of streets as connectors, enhance habitat corridors, cool the urban environment, and enhance road safety

3.4 Neighbourhood identity and sense of place will be enhanced by streetscapes that contribute to a positive neighbourhood image and provide opportunities for social interaction for the community, neighbours and visitors

3.5 Streetscapes will be enhanced by visual connections with their surrounding environments

3.6 Commercial, business and education precincts will be enhanced by streetscapes that contribute to the attractiveness of these areas

3.7 The level of service for streetscapes will be maintained by the timely application of proactive maintenance and auditing programs

## 4. POLICY SCOPE

The scope of this policy includes the area of the street surface and adjoining land between property boundaries.

Streetscape elements include:

- Road/street surfaces, including parking bays, crossings
- Pedestrian laneways that connect streets
- Footpaths
- Bikeways
- Street trees
- Verges/landscaping/plantings
- Street furniture
- Street lighting
- Bus shelters/stops
- Public and community art
- Kerbs
- Utilities including power, stormwater infrastructure, NBN
- Traffic control devices
- Signage
- Adjoining built form or open space

- Off-road shared or single use walking and cycling paths except where located within public open spaces

## 5. IMPLEMENTATION

This policy is a component of a Streetscape Framework that also includes a 10-Year Streetscape Program. The policy and program will be supported by operational systems and processes to ensure efficient delivery of appropriate service levels for streetscape capital and renewal works.

## 6. DEFINITIONS

**Streetscape:** The collective appearance of street elements including streets, footpaths, verges, furniture, building frontages and other land uses that are located along a street

**Streets:** Publicly owned land located between property boundaries that is for the use of motor vehicles, small wheeled vehicles, and bicycles that form a network of arterial roads and local streets

**Footpaths:** The pathway that exists in streetscapes that enables the safe and efficient movement of pedestrians

**Bikeway:** Bikeways can be on-road bicycle lanes that are marked for exclusive use by cyclists, separated bicycle lanes that are located against the kerb and separated from the vehicle travel lane by a parallel parking lane

**Verge:** The section of road reserve between the edge of a made roadway or constructed kerb and water table (if in place), and the boundary of the adjoining certificate or crown title boundary that does not contain a footpath

**Traffic control devices:** Markers, signs and signal devices used to inform, guide and control traffic, including pedestrians, motor vehicle drivers and cyclists

## 7. REFERENCES

This policy links with the following:

### Australian Government

- Building Code of Australia
- Austroads standards for pedestrians

### South Australian Government

- Road Traffic Act 1961
- Local Government Act 1999
- Development Act 1993

- South Australian Planning Strategy
- Development Regulations (e.g. fencing)
- South Australian Public Health Act 2011

## City of Marion

This policy links with the following current documents:

- Road Hierarchy Plan
- Development Plan
- Walking and Cycling Strategy
- Tree Management Policy
- Tree Management Framework
- Street Tree Audit
- Asset Management Policy and Plan
- Resilient South Regional Climate Change Adaptation Plan

## 8. REVIEW AND EVALUATION

To be reviewed within Asset Management Policy and Plan 2018/19

## 1. RATIONALE

To communicate with residents and stakeholders to reinforce and promote the directions and strategies of the six themes within the *Community Vision – Towards 2040* and not include information that **is contradictory**. ~~contradicts them.~~

## 2. POLICY STATEMENT

This policy provides guidance of the content of advertising and the types of articles published in *City Limits*.

## 3. PRINCIPLES

In producing and publishing the *City Limits*, the following principles are **considered and applied**;

~~Overriding principles~~ *City Limits*:

- 3.1 Promotes the directions and themes of the *Community Vision – Towards 2040* and provides information to the community.
- 3.2 Aims to be free of discriminatory or defamatory content.
- 3.3 Articles should not expose Council to legal action.
- 3.4 Reporting and commentary should adhere to the highest standard of accuracy.
- 3.5 Is produced in accordance with the City of Marion Style Guide.
- 3.6 ~~Adheres to~~ **Consistent** with the Publications Policy (Elected Members).
- 3.7 Is produced and distributed three times a year.
- 3.8 Articles should not portray people or depict material ~~which~~ **that** discriminates against or vilifies a person or community group based on race, ethnicity, sex, age, sexual preference ~~orientation~~, religion, disability or political belief.
- 3.9 Articles ~~should~~ **will** not directly ~~thereby intentionally~~ promote:
  - 3.9.1 Alcoholic drinks,
  - 3.9.2 Betting or gambling,
  - 3.9.3 Tobacco products or manufacturers of tobacco products,
  - 3.9.4 Products or services of an intimate nature including adult stores, ~~sex lines~~ **and or sexual** websites,
  - 3.9.5 Financial products or services that promote loans,
  - 3.9.6 Illegal activities or anti-social behaviour including use of illicit drugs or reckless driving,
  - 3.9.7 Violence.

*Development of Articles:*

- 3.10 Content is developed, written and edited by the City of Marion. Qualified sub-contractors or special contributors may also be required to write articles.
- 3.11 Senior management will be consulted on the overall direction and on feature articles of strategic importance.
- 3.12 Ideas for articles are provided by City of Marion staff, members of the community, management and Elected Members.
- 3.13 City of Marion will obtain a person's consent to take their photograph and feature them in an article. If the person is a minor, consent will be obtained from their parent or legal guardian.
- 3.14 The selection criteria for articles includes:
  - 3.14.1 Supports the *Community Vision – Towards 2040*,
  - 3.14.2 Newsworthiness,

- 3.14.3 Topicality,
- 3.14.4 Photographic opportunity,
- 3.14.5 Balance of subject matter,
- 3.14.6 Content of previous editions.

*Format:*

- 3.15 City Limits is a 24 page, A4 size full colour publication **distributed three times a year.**<sup>1</sup>
- 3.16 Technical standards including font and layout will adhere to the City of Marion Style Guide.

*Elected Member Contributions:*

- 3.17 Space will be reserved for one column from the Mayor in each edition.<sup>2</sup>
- 3.18 Space will be reserved for a column from six Ward Councillors (one from each ward) in each edition.<sup>3</sup>
- 3.19 Ward Councillor columns will be alternated so that each Councillor provides a column in every second edition.
- 3.20 Contributions will appear in **ward** alphabetical order ~~by ward~~ (Coastal, Mullawirra, Southern Hills, Warracowie, Warriparinga, Woodlands).
- 3.21 ~~Elected Member~~ **Ward Councillor** contributions will appear with their photograph and contact details.
- 3.22 Contact details of ward Councillors who do not have a column in an edition will also be included.
- 3.23 Space will be reserved for 200 words for each ~~Elected Member~~ **ward Councillor column.**
- 3.24 A photograph relevant to content will be inserted in each ward Councillor's column.
- 3.25 Contributions from ward Councillors must be emailed to the City of Marion by a deadline which will be specified during the lead up to publication.
- 3.26 ~~Elected Member~~ **Ward Councillor** contributions will not be published during a caretaker period for Local Government Elections.
- 3.27 Contributions must adhere to the Publications Policy (Elected Members).

*Advertising:*

- 3.28 ~~The magazine~~ **City Limits** does not include paid advertising.
- 3.29 Adverts promoting **eCouncil** events, services or initiatives may be included at the discretion of the City of Marion where it is considered that this will be a more effective approach than articles.
- 3.30 Adverts promoting initiatives or projects supported by **eCouncil** may be included where it is considered this will be a more effective approach than articles.

*Distribution:*

- 3.31 ~~The publication~~ **City Limits** is free.
- 3.32 ~~It is distributed~~ **Distribution of City Limits is via;**
  - 3.32.1 letterbox drop,
  - 3.32.2 made available at City of Marion facilities including the Administration Building, Libraries and neighbourhood centres,
  - 3.32.3 ~~and on eCouncil's website,~~

<sup>1</sup> Refer City of Marion General Council meeting 23 May 2017 (GC230517R06).

<sup>2</sup> As above.

<sup>3</sup> As above.

3.32.4 mailed to stakeholders outside the council area.

## 4. POLICY SCOPE AND IMPLEMENTATION

This policy applies to the City of Marion.

## 5. DEFINITIONS

The following terms apply to this policy;

<b>Adult store</b>	<i>A shop that provides services or products of a sexual nature.</i>
<b>Advertising</b>	<i>Attracting public attention to a product, service or business by a paid announcement.</i>
<b>Alcoholic drinks</b>	<i>Any beer, wine, spirits or cider or other drinks of an intoxicating nature.</i>
<b>Article</b>	<i>Non-fictional journalistic account of events.</i>
<i>Community Vision – Towards 2040</i>	<i>City of Marion Strategic document that espouses six themes that represents the shared values and aspirations that will guide how our city develops.</i>
<b>Illicit drugs</b>	<i>Unlawful drugs and substances.</i>
<b>Ward Councillor</b>	<i>Elected Member.</i>

## 6. ROLES AND RESPONSIBILITIES

The Communications Team is responsible for the implementation and management of this policy.

## 7. REFERENCES

- Publications Policy (Elected Members)
- City of Marion *Community Vision – Towards 2040*

## 8. REVIEW AND EVALUATION

This policy will be reviewed once during a term of Council. Its review will be initiated by the Governance Department.

## 1. RATIONALE

The City of Marion's participation in the Sister Cities Program (**SCP**) enables the community to establish and maintain friendships with other communities throughout the world.

## 2. POLICY STATEMENT

The ~~program~~ **SCP** creates the opportunity to foster international goodwill while enriching our community with a broader understanding of other nations, their traditions, customs and cultures. It also provides an avenue that may lead to economic benefits, tourism and cultural exchanges.

## 3. OBJECTIVES

To ~~outline~~ **identify** how the City of Marion will select and maintain **the SCP** ~~sister cities'~~ relationships to;

- Develop long-lasting, mutually beneficial friendships and exchange ideas.
- Gain a valuable understanding of international, national or state issues, cultures and traditions,
- Generate harmony, tolerance and goodwill
- Promote economic growth and increase tourism
- Exchange cultural and educational experiences and values
- Exchange technical assistance and advice to other cities.

## 4. EXISTING SISTER CITIES RELATIONSHIPS

The City of Marion maintains the following sister cities relationships;

- Kokubunji, Japan (established 1993)
- Naracoorte, South Australia (established 1995)

This relationship is a link between the City of Marion and the above cities to promote the objectives of the ~~program~~ **SCP**.

## 5. ESTABLISHING AND MAINTAINING A SISTER CITY RELATIONSHIP

Sister city relationships should be established for their strategic relevance to the City of Marion and its residents. **Where possible, relationships** ~~Relationships, where possible,~~ should be based on the concept of reciprocation and mutual benefit except in circumstances where they have been entered into for humanitarian reasons.

### 5.1 Criteria

In addition to ensuring the relationship meets the objectives of the **SCP and this** policy, council will use the following criteria to assess the suitability of entering into a new sister cities relationship or **when** reviewing existing friendships;

5.1.1 **General:** relevance to the local community, any existing linkages, demographics (including cultural), historical, sporting or artistic significance and ease of access.

5.1.2 **Economic:** similar economic conditions, trade and investment opportunities tourism potential.

5.1.3 **Social:** similar social infrastructure and issues, opportunity for broad-based activity, people-to-people interest, energy and commitment.

5.1.4 **Educational:** opportunity for student/teacher exchange programs.

5.1.5 **Humanitarian:** opportunity to use skills of City of Marion staff and the community to assist in the development of the sister city consistent with the provisions of the ~~Humanitarian Leave Procedure~~ other organisational policy/procedure.

5.1.6 **Existing relationships:** assessed against level of communication with Sister City, history of outcomes to-date and current and /proposed projects.

A review of the relationship /friendship will be undertaken upon Council direction.

## 5.2 Approval Process

Approval of a sister city relationship is a three-staged process to be followed as identified below:

5.2.1 Sister Cities Friendship Group (see below) identifies and recommends to a General Council Meeting a potential relationship.

5.2.2 Adoption at a General Council meeting of a resolution to establish/not establish a sister city relationship.

5.2.3 Formalising the relationship with the exchange of a Memorandum of Understanding (MoU) signed by the Mayor of the City of Marion and the leader of the nominated city/town.

## 5.3 Sister Cities Friendship Group

A Sister Cities Friendship Group will be established with the purpose of:

5.3.1 Identifying potential sister city relationship based on the above objectives and criteria and making recommendations to council.

5.3.2 Recommending to council a program SCP including any budgetary considerations to strengthen and maintain the relationship. Costs associated with the operation of a SCP or friendship group will be determined through mutual agreement with respective cities and be subject to normal usual budget approval process.

5.3.3 Reviewing the ongoing success of the relationship in meeting the key objectives and criteria outlined in this document and making recommendations to council.

The friendship group will meet as required and comprise the Mayor, two Elected Members, community members (number as interested). The City of Marion will provide support to the group.

## 6. POLICY SCOPE AND IMPLEMENTATION

This policy applies to the Corporation of the City of Marion.

## 7. DEFINITIONS

**Bilateral agreement:** An agreement formed by an exchange of a promise in which the promise of one party is consideration supporting the promise of the other party.

### **Memorandum of Understanding (MOU):**

A formal document describing a bilateral agreement between two parties.

### **Sister cities:**

A co-operative agreement between the City of Marion and another city/town in Australia or overseas to promote shared cultural,

educational, humanitarian, economic connections and awareness.

***Sister cities friendship group:***

A group comprising Elected Members and the community to advise Marion Council on establishing and maintaining sister cities relationships.

## **8. ROLES AND RESPONSIBILITIES**

This policy will be implemented and managed by the City of Marion's Communications Department.

## **9. REFERENCES**

- N/a

## **10. REVIEW AND EVALUATION**

This policy will be reviewed once in a term of Council (2018 – 2022). Its review schedule will be coordinated by the City of Marion Governance Unit in consultation with the Communications Unit and other key stakeholders.

## 1. RATIONALE

To celebrate the outstanding achievements and contributions individuals, organisations/groups and business make to enriching our community.

## 2. POLICY STATEMENT

The City of Marion is committed to celebrating the outstanding achievements and contributions individuals, organisations/groups and business make to enriching our community.

The Community Awards and Recognition Policy This policy outlines how the City of Marion will formally acknowledge these outstanding role models in the community whose contributions often go unrecognised. The Policy explains the types of awards and recognition council offers, who is eligible and the role of Elected Members in supporting the program.

The policy should be read in conjunction with the Community Awards and Recognition Procedures which detail how the program is administered.

## 3. OBJECTIVES

The Community Awards and Recognition Program reflect the values in the Community Plan – Towards 2040. The objectives of the program are to:

- Publicly and formally celebrate the outstanding achievements and contributions made by individuals, organisations/groups and businesses to the community.
- Foster pride in the achievement of those who have been nominated for recognition among the wider community.
- Build a stronger, more engaged community that values the importance of volunteering and encourages positive role models.
- Enable the City of Marion to thank recipients for their contribution on behalf of the community.

## 4. POLICY SCOPE AND IMPLEMENTATION

This policy applies to the City of Marion (organisational wide).

## 5. DEFINITIONS

Award	A prize or honour bestowed on an individual, organisation/groups and business.
Community Awards and Recognition Program	The initiative of the City of Marion to celebrate the outstanding achievements and contributions of individuals, organisations/groups and businesses to the community.
Formal awards	Formal awards are part of the Community Awards and Recognition Program. All other awards are non-formal.
Recognition	An acknowledgement bestowed on an individual, group of people.

## 6. COMMUNITY AWARD AND RECOGNITION PROGRAM AND PRINCIPLES

The City of Marion's Community Award and Recognition program comprises ~~seven~~ **five** awards including:

- Australia Day Awards
- Community Excellence Awards
- Unsung Heroes Awards
- Certificate of Appreciation
- ~~Marion Learning Festival Scholarship~~
- ~~Youth Recognition Awards~~
- Volunteer Recognition Awards

### Non-formal recognition and creating other awards

Other formal award and recognition programs can be established provided they adhere to the principles of this policy (see the Community Awards and Recognition Procedure). The process for non-formal recognition of community members and accessing external awards are included in the procedures.

### Recipients

Each award will have its own selection criteria and nomination process which must be adhered to for an entry to be valid. As a general principle, recipients of a City of Marion award can be:

- Living or deceased
- Reside, study, **train** or work in the City of Marion.
- Involved in an organisation that works predominately to benefit the City of Marion community.
- Staff employed by the City of Marion provided their involvement falls outside of employee-related activities.
- An animal.

### Nominations

All nominations must adhere to the following principles:

- Nominations for all awards/recognition categories should be made by persons other than the nominee themselves and should address the specific selection criteria.
- All nominations must be accompanied by the contact details of at least one referee able to confirm the accuracy of the information provided by the nominator.
- All nominations, including the details of nominators and referees, will be kept in strictest confidence.

## 7. ROLE OF ELECTED MEMBERS

The role of Elected Members in the Community Awards and Recognition program ~~is to~~ **include**;

- Promote individual awards to the community
- Nominate individuals and groups for awards
- Participate in the judging of awards as required
- Represent the community at award ceremonies

## Judging

**Australia Day Awards** – A judging panel comprising the Mayor, Deputy Mayor and one other Elected Member will select the winner of the awards.

**Marion Learning Festival Scholarship** – The Mayor will select the scholarship winner from names forwarded by the Marion Learning Festival organising committee.

The other award categories do not require judging.

## 7. ROLES AND RESPONSIBILITIES

The Unit Manager Communications is responsible for the implementation of this policy.

## 8. REFERENCES

- *Community Awards and Recognition Procedures*
- *2013–2016 Youth Plan*
- *Staff Memorial Policy*
- *City of Marion Community Vision – Toward 2040*

## 9. REVIEW AND EVALUATION

This policy will be reviewed once during a term of Council. Its review will be initiated by the Governance Department Communications Unit.

## 1. RATIONALE

This policy aims to build strong and positive relationships with the community and stakeholders using technology via various social media platforms.

## 2. POLICY STATEMENT

~~With the growing use of social media, the City of Marion recognises the opportunity to connect further with the community. Social media allows the community to share their thoughts, feelings and ideas with the Council and vice versa. This will result in genuine two-way communication and engagement.~~

~~Social media forms part of the City of Marion's Digital Communication and Engagement Strategy. It aims to build strong and positive relationships with the community and stakeholders.~~

~~Social media tools will be integrated into the official website and other channels so that all of City of Marion's communication and engagement, including traditional methods, actively promote and complement each other.~~

~~The use of social media will be conducted in an appropriate and professional manner, hence upholding the integrity and professionalism of City of Marion's reputation in the online environment.~~

~~This policy outlines how social media will be used across the City of Marion on for Council business or relevant topics. This policy should be read in accordance with the Social Media Procedure and relevant documentation.~~

## 3. OBJECTIVES

The City of Marion's social media interactions aim to be:

- Accurate.
- Provide clear and timely information.
- Be free from and discriminatory/defamatory or potentially discriminatory/defamatory content.
- Mitigate potential to expose Council to legal action.

## 4. POLICY SCOPE AND IMPLEMENTATION

This policy is applicable to any social media sites in the online environment including, but not limited to, social networking sites, microblogging sites, photo sharing sites, video sharing sites, media sites, blogs, wikis, forums and discussion boards. ~~As the digital landscape is ever evolving, This~~ policy captures any new platforms that emerge. This policy is applicable to all staff who use the City of Marion social media accounts **in a corporate context**. ~~Where staff refer to City of Marion in their personal accounts, this policy will come into effect.~~

This policy does not apply to Elected Members' personal use of social media, provided that the City of Marion is not referenced in a manner which defames the Corporation, Elected Members or staff. In this event, ~~this policy will come into effect~~ **any reference to the City of Marion be consistent with the Publications Policy.**

## 5. DEFINITIONS

Account –	a profile on a single social media platform.
City of Marion –	The Corporation of the City of Marion Council and its Elected Members, staff, policies, services, suppliers, stakeholders or any other council related issues.
Community –	people who live, work, study, conduct business and use the facilities or public places in the City of Marion.
Content –	any information that can be published to an account, such as statements, photos, and videos.
Documentation –	social media documents (listed in references) to assist staff in best practice use.
Social media –	web-based tools and smartphone applications that allow users to easily connect and communicate with each other as well as publish, share and discuss information content such as text, photos, video and audio. Social media websites are characterised by interaction, collaboration and user-generated content, with a focus on building online communities of people who share interests and/or activities.
Local catchment area –	City of Marion and surrounding council areas from where visitors or customers travel, including Holdfast Bay, West Torrens, Unley, Mitcham and Onkaparinga.
Online/digital communications –	any communications that takes place using the internet.
Platform/tool/site –	a social media website, such as Facebook, Twitter or YouTube.
Publish –	the uploading of content to an account, such as a status update, comment, post, tweet, photo, video or link.
Staff –	any person carrying out duties or performing tasks for and on behalf of the City of Marion whether they are paid or unpaid, including employees, contractors, consultants, volunteers, students or any other persons that are involved with the City of Marion.

## 6. USE OF SOCIAL MEDIA

The City of Marion will use social media as follows:

- Maintain accounts for target audiences where positive social media engagement might be most successful.
- Regularly maintain and monitor the accounts to ensure content is published on a regular basis; enquiries are responded to in a timely manner; and any inappropriate use of the account is dealt with appropriately.
- Regularly communicate and promote City of Marion news, initiatives and events - and actively listen to the community's views.

- Raise the profile and public awareness of council business, services, public resources and facilities.
- Provide more opportunity for timely responses to relevant customer enquiries, and provide referrals to other communication methods if needed, ~~particularly other digital tools and online services~~ such as the website.
- Increase access between City of Marion and the community, especially with different audiences who may not receive messages through traditional channels. ~~such as young people and people who are homebound.~~
- Strengthen City of Marion's reputation as being responsive, consultative, participatory and transparent.
- Develop and manage an online community that is a safe and respectful place where members are encouraged to communicate and interact with City of Marion and each other, without any defamatory or inappropriate content. Involve the community in strategic direction and planning processes by promoting community consultation projects and engagement opportunities to seek public opinion.
- Identify issues circulating in the community.
- Promote local businesses, organisations and events that are located within the City of Marion and local catchment area that may be of interest to the local community, in accordance with the City Limits Publications Policy Advertising Principles (5.4 and 5.5). Promotion is at the discretion of the City of Marion.
- City of Marion social media accounts should actively promote other council accounts by sharing posts or mentioning each other where possible.

## 7. ROLES AND RESPONSIBILITIES

The Unit Manager Communications is responsible for the implementation and management of this policy.

## 8. REFERENCES

- Social Media Procedure
- Digital Communications and Engagement Strategy
- **Publication Policy**
- Internet & Email Access and Usage Policy
- Community ~~Consultation~~ **Engagement** Policy
- Records & Document Management Policy
- ~~Publications Policy~~

Copyright Act 1968 (Cth)  
Criminal Law Consolidation Act 1935 (SA)  
Defamation Act 2005 (SA)  
Fair Trading Act 1997 (SA)  
Fair Work Act 1994 (SA)  
Freedom of Information Act 1991 (SA)  
Local Government Act 1999 (SA)  
Local Government (Elections) Act 1999 (SA)  
Equal Opportunity Act 1984 (SA)  
Australian Human Rights Commission Act 1986 (Cth)  
Spam Act 2003 (Cth)  
Privacy Act 1988 (Cth)  
State Records Act 1997 (SA)  
Civil Liability Act 1936 (SA)

## 9. REVIEW AND EVALUATION

This policy will be reviewed once during a term of Council. Its review will be initiated by the Governance Department.

DRAFT

## 1. RATIONALE

To establish general principles that will guide the City of Marion's activities in supporting and developing the local economy.

## 2. POLICY STATEMENTS

- 2.1 The *City of Marion Community Vision - Towards 2040* endorses six themes which represent the shared values and aspirations that will guide how our city develops.
- 2.2 Growing prosperity in the City of Marion is vital to achieving a better quality of life for the community.
- 2.3 Sustainable economic growth at a local level is critical to generate ongoing employment opportunities and to support improvements in infrastructure and services for the community as a whole.
- 2.4 A commitment to environmental sustainability, through a circular and low carbon economy is needed to help ensure the long-term sustainability of the local economy.
- 2.5 Although recognising the influences of market forces and other factors on local economic conditions, local government plays a major role in sustainable economic growth.
- 2.6 The *Local Government Act 1999* (SA) specifically identifies one of the functions of a council as promoting its area to provide an attractive climate and locations for the development of business, commerce, industry and tourism.<sup>1</sup>

## 3. PRINCIPLES

- 3.1 The City of Marion is committed to facilitating **city activation** through economic development and to developing a local economy that is diverse, innovative and adapts quickly and effectively to change.
- 3.2 The City of Marion will play three major roles in supporting economic development;
  - 3.2.1 Providing leadership for its community by supporting innovative smart initiatives in developing the local economy.
  - 3.2.2 Facilitating the delivery of projects that assist with the growth of the local economy, development of its businesses and creation of ongoing employment and skills development opportunities for its residents.
  - 3.2.3 Building partnerships with both the private and public sectors to achieve its economic development aims.
- 3.3 The City of Marion will provide services that contribute to the creation and maintenance of a supportive local business environment and will ensure that the needs of the business community are considered when designing and delivering infrastructure.
- 3.4 The City of Marion will actively promote Marion as a place to live, learn, work, invest and do business.
- ~~3.5 Where appropriate, the City of Marion will seek to add value to State and Commonwealth Government programs based on the potential for economic benefits to the City and its community.~~
- 3.5 The City of Marion will work collaboratively with the Southern Adelaide Economic Development Board to advocate throughout government, business, education, community and not-for-profit organisations to realise the full economic potential of our community.

<sup>1</sup> *Local Government Act 1999* (SA) s 7(g).

- 3.6 The City of Marion will **build strategic partnerships/utilise a collaborative approach** with other stakeholders at a regional, metropolitan and state level where there are clear benefits to be gained for the City of Marion community.
- 3.7 ~~Individual projects will be assessed on a case-by-case basis and the City of Marion will consider taking a direct financial interest in projects subject to a full assessment of the risks and potential financial and economic returns.~~
- 3.8 Economic development will be balanced with community wellbeing.

## 4. POLICY SCOPE AND IMPLEMENTATION

This policy applies to the City of Marion.

## 5. DEFINITIONS

N/A.

## 6. ROLES AND RESPONSIBILITIES

The Unit Manager Economic Development is responsible for the implementation and management of this policy.

## 7. REFERENCES

- City of Marion *Community Vision – Towards 2040*.
- *Local Government Act 1999 (SA)* s 7.

## 8. REVIEW AND EVALUATION

This policy will be reviewed once during a term of Council. Its review will be initiated by the Governance Department.

## Policy Review - Tranche two

<b>Originating Officer</b>	Manager Community Connections - Liz Byrne
<b>Corporate Manager</b>	Manager Community and Cultural Services - Liz Byrne
<b>General Manager</b>	General Manager City Services - Tony Lines
<b>Report Reference</b>	GC280818R11

### REPORT OBJECTIVE

That Council reviews and endorses the attached policies, so that all Council policies are up to date and current before caretaker period commences on 18 September 2018.

### EXECUTIVE SUMMARY

The City of Marion now has a centralised approach to its policy management with a framework to provide clarity of policy hierarchy and clear procedures for the creation, evaluation and rescission of policies. This approach is consistent with recommendation arising from an internal audit undertaken by KPMG mid last year (GC150817R8.2) and a report titled "Organisational Policy Review 2018" to the General Council meeting 10 July 2018 (GC180701).

In this report, there are two policies for Council review. These policies attached to this report require Council review to ensure they are current and align with Council strategy and business plans.

All policies will now follow a new review structure whereby policies will be formally reviewed by Council once a term unless specified otherwise either by legislation or a resolution of Council. It is proposed that the following policies will be formally reviewed again by the next Council (2018-2021).

### RECOMMENDATION

**That Council:**

- 1. Endorses the updated Donations and Sponsorship Policy (Attachment 1) and Grants Policy (Attachment 2).**

### DISCUSSION

#### **Donations and Sponsorship Policy (Attachment 1)**

This policy has been updated into the new policy template with no major changes to the policy intention. Elements included in this policy (eligibility and assessment process) are procedural in nature. Inclusion in this policy is reference to the recently introduced Community Events Fund.

It may be prudent to consider a Philanthropy Policy in the future combining all policies that relate to Council's financial programs that support community initiatives/programs/activities etc.

#### **Grants Policy (Attachment 2)**

This policy has been updated into the new policy template and has changed from a Community Grants Policy to a Grants Policy due to the increased number of programs that Council provides financial support to the community. The intent of the policy remains the same with reference to each individual program. Minor grammatical and formatting edits have been undertaken.

**Attachment**

#	Attachment	Type
1	Donations and Sponsorship Policy Draft	PDF File
2	Council Grants Policy DRAFT	PDF File

## 1. RATIONALE

The City of Marion Council values the many community initiatives and endeavours that enhance the quality of life its for residents. of the City of Marion. In this context, Council acknowledges the contribution made by individuals, groups, not-for-profits, educational institutions and organisations in promoting these initiatives. ~~The purpose of Council's Donations and Sponsorship policy is to assist eligible individuals, groups, not-for-profits and organisations with activities that benefit the residents of the City of Marion.~~

## 2. POLICY STATEMENT

The City of Marion acknowledges and takes seriously its responsibility to manage ratepayer funds with probity, integrity, transparency and in the interest of the City of Marion community.

## 3. OBJECTIVES

The policy aims to

- To assist eligible individuals, groups, not-for-profits and organisations with ~~activities/activities/events~~ resources for community programs and initiatives to directly that benefit the residents of the City of Marion.
- ~~Provide~~ Secure an open, transparent, transparency and a coordinated approach to the City of Marion's decision-making process for community requests for, donations (monetary and in-kind) and sponsorships from Council; and
- Provide an accessible and equitable process for all individuals, groups, not-for-profits, educational institutions and organisations seeking support donations and sponsorships from Council.the City of Marion.

## 4. POLICY SCOPE AND IMPLEMENTATION

This policy operates organisational wide however oversight of its implementation is provided by the Community Wellbeing business unit, City Services Division.

~~The City of Marion Under this policy, Council will consider the provision of small amounts of assistance to individuals, groups, not-for-profits and organisations of up to \$100 in value of cash or up to \$500 in-kind support (e.g venue hire) per eligible application with a minimum of one successful application per year per group.. Such assistance will be given within the eligibility and criteria defined below.~~

~~It is noted that this Policy forms part of a suite of policies that collectively provide assistance to the City of Marion community. Other policies/programs within this suite include:~~

- ~~Community grant Program~~
- ~~Youth Achievement Grant Program~~
- ~~Community Facilities Partnership Program.~~

~~All requests for assistance other than within the above scope will be referred to Council for considerations on the basis of the merits of the individual request. Requests for donations to humanitarian appeals will also be considered and weighted against its impact upon the City of Marion community. referred to Council.~~

## 5. DEFINITIONS

Donation Voluntary contribution made without expectation of full return.

Grant	<del>Funds or other assistance, Money</del> provided <b>conditionally</b> upon application to the <b>a specific program/purpose</b> (e.g. Community Grants Program) and <del>conditional upon agreed terms and condition. Funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with this Council policy and strategic direction, where</del> <b>The</b> recipient is selected on merit <del>against a set criteria. and</del> grants are provided without expectation of commercial return.
In-kind support	<b>Resources that the City of Marion might provide at reduced rates or free of charge e.g. venue hire, traffic management, publicity in Council's magazine (City Limits); staff support; use of Council's logo; use of facility passes. In-kind support will be provided at a maximum of \$500 value in relation to venue hire. All other in-kind support will be decided at the discretion of management.</b>
<del>Things that the City of Marion might provide at reduced rates or free of charge e.g. venue hire; publicity in Council's magazine (City Limits); staff support; use of Council's logo. In-kind support will be provided at a maximum of \$500 in relation to venue hire. All other in-kind support will be decided at the discretion of management.</del>	
Sponsorship	<del>A contractual business arrangement under which</del> <b>whereby the a</b> Sponsor ( <b>City of Marion</b> ), for a specified term, provides a <b>specified amount of</b> contribution in cash and/or in-kind ("contra") <del>in return commiserate with</del> for a specified negotiated commercial benefit(s). Benefits <del>purchased</del> may include the right to public recognition or association with a service, program event, activities, <b>a particular</b> individual, infrastructure or association.

## 6. ELIGIBILITY

To be eligible to apply for support in accordance with this policy, the applicant must be an individual, group, not-for-profit or organisation located within the City of Marion or providing a direct service that demonstrably contributes to the wellbeing and development of the City of Marion community.

Specific eligibility requirements will need to be met for the following programs;

- Community Grant Program
- **Community Events Fund**
- Youth Achievement Grant Fund
- Community Facilities Partnership Program

## 7. APPLICATION AND ASSESSEMENT

Applications for assistance under this policy:

- May be made at any time during the year
- Must be made using the **online form found** <https://www.marion.sa.gov.au/services-we-offer/grants>

All applications for funding ~~under~~ **in accordance with** this policy will be determined by the Unit Manager Community Connections **(or their proxy)**. ~~in alignment with the above eligibility and~~

~~criteria.~~ Any retrospective applications will be automatically denied. ~~not be accepted for activities already held.~~

~~If the applicant has received a similar donation/sponsorship in the past, even if the criteria is met, the applicant is not guaranteed to receive funding.~~

Preference is given to individuals, groups, not-for-profits, organisations to applications that who have not received assistance within the previous two years. Please note, if the eligible applicant has been successful in the past with a similar donation/sponsorship from the City of Marion, the applicant is not guaranteed approval ~~even if the criteria is met for the current application).~~

Donations/sponsorship will be provided to a maximum of five individuals from any one organisation/club/sporting group.

Sporting groups, organisations, clubs can only apply for donations/sponsorship once per year ie one applications per financial year.

## 8. ROLES AND RESPONSIBILITIES

The Manager of Community Connections is responsible for the implementation and management of this policy.

### Reporting

Successful applicants are required to provide to the Manager Community Connections, upon ~~within three months of the completion of the activity/program/sponsorships,~~ a brief statement/report detailing how funds were expended. Applicants are encouraged to refer to reporting requirements as provided within guidelines associated with specific programs.

A report detailing all donations and sponsorships requested and provided under this Policy will be prepared by the City of Marion and used to inform ~~considered by Council on an annual basis.~~

### Acquittals

Any unspent donations funds will need to be required to be returned to Council. Applicants who do not complete an acquittal report will be ineligible for any future funding.

## 9. REFERENCES

- Community Plan: Towards 2040
- City of Marion Strategic Plan 2017-2027
- City of Marion Business Plan 2016-2019
- Community Grant Program
- Youth Achievement Grant Program
- Community Events Fund Guidelines
- Community Grants Policy

## 10. REVIEW AND EVALUATION

This policy will be reviewed once during a term of Council. Its review will be initiated by the Community Wellbeing Unit.

## 1. RATIONALE AND POLICY STATEMENT

The City of Marion recognises and values the role of individuals and organisations in contributing to the support and development of its diverse community. To this end, Council offers a Community Grants Program to eligible applicants.

The City of Marion has a responsibility to ensure that the Grant programs support and enable local initiatives, projects, activities and events that strengthen community connections and wellbeing across the city.

~~Council acknowledges that individuals, groups, not-for-profits and organisations require funds to support local initiatives that progress community development outcomes and make a contribution to sport and recreation, arts and culture, environment, community or social development.~~

## 2. POLICY STATEMENT

The City of Marion acknowledges and takes seriously its responsibility to manage rate payers funds with probity, integrity, transparency, equity and in the interest of the City of Marion.

## 3. OBJECTIVES

This policy aims to:

- ~~— secure an open and transparent decision making process for require for community grants;~~  
and
- Provide an accessible and equitable process for individuals, groups, not-for-profits and organisations seeking funding through one of the identified grant programs community grants.
- Facilitate a transparent and equitable process across all grant program areas.

## 3. POLICY SCOPE AND IMPLEMENTATION

This policy is intended for use by the Community Development Business Unit who are responsible for administering the Community various Grants Programs. ~~in addition to the Donations and Sponsorship; Youth Achievement Grant Program.~~

~~It is noted that this Policy forms part of a suite of policies that collectively provide assistance to the City of Marion community. Other policies/programs within this suite include:~~

- ~~— Donation & Sponsorship Policy~~
- ~~— Youth Achievement Grant Program~~
- ~~— Communities Facilities Partnership Program~~

The Grants Policy provides financial support through a number of programs

- Community Grants Program
- Community Events Fund
- Youth Development Grants and Partnerships
- Youth Achievement Grants
- Community Facilities Partnership Program

All requests for assistance other than within the above scope will be referred to Council for consideration on the basis of the merits of the individual request.

## 4. DEFINITIONS

Grant	<del>Funds or other assistance</del> <b>Money</b> provided, conditionally upon application to <b>a</b> the <b>specific</b> program/ <b>purpose</b> (e.g. Community Grants Program) and conditional upon agreed terms and conditions. Funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with Council <b>this</b> policy. and strategic direction, where <b>The</b> recipient is selected on merit against a set of criteria. <b>and</b> grants are provided without expectation of commercial return.
Grant Program	A targeted amount of grant funding for a specific purpose or targeted audience within the City of Marion. Each Grant Program has separate guidelines that must be observed when applying for financial support in each program area.
Not-for-profit	An organisation whose constitution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual.

### **Acquittal**

~~The online acquittal form is the report at the end of the project which demonstrates that the funding has been used for the purpose for which it was provided this includes providing a certified report of financial transactions and whether the project achieved its intended objectives.~~

### **Community Benefit**

~~How your project will provide access and inclusion opportunities to people accessing or participating in your organisation and the wider community.~~

### **Donation**

~~Voluntary contribution without expectation of return.~~

### **Equipment (non-consumables)**

~~Equipment is purchased to be used during the project but can continue to be used after the completion of the project.~~

### **In-kind Support**

~~Things that the City of Marion might provide at reduced rates or free of charge e.g. venue hire; publicity in Council's magazine (City Limits); staff support; use of Council's logo.~~

### **Materials (consumables)**

~~Materials are purchased to be used during the project but are used up by the completion of the project.~~

### **Organisational Governance**

~~The way a committee or board work to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives. This includes the committees structure and processes.~~

### **Sponsorship**

~~A contractual business arrangement under which a sponsor, for a specified term, provides a contribution in cash and/or in kind ("contra") in return for specified negotiated commercial benefits. Benefits purchased may include the right to public recognition or association with a service, program event, activities, individual, infrastructure or association.~~

~~To be eligible for the Community Grants Program applicants must be an individual, group, not-for-profit or organisation either located within the City of Marion or providing direct service that demonstrably contributes to the wellbeing and development of the City of Marion community.~~

## **3.2 WHO CAN APPLY?**

- ~~any incorporated 'not-for-profit' group, community group or voluntary association~~
- ~~unincorporated groups are eligible to apply but applications should be made through an auspicing body (i.e. an incorporated body that supports the event or activity and is willing to accept responsibility for the funding)~~
- ~~groups or organisations that are currently in receipt of other Council funding may apply, providing that they can show that the community grant proposal is for a different project~~
- ~~community groups based within a school setting are eligible to apply provided they can demonstrate that:~~
  - ~~the project is initiated, managed and organised by local residents who are assisted rather than directed by the Department for Education and Child Development (DECD) or other school based staff~~
  - ~~alternative funding sources are not available from DECD for the project~~

## **5. ELIGIBILITY**

To be eligible to apply for support in accordance with this policy, the applicant must be an individual, group, not-for-profit organisation located within the City of Marion or providing a direct service that demonstrably contributes to the wellbeing and development of the City of Marion community.

Specific eligibility requirements will need to be met for the following programs:

- Community Grants Program
- **Community Events Fund**
- **Youth Development Grants and Partnerships**
- Youth Achievement Grant Fund
- Community Facilities Partnership Program

## **6. APPLICATION AND ASSESSMENT PROCESS**

~~Applications will be made online by using the Smart Grants platform. Council will offer one/two rounds of community grants funding each financial year.~~

All grants will be promoted across the City of Marion in a manner that will allow maximum opportunities for organisations and individuals to apply for funds.

**Applications must be using the online form** <https://www.marion.sa.gov.au/services-we-offer/grants>

### Community Grants and Youth Development Grants

~~Assessment Panels will be A Community Grants Committee will be established to assess the applications and make recommendations to Council.~~

Council will receive a report from the **Assessment Panel** ~~Community Grants Committee~~ and approve the recommendations on an annual/biannual basis.

Preference is given to individuals, groups, not-for-profits and organisations who have not received assistance within the previous two years.

~~Grant recipients will be required to attend an event, hosted by Council, where grants will be~~

~~presented to all successful applicants.~~

~~Tax System—Goods and Services Tax~~

~~Applicants should be aware of the federal governments taxation requirements, including GST and the Australian Business Number (ABN). These may have implications for your projects.~~

~~If applicants or the auspicing body are GST registered, 10% GST will be added to your grant as an itemized GST gross-up.~~

~~If applicants or the auspicing body are not GST registered the 10% GST will be added to your grant, but not itemised as GST.~~

## **7. ROLES AND RESPONSIBILITIES REPORTING**

**The Manager Community Connections is responsible for the implementation and management of this policy.**

### **Reporting**

**Successful applicants are required to provide the Manager Community Connections (or their nominated proxy) upon completion of the activity/program/event, a brief statement/report detailing how funds were expended. Applicants are encouraged to refer to reporting requirements as provided within guidelines associated with specific programs.**

**A briefing report detailing the outcomes of the various grant programs will be prepared by the City of Marion and used to inform Council on an annual basis.**

### **Acquittals**

**Any unspent funds will be required to be returned to Council. Applicants who do not complete an acquittal will be ineligible for any future funding.**

~~Successful applicants, once the grant funds have been expended, an acquittal form must be completed and returned to Council.~~

~~A report detailing all community grants funding and provided under this Policy will be prepared by the City of Marion and considered by Council.~~

## **3.5 PURPOSE OF THE GRANTS**

~~Community Grants will be considered for community based projects and activities that contribute to the development of local communities and align with Councils Strategic direction.~~

~~Projects and activities that focus on the development of local communities and individual skills and are deemed to provide benefit to the community will be considered for community grants. Projects should be considered for community grants. Projects should relate to one of the following categories:~~

- ~~—arts and culture~~
- ~~—community development~~
- ~~—sport and recreation~~
- ~~—environment~~

~~Grants may also be used to fund minor equipment upgrade or replacement to assist with continuation of core business, provided this does not relate to a recurrent operational cost. Recurrent costs are~~

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PO Box 21, Oaklands Park SA 5046

T 08 8375 6600

F 08 8375 6699

[www.marion.sa.gov.au](http://www.marion.sa.gov.au)

**Category:** Public

**Owner:** Manager Community **Connections**

**Authorisation Date:** February 2017

**Review Date:** 2018-2022

items purchased on a frequent basis (e.g. purchase of cricket balls by a cricket club).

## 8. REFERENCES

- Community Plan – Towards 2040
- City of Marion Strategic Plan 2017-2027
- City of Marion Business Plan 2016-2019
- Donations and Sponsorship Policy
- Community Grants Program Guidelines
- ~~Community Grant Program~~
- Youth Development Grants Guidelines
- Youth Achievement Grant Program
- Community Events Fund Guidelines
- Communities Facilities Partnership Program
- ~~Program Council Grants Policy~~

## 9. REVIEW AND EVALUATION

This policy will be reviewed once during a term of Council. Its review will be initiated by the Community Wellbeing business unit.

### ~~STRATEGIC PLAN:-~~

#### ~~Community Wellbeing:~~

~~A community with a high level of wellbeing enjoys a healthy life. People have a comfortable standard of living, feel safe and experience a sense of belonging. They support each other, celebrate diversity and participate in their community.~~

#### ~~Strong and Engaged Communities:~~

~~CW1.1 Build on local strengths to develop active, friendly and connected neighbourhoods CW1.2~~

~~Encourage an inclusive community that values diversity and engagement~~ **Excellence in**

#### ~~Governance:~~

~~Governance is about the City of Marion's commitment to using a best practice approach to accountable decision making.~~

#### ~~Policy Making:~~

~~EG2 — Maintain all the policies required to prove both council and management with the necessary guidance to make decision consistent with our Vision.~~

## PROCEDURE REFERENCE

Nil

## **COUNCIL AGENDA REFERENCE**

~~Adopted by Council: 9 February 2016~~

## **OTHER RELATED REFERENCES**

## **~~7. AUTHOR~~**

~~Liz Byrne, Acting Manager, Community and Cultural Services~~

## CORPORATE REPORTS FOR INFORMATION/NOTING

### Corporate Risk Report - Quarter Four 2017/18 including Annual Risk Profile

<b>Originating Officer</b>	Unit Manager Risk - Sherie Walczak
<b>Corporate Manager</b>	Manager Corporate Governance - Kate McKenzie
<b>General Manager</b>	General Manager Corporate Services - Vincent Mifsud
<b>Report Reference</b>	FAC210818R12

### REPORT OBJECTIVE

The purpose of this report is to provide Council with assurance that the City of Marion is committed to managing its corporate risks and provide information on those risks currently rated as high through the provision of the 2017/18 Quarter Four Risk Report and the Annual Risk Profile which compares against the risk profile of the sector.

### EXECUTIVE SUMMARY

Council last considered the Corporate Risk profile at its meeting on 22 May 2018 (GC220518R16). In this report, 12 risks (from 110) had a residual risk rating of high.

In the April to June quarter, two high risks have been re-rated from high to medium resulting in 10 risks remaining with a high risk rating. The two risks re-rated are:

- Failure to appropriately manage high risk activities by CoM Staff (underground services, excavation, confined space, hot works etc)
- Failure to deliver planned strategic objectives in addition to new high level projects.

The result, when compared to the industry sector, illustrates that our high rated risks are well managed.

### RECOMMENDATION

**That Council:**

- 1. Notes the progress report including the reduction of risk, the mitigation strategies of high rated risks and how the Risk Profile compares against the sector.**

### DISCUSSION

This annual review of the corporate risk profile shows a 29% (4 of 14) reduction on high risk exposure through the further maturing of monitoring and accountability of risk management across the organisation at the Risk Owner level. An extract from Corporate Risk Register outlines those remaining risks currently rated as high is attached as **Appendix A**.

The outcomes for the four quarterly reviews for 2017/18 are presented in **Table 1** outlined in **Appendix C** and illustrate the improvement in our risk exposure with regard to our risk tolerance.

The annual review outcomes reflect further progress in mitigating our risk exposure. Two of the initial 14 high rated risks were revised to medium as a consequence of completed actions in quarter three and another two in quarter four. One medium rated risk has also been deleted after being deemed no longer relevant to that sector of the business.

#### **Actions undertaken to reduce high-rated risk**

- Failure to appropriately manage high risk activities by CoM Staff (underground services, excavation, confined space, hot works etc). *Mitigating actions: Completion of full review of SWP's, SOP's and risk assessments in addition to regular safety observations now being undertaken*
- Failure to deliver planned strategic objectives in addition to new high level projects. *Mitigating actions: Completed review of the Playground Works Program, with implementation of associated budget.*
- Failure to meet Work Health Safety statutory and legislative requirements to ensure provision of a safe workplace. *Mitigating actions: Development of SkyTrust Implementation Plan, Appointment of temporary grant funded WHS Support Officer to deliver the SkyTrust Implementation Plan, Implementation of Document Management to SkyTrust, Implementation of SkyLearn for SkyTrust Inductions.*
- Failure to understand and plan for the projected impacts of climate change. *Mitigating actions: Delivery of education events, including Heat Seminar and, increased awareness via brainstorming and data collating workshops. Development of Community relationships through partnerships with City of Onkaparinga, State Govt. & other control agencies*

#### **Rationale for deletion of risks**

- Risk of claim lodged by Kurna under ILUA. *Reason: This risk will be appropriately managed via the Indigenous Land Use Agreement (ILUA) process*

The mitigating actions outlined as further controls in the extract of the Corporate Risk Register, propose various due dates and take into consideration services and activities committed through work area planning, resourcing and other commitments. Further controls completed in this reporting period are now recognised as current controls and have been reflected as such and highlighted by *blue italic* text. The identified high risks have 25 outstanding actions. Eighteen of these mitigating actions are due for completion before 31 December 2018 and seven mitigation strategies are more complex so are due for completion before 31 December 2019.

Although the primary focus of this report is to highlight current High risks, moving forward, there is an opportunity for an increased focus in the treatment of Medium risks (as outlined Table 1), with 25 of the 84 currently rated Medium risks forecasting a re-rating to Low.

The ten high risks have also been presented in the annual Corporate Risk Profile, attached as **Appendix B**, which compares our high risks with the Local Government Risk Services local government survey outcomes for 'Top Ten Ranking of Risks In The Sector' (May 2018) against the following headings:

Contractor Management (2 risks)	ICT Cyber Security & Continuity of Provision (1 risk)
Business Continuity & Community Safety (2 risks)	Major Projects – Compliance & Management (1 risk)
Property & Infrastructure (2 risks)	Environment Management / Climate Change (0 risks)

WHS Management (1 risk)

Effective HR (0 risks)

Governance Risks (1 risk)

Financial Sustainability and Stability (0 risks)

This illustrates that the organisational risks, when mapped against the industry forecast, are well managed at the City of Marion. Whilst financial stability, environmental management and effective HR are high ranking across the sector, they are well managed by the City of Marion. The remaining areas of sector high rated risks are subject to robust and comprehensive risk review processes.

## CONCLUSION

The ongoing quarterly reporting provides Council with the assurance that the City of Marion is working to manage and mitigate its high rated risks. This will benefit the business and provide a greater level of assurance for Council and all key stakeholders.

## Attachment

#	Attachment	Type
1	Corporate Risk Quarterly Report_Appendix A_ Register Extract	PDF File
2	Corporate Risk Quarterly Report_Appendix B_ Annual_Risk_Profile	PDF File
3	Corporate Risk Quarterly Report_Appendix C_ Risk_Table	PDF File



# Corporate Risk Register - extract showing current HIGH risks (April to June 2018)

APPENDIX A

ELT Risk Owner (ELT)	Strategic Link	Ref	Work Area	Risk Description	Risk Causes /Sources	Potential Consequences	INHERENT Level of Risk			Current Controls in Place	CURRENT Level of Risk			Further Action	Further Action Due Date	Action Owner	FORECAST Level of Risk		
							Likeli-hood	Conse-quence	Risk Rating		Likeli-hood	Conse-quence	Risk Rating				Likeli-hood	Conse-quence	Risk Rating
City Services	Council of Excellence	CSE02	Civil Services	<b>Contractor Management:</b> Failure to appropriately manage high risk activities by Contractors (underground services, excavation, confined space, hot works etc)	<ul style="list-style-type: none"><li>- Ineffective procurement processes that evaluate Contractors' WHS practices/ performance</li><li>- Inconsistent / Ineffective WHS induction of contractors</li><li>- Ineffective monitoring and evaluation of Contractors' WHS practices/ performance</li></ul>	<ol style="list-style-type: none"><li>1. Death or critical injury to Workers, Contractors or member of Public</li><li>2. Disruption to works impacting CoM &amp; team</li><li>3. Disruption to works impacting local community</li><li>4. CoM exposure to liability</li><li>5. Officers' exposure to criminal litigation</li><li>6. Reputation damaged through adverse media coverage</li></ol>	Almost Certain	Severe	EXTREME	<ol style="list-style-type: none"><li>1. Procurement &amp; Contractor Management policy &amp; procedures</li><li>2. Team trained in Procurement &amp; Contractor Management</li><li>3. Tender evaluation process</li><li>4. Contractor Induction</li><li>5. Site inspections</li></ol>	Unlikely	Severe	HIGH	<ol style="list-style-type: none"><li>1. Review of SWP's, SOP's and risk assessments completed, commenced trial of Skytrust contract manager tools</li></ol>	31/12/2018	UM Civil	Rare	Severe	MEDIUM
Corporate Services	Council of Excellence	GOV06	Risk	<b>WHS Management:</b> <del>Failure of CoMs officers to discharge Due Diligence obligations Exposure of CoMs Officers to criminal litigation under the WHS Act to criminal litigation</del>	<ul style="list-style-type: none"><li>- Failure to advise and train staff of WHS obligations</li><li>- Lack of management support</li><li>- Lack of Due Diligence training</li><li>- Inadequate WHSMS</li><li>- Poor training in WHSMS</li><li>- Poor WHS systems management</li></ul>	<ol style="list-style-type: none"><li>1. Criminal Charges</li><li>2. Incarceration</li><li>3. Financial Penalty</li><li>4. Reputation Risk</li></ol>	Likely	Severe	EXTREME	<ol style="list-style-type: none"><li>1. Skilled and experienced WHS Staff</li><li>2. Implementation of WHSMS</li><li>3. Specialist WHS Coordinator</li><li>4. Due diligence training undertaken in 2016 (inc GMs)</li><li>5. Thinks Safe Live Well safety management system</li><li>6. Ongoing consultation, training and advice to staff across CoM</li><li>7. ELT Support and briefings on emerging risk issues</li><li>8. Implementation of WHS management system (sky trust)</li><li>9. WHS induction new staff</li><li>10. Monthly reporting to Council, ELT and SLT regarding hazard and incident management</li><li>11. Skytrust Stage 1 implemented</li><li>12. Completed WHS KPI Action Plan 16/17 -</li><li>13. Implementation of Document Mgt/Skytrust S2</li><li>14. Implementation of Skylearn</li><li>15. Temporary grant funded WHS Support Officer</li><li>16. Completed Plant audit (June 2018)</li></ol>	Unlikely	Severe	HIGH	<ol style="list-style-type: none"><li>1. Implementation of Contractor Mgt/ Skytrust</li><li>2. Implementation of Work Area Inspections/Skytrust</li><li>3. Implementation of Hazard Mgt/Skytrust</li><li>4. Review all SWMs, SOPs, related policy &amp; procedures</li><li>5. WHS KPI Action Plan 17/18</li><li>6. Implementation of Skyplan Planning/Skytrust</li><li>7. WHS training with Elected Members - rescheduled to Jan 2019 after LG elections</li></ol>	<a href="#">1.30/06/18</a> <a href="#">30/06/19</a> <a href="#">2.34/07/18</a> <a href="#">30/09/18</a> <a href="#">3.34/08/18</a> <a href="#">30/09/18</a> <a href="#">4.30/09/18</a> <a href="#">5.31/10/18</a> <a href="#">6.31/12/18</a> <a href="#">7.34/06/18</a> <a href="#">31/01/19</a>	<ol style="list-style-type: none"><li>1. UM Risk</li><li>2. UM Risk</li><li>3. UM Risk</li><li>4. UM Risk</li><li>5. UM Risk</li><li>6. UM Risk</li><li>7. Mgr CG</li></ol>	Rare	Major	MEDIUM
City Development	Liveable	CHS01	Community Health & Safety	<b>Business Continuity and Community Safety:</b> <del>Failure to deliver Health &amp; Safety outcomes services for the Community (eg:Public &amp; Environmental Health/ Animal/ Bushfire / Parking/ Litter &amp; Local Nuisance Management &amp; Council By-Laws)</del>	<ul style="list-style-type: none"><li>- lack of strategic direction</li><li>- inadequate number of appropriately qualified and/or trained staff including administrative/business support staff</li><li>- inadequate Community education</li><li>- inadequate staff supervision and training</li><li>- non compliant schedule of inspections</li><li>- absent, out-dated and/or ineffective policies, procedures &amp; processes</li><li>- insufficient budget</li><li>- inadequate equipment</li></ul>	<ol style="list-style-type: none"><li>1. Lost opportunity to increase the safety &amp; health of the Community</li><li>2. Failure of Council to fulfil legislative responsibilities</li><li>3. Lack of accountability</li><li>4. Exposure to Litigation/Penalties/Costs</li><li>5. Delayed service improvement</li><li>6. Low staff morale</li></ol>	Likely	Severe	EXTREME	<ol style="list-style-type: none"><li>1. Implementation of Management Plans</li><li>2. Annual reporting to State Government</li><li>3. Professionally qualified EHO staff</li><li>3. Appropriately trained staff</li><li>Periodic audits by Dog &amp; Cat Management Board</li><li>4. Legislatively compliant with supporting policies, procedures and processes</li><li>5. Majority of current content within Plans can be delivered within existing staff resources</li><li>6. Staff attend Customer Experience Training &amp; aggressive people training</li><li>7. Grant funding opportunities are sought where available</li><li>8. Partnering with other internal and external stakeholders</li><li>9. Implement outcomes of Service Review into Management of Parking and Abandoned Vehicles</li></ol>	Unlikely	Severe	HIGH	<ol style="list-style-type: none"><li>1. Scope future Service Reviews into all other services provided by the Community Safety Inspectorate</li></ol>	1.31/08/18	1. UM Comm H&S	Rare	Severe	MEDIUM
City Services	Connected	CSE03	Civil Services	<b>Property &amp; Infrastructure:</b> Lost opportunity or inability to create, renew, manage and maintain Infrastructure assets (roads, drainage, footpaths etc)	<ul style="list-style-type: none"><li>- Inadequate asset management planning</li><li>- Lack of funds allocated in internal budgets</li><li>- Reduction in external grant funding</li><li>- Inability to access appropriate materials</li><li>- Change in strategic priorities from EMs</li></ul>	<ol style="list-style-type: none"><li>1. Asset deterioration/failure</li><li>2. No new assets</li><li>3. Dissatisfied community</li><li>4. Early/late asset renewal</li><li>5. Higher costs of ongoing maintenance vs renewal</li><li>5. Stormwater flooding</li></ol>	Likely	Severe	EXTREME	<ol style="list-style-type: none"><li>1. Asset Management Plan</li><li>2. Civil budget</li><li>3. Civil works program</li><li>4. Budget for Asset Management Plan and Civil Works program</li><li>5. Streetscape Policy &amp; service delivery standards</li></ol>	Unlikely	Severe	HIGH	<ol style="list-style-type: none"><li>1. Implement the results of the Asset Management Review</li><li>2. Development of PM tools and governance</li></ol>	30/06/2019	UM Civil	Rare	Severe	MEDIUM
Corporate Services	Council of Excellence	CON03	Contracts	<b>Contractor Management:</b> Failure to manage contractors appropriately to ensure that contractual obligations are met	<ul style="list-style-type: none"><li>- Inadequate awareness for the procurement and contracting process</li><li>- Inconsistent approach for the procure-to-pay process</li><li>- Lack of knowledge regarding corporate requirements for contract management</li><li>- Lack of training regarding contractor management</li></ul>	<ol style="list-style-type: none"><li>1. Death or critical injury to Workers, Contractors or member of Public</li><li>2. Weak internal controls and process assurance</li><li>3. Ineffective financial monitoring of contracts/budgets</li><li>4. Inappropriate contractor management</li><li>5. Inability to engage quality contractors</li><li>6. Non-performance of contractors</li><li>7. Ineffective use of staff resources</li><li>8. Lack of integrity in the process, frequent 'work arounds'</li><li>9. Disruption to works impacting CoM &amp; team</li><li>10. Disruption to works impacting local community</li><li>11. CoM exposure to liability</li><li>12. Reputation damaged through adverse media coverage</li></ol>	Likely	Severe	EXTREME	<ol style="list-style-type: none"><li>1. Procurement and Contractor Management policy &amp; procedures (reviewed 2016)</li><li>2. Staff training provided in procurement &amp; contractor management</li><li>3. Business Partnering approach</li><li>4. Internal customer satisfaction surveys (every project)</li><li>5. Annual procurement planning (aligned to projects etc)</li><li>6. Contracting centralised through the Contracts Team</li><li>7. Existing Procurement and Contractor Management Policies and Procedures (including tender evaluation, contractor induction, site inspections); Tender Board process for contracts greater than \$100,000</li><li>8. Recruitment of appropriately skilled staff within Contracts Team</li></ol>	Unlikely	Severe	HIGH	<ol style="list-style-type: none"><li>1. Transition contractor surveillance and monitoring into SkyTrust and formalise the Audit/Observation program</li></ol>	<a href="#">1.30/06/2018</a> <a href="#">30/06/19</a>	1. UM Risk	Rare	Severe	MEDIUM
City Development	Liveable	ASY02	Asset Systems	<b>Property &amp; Infrastructure:</b> Failure to appropriately maximise CoM assets and asset management planning, to ensure appropriate acquisition, renewal, maintenance, management and disposal	<ul style="list-style-type: none"><li>- Lack of lifecycle and whole of life controls utilised in corporate decision making.</li><li>- Limited renewal planning.</li><li>- Lack of clarity regarding service standards</li><li>- Poor implementation of data held within the CoM asset register</li><li>- Change in strategic priorities from EMs</li><li>- Increased workload/ inadequate staffing levels/specialised skills</li><li>- Inadequate funds allocated for management of assets</li><li>- Increased quality expectations from the community, Australian Standards and legislation</li></ul>	<ol style="list-style-type: none"><li>1. Asset deterioration/ failure</li><li>2. Poor decision making leading to financial burden</li><li>3. Downturn in staff morale</li><li>4. Non compliance with legislation, regulations and industry standards</li><li>5. Dissatisfied community</li><li>6. Increased costs of ongoing maintenance, delays and penalties</li><li>7. Excessive service cuts and/or excessive rates rises to meet the commitments</li></ol>	Likely	Severe	EXTREME	<ol style="list-style-type: none"><li>1. Asset Management Plan</li><li>2. Asset Mgt Plan incorporated in 2017/18 budgets</li><li>3. Strategic Plan</li><li>4. Capital working group meetings</li><li>5. Valuations and Long Term Financial Plan (LTFP)</li><li>6. Asset management schedules</li><li>7. Meeting of compliance obligations</li><li>8. Building checks</li><li>9. Continual improvement in understanding lifecycle/whole of life costs &amp; data (storage and recovery)</li></ol>	Possible	Severe	HIGH	<ol style="list-style-type: none"><li>1. Annual review and update of Asset Management Plan - ref AMIP Practice Area 6</li><li>2. Review asset condition inspection regime - ref AMIP Practice Area 11</li><li>3. Review Asset Valuation process - ref AMIP Practice Area 10</li><li>4. Develop 'Single point of truth' for all asset data - ref AMIP Practice Area 9</li><li>5. Finalise the review and setting of asset service levels - ref AMIP Practice Area 8</li><li>6. Appoint consultant in 18/19 FY to begin to develop AMPs</li></ol>	<a href="#">1.30/06/19</a> <a href="#">2.30/06/18</a> <a href="#">3.30/06/18</a> <a href="#">4.30/06/19</a> <a href="#">5.30/06/19</a> <a href="#">6. 1st 1/4 18/19</a>	<ol style="list-style-type: none"><li>1. UM Assets</li><li>2. UM Assets</li><li>3. UM Assets</li><li>4. UM Assets</li><li>5. UM Assets</li></ol>	Rare	Severe	MEDIUM



# Corporate Risk Register - extract showing current HIGH risks (April to June 2018)

APPENDIX A

ELT Risk Owner (ELT)	Strategic Link	Ref	Work Area	Risk Description	Risk Causes /Sources	Potential Consequences	INHERENT Level of Risk			Current Controls in Place	CURRENT Level of Risk			Further Action	Further Action Due Date	Action Owner	FORECAST Level of Risk		
							Likeli-hood	Conse-quence	Risk Rating		Likeli-hood	Conse-quence	Risk Rating				Likeli-hood	Conse-quence	Risk Rating
Corporate Services	Council of Excellence	GOV02	Governance	<b>Governance Risks:</b> <del>Potential dysfunction between</del> Failure of the Council /Administration organisational structure and working relationship, in providing a sound and effective decision making process for the delivery of aligned and strategic business outcomes. <del>resulting in poor decision making and unfunded, unplanned initiatives gaining Council endorsement</del> <del>Council endorsement</del>	- Poor strategic level decision making - Administration managing requests from Council without due consideration and adequate time - Council and Administration failing to communicate with each other, resulting in unfunded, unplanned initiatives gaining Council endorsement - New initiatives going straight to Council without following procedures through due diligence (eg Asset Management, Finance, Governance, Risk, Environmental Sustainability, Contracts, Strategic Management etc), - Some Councillors have differing perspectives of their role on Council, decisions being made that are Ward based, rather than whole of - Council perspective - State Government Elections March 18 - Local Government Elections November 18	1. Unsustainable initiatives 2. Strategic plan misalignment 3. Process Errors 4. Lack of funding and negative financial implications 5. Lack of or misuse of resources 6. impact on the delivery of other project/initiatives 7. Staff stress 8. Low staff morale	Likely	Major	HIGH	1. Process of unfunded initiatives 2. Staff provide frank and fearless advice 3. Annual workshop for Council & Finance & Audit Committee 4. Council Meeting Procedures training during induction 5. Annual self evaluation effectiveness survey 6. GM's induction on governance processes 7. CEO and Mayor relationship 8. Fortnightly planning (Mayor and Manager Corp Governance) for matters before Council 9. Whilst Mayor is on leave on absence, Manager Corporate Governance provding additional support to Deputy Mayor regarding process, meetings and governance related advice (meeting at least weekly) 10. Due diligence and prudential report to Council. 11. Elected Member Code of Conduct (Mandatory) and Elected Member Code of Code Procedure for Investigating Complaints 12. 'How We Work Together' Policy	Possible	Major	HIGH	1. EM Training Program - 5th Tuesday of month 2. New Council Induction (post November 2018) and Mandatory training required under the LG Act 3. Good Governance training Program to be rolled out by Governance (this includes training on How to Work Effectively with Elected Members). 4. Caretaker Policy Reviewing and Training	1.30/11/18 2.31/12/18 3.31/12/18 4.30/09/18	1. Mgr Corp Gov 2. Mgr Corp Gov 3. Mgr Corp Gov 4. Mgr Corp Gov	Unlikely	Major	MEDIUM
City Development	Council of Excellence	DSE02	Development & Regulatory Services	<b>Major Projects - Compliance and Management</b> Failure to deliver significant projects, legislative reviews and/or priority workloads against tight timeframes eg: Housing Diversity DPA & new Public Development & Infrastructure Act	- poor communications - poor resourcing/data/systems - lack of specialised skills across work units - increased workload of team - inadequate budgets	1. Non compliance with relevant legislation/ regulations 2. Reputational damage 3. Political exposure 4. Dissatisfied Community 5. CoM exposure to liability 6. Officers' exposure to criminal litigation	Likely	Major	HIGH	1. Professionally qualified staff 2. Regular review of resources/capacity 3. Relevant and updated policies process and procedures in place 4. Initial assessment by Team Leaders - work triage 5. Allocation of applications at Development Assessment Group (DAG), where initial issues are flagged 6. Planning assessment checklists 7. Regular briefings to staff on legislative changes 8. Inspections prior, during and after application 9. Annual accreditation for building inspectors, CPD records etc 10. Compulsory white card certificates held by Building Inspectors to allow entry to all building sites 11. Selection criteria for position profiles require appropriate qualifications, specialised skills (eg: site contamination etc) and experience 12. Accreditation with AIBS of at least level one to sign off on own work 13. Refer to case law in planning decisions 14. Access legal advice to provide assistance when required (Section 7 applications in particular) 15. Specific training undertaken re Development Applications going on-line	Possible	Major	HIGH	1. Review of team/individuals workloads due to new structure and number of newly recruited staff (A number of staff on secondments or annual leave, comprehensive review not yet finalised, audit outcomes due in 6-8 weeks) 2. Ensure specific training undertaken re new Public Development and Infrastructure Act	1.28/02/18 30/09/18 2.31/03/18 30/09/18	1. Mgr D&RS 2. Mgr D&RS	Unlikely	Major	MEDIUM
Corporate Services	Council of Excellence	ICT02	ICT	<b>ICT/Cyber Security &amp; Continuity of Provision:</b> Inappropriate use, ineffective or absent ICT system solutions to support data management to ensure accurate data collection, appropriately manage Council business and ensure informed decision making	- Human error - Poor capture of data - Increased workload of team - Lack of specialised skills across work units - Reluctance to use Corporate System databases versus personal spreadsheets - Inadequate funds allocated in internal budgets for system improvements and ICT computer skills development for staff - Lack of ICT training for staff (no corporate ICT Trainer role) - Lack of mobility tools for outdoor staff - Ineffective use of end user reporting and query tools	1. Non compliance with related regulations/ legislation 2. Poor decision making 3. Failure to deliver identified IT outcomes 4. Failure to address business issues. 5. Inability to provide innovation and improve efficiencies 6. Lack of data integrity	Likely	Major	HIGH	1. ICT Steering Committee meets quarterly to discuss major initiatives and priorities 2. ICT working in line with the Strategic Management Framework, ICT Strategic Themes and Work Area Plan 3. Core application systems user groups in place with ICT business unit account manager roles (engagement partners / project co-ordinators) 4. Vendor management Reviews of required software enhancements and faults 5. Clarified roles and responsibilities of software ownership (org wide versus departmental) 6. Regularly reviewed policies, procedures & processes 7. ICT Digital Transformation Plan 2017-2022 and ICT Roadmap embedded into annual business plan and budget process, and updates provided to Council ISC committee	Possible	Major	HIGH	1. Complete a Business Systems "Fitness" Review project by late 2018 (based on system gaps, business needs and future capabilities) to inform future applications procurement strategies and ICT Roadmap. - Project is underway with systems surveys and followup workshops & meetings being planned	1.31/12/18	1. Mgr ICT	Unlikely	Moderate	MEDIUM
Corporate Services	Council of Excellence	GOV10	Risk	<b>Business Continuity and Community Safety:</b> Failure in Council's ability to prevent, prepare, respond to and promote resilience in the community in the event of an emergency ie earthquake, flood, extreme heat, bushfire and terrorism	- Absent, outdated or inadequate Community Emergency Plan, - Failure to undertake risk assessment and undertake mitigation activities for known hazards	1. Death or critical injury to Workers, Contractors or member of Public 2. Disruption to works impacting CoM & team 3. Disruption to works impacting local community 4. CoM exposure to liability 5. Officers' exposure to criminal litigation 6. Reputation damaged through adverse media coverage	Possible	Severe	HIGH	1. Flood prevention activities 2. CSI Fire prevention activities 3. DAP/Building Fire Committee 4. Community education 5. CoM Emergency Response Plan 6. Workplace Emergency Management Plans 7. I-Responda training 8. On-call team 9. Reviewed Business Continuity Plan 10. Community Development activities 11. Events Mgt (CSC) - implementation of Crowded Place Risk Assessment and Notification Processes issued by SAPOL 12. Monitoring and management of Emergency Management work program actions (via EPC/CEWG/ZEMC)	Unlikely	Severe	HIGH	1. Implementation of a Community Emergency Response Plan based on the PPRR model (FAC & Council reports 29/05/ & July 2018) 2. Undertake ZEMC Recovery Exercise to increase understanding of Council's roles & responsibilities in Recovery	1.30/06/18 30/09/18 2.30/09/18	1. UM Risk	Rare	Severe	MEDIUM



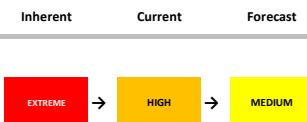
# CORPORATE RISK PROFILE 2018/19



## HIGH RISK AREAS

### Property & Infrastructure

ASY02 Failure to appropriately maximise CoM assets and asset management planning, to ensure appropriate acquisition, renewal, maintenance, management and disposal



CSE03 Lost opportunity or inability to create, renew, manage and maintain Infrastructure assets (roads, drainage, footpaths etc)



### WHS Management

GOV08 Failure to meet Work Health Safety statutory and legislative requirements to ensure provision of a safe workplace



GOV06 Failure of CoMs officers to discharge Due Diligence obligations under the WHS Act



CSE01 Failure to appropriately manage high risk activities by CoM Staff (underground services, excavation, confined space, hot works etc)



### Financial Sustainability and Stability

FIN01 Failure to meet statutory and legislative requirements (eg: LG Act, AASBs, GST, FBT, grant funding)



GOV05 Failure to ensure appropriate Fraud and Corruption management processes to prevent, detect and respond to alleged fraud and/or corruption



### Governance Risks

GOV02 Failure of the Council /Administration organisational structure and working relationship, in providing a sound and effective decision making process for the delivery of aligned and strategic business outcomes.



GOV03 Inappropriate, ill-advised or incorrect staff decision/action or advice



### ICT/Cyber Security & Continuity of Provision

ICT02 Inappropriate use, ineffective or absent ICT system solutions to support data management to ensure accurate data collection, appropriately manage Council business and ensure informed decision making



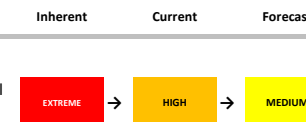
ICT03 Failure to maintain Cyber Security assurance across all CoM systems and worksites



## HIGH RISK AREAS

### Contractor Management

CON03 Failure to manage contractors appropriately to ensure that contractual obligations are met



CSE02 Failure to appropriately manage high risk activities by Contractors (underground services, excavation, confined space, hot works etc)



### Business Continuity & Community Safety

CHS01 Failure to deliver Health & Safety services for the Community (eg:Public & Environmental Health/ Animal/ Bushfire / Parking/ Litter & Local Nuisance Management & Council By-Laws)



GOV10 Failure in Council's ability to prevent, prepare, respond to and promote resilience in the community in the event of an emergency ie earthquake, flood, extreme heat, bushfire and terrorism



### Major Projects - Compliance & Management

DSE02 Failure to deliver significant projects, legislative reviews and/or priority workloads against tight timeframes eg: Housing Diversity DPA & new Public Development & Infrastructure Act



OSR01 Failure to deliver planned strategic objectives in addition to new high level projects



### Environmental Management/Climate Change

ESU03 Failure to understand and plan for the projected impacts of climate change.



ESU01 Failure to deliver environmental services that meet community expectations and environmental need



### Effective HR

HRE05 Ineffective strategic work force planning



HRE04 Non compliant, inappropriate and/or ineffective Human Resource processes to deliver key HR requirements & initiatives



## Corporate Risk Quarterly Report - APPENDIX 2

**Table 1: Outcomes Report for 2017/18 - Quarters 1 to 4**

Period:	Qtr 1: July to September 2017			Qtr 2: October to December 2017			Qtr 3: January to March 2018			Qtr 4: April to June 2018				
'Corp Risk	I	C	F	I	C	F	I	C	F	I	C	F	Overall Impact*	
<b>Extreme</b>	16	0	0	16	0	0	16	0	0	16	0	0	↓	
<b>High</b>	77	14	1	77	14	0	77	12	0	77	10	0	↓	<b>Risk</b>
<b>Medium</b>	17	83	61	17	81	60	17	83	60	16	84	59	↑	<b>Tolerance</b>
<b>Low</b>	0	13	48	0	15	50	0	15	50	0	15	50	↑	
<b>Total</b>	110	110	110	110	110	110	110	110	110	109	109	109		
<b>Key: I = Inherent, C = Current, F = Forecast</b> <i>to Forecast Risk Rating</i>														<i>*Overall impact from Inherent Risk Rating</i>

## Questions Taken on Notice Register

<b>Originating Officer</b>	Governance Officer - Victoria Moritz
<b>Corporate Manager</b>	Manager Corporate Governance - Kate McKenzie
<b>General Manager</b>	General Manager Corporate Services - Vincent Mifsud
<b>Report Reference</b>	GC180828

### REPORT OBJECTIVE

To note there are currently no questions taken on notice listed on the register.

### EXECUTIVE SUMMARY

The 'Code of Practice – Procedures At Council Meetings 2017/18' states that:

4.7 Questions without Notice that were not answered at the same meeting will be entered into a register. This register will be tabled as an information report at the following meeting.

Under Regulation 9 of the Local Government (Procedures at Meetings) Regulations 2013 (the regulations):

- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

### RECOMMENDATION

**That Council:**

- 1. Notes the report "Questions Taken on Notice Register"**

## WHS Monthly Performance Report – July 2018

<b>Originating Officer</b>	Unit Manager Risk - Sherie Walczak
<b>Corporate Manager</b>	Manager Corporate Governance - Kate McKenzie
<b>General Manager</b>	General Manager Corporate Services - Vincent Mifsud
<b>Report Reference</b>	GC180626R13

### REPORT OBJECTIVE

The objective of this monthly report is to provide Council with assurance that the City of Marion has effective strategies in place to meet its legal obligations as outlined in the Work Health and Safety Act (SA) 2012 and to monitor Council's target of a 25% reduction of the Lost Time Injury Frequency Rate (LTIFR) from the previous year.

### RECOMMENDATION

**That Council:**

1. **Notes the report and statistical data contained therein.**

### DISCUSSION

Targets and performance indicators have been established in order to measure the continual improvement of the program. Performance against these targets are measured in two ways:

- positive performance indicators (PPI's); and
- lag performance indicators (LPI's) both of which are outlined in Appendix 1.

The current LTIFR is 0.0 which is equal to the same time last year with zero lost time injuries reported year-to-date.

Key initiatives implemented which have contributed to the reduction in LTIFR include;

- The roll-out of the SkyTrust 'app' for mobile incident and hazard reporting.
- The ongoing implementation of SkyTrust for document management, hazard management and work area inspections.
- Widening of the Think Safe Live Well Safety Observation program with front-line staff being visited and observed by relevant people leaders.

### CONCLUSION

The ongoing significant reduction in Lost Time Injuries being 75% over the 2016/17 and 2017-18 reporting periods has been a commendable achievement for the City of Marion as it continues in its commitment to place the community and safety at the forefront of everything we do in line with our corporate values. In the 2018-19 reporting period, we will consolidate and further build on the good work that has been implemented and aim to achieve Council's KPI of 10% or greater reduction in LTIFR compared to the end of 2017-18 reporting period.

### Attachment

#	Attachment	Type
1	GC280818 - WHS Monthly Performance Report July 2018 – Appendix A	PDF File

## APPENDIX A – GC180828 WHS Report July 2018

The Think Safe Live Well program's vision is '**Zero harm with enhanced wellbeing**' and focuses on further developing our leadership styles, organisational culture and WHS systems by:

- Embedding a culture of safety and wellbeing as a part of normal business practice
- Developing our people to lead the change across the City of Marion
- Continually improving our WHS Management System (WHSMS) to achieve best practice

### POSITIVE PERFORMANCE INDICATORS

#### Hazard and Near Miss Reports

Historical statistics inform us that when there is a healthy culture of Hazard/Near Miss Reporting, there is a consequential reduction in injuries to Workers. Hazards and Near Misses are reported to date for this financial year and are outlined in Table 1 and can be compared against those reported last financial year which are outlined in Table 2.

**Table 1: Hazard and Near Miss Reports - Financial Year 2018-19**

Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
17												17

**Table 2: Hazard and Near Miss Reports - Financial Year 2017-18**

Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
21	14	11	9	8	3	5	11	10	16	10	14	132

#### Completion of actions against the LGA Action Plan

Periodically, the LGAWCS conducts an audit to test conformance of Council's WHS Management System against Return to Work SA's Performance Standards for Self Insurers. In response, Council sets an action plan which outlines the commitment to addressing non-conforming elements by October each year and the cumulative performance against this plan is outlined in Table 3.

**Table 3: LGAWCS Action Plan – Calendar Year 2018**

Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Total
3%	21%	28%	28%	40%	53%	70%				70%

Good progress has been made towards completion of identified actions in the LGAWCS Action Plate with 28 (70%) of the 40 identified actions scheduled for completion, being completed to date. (Please note that no actions were scheduled for completion in April hence no movement reported),

### LAG PERFORMANCE INDICATORS

#### Lost Time Injuries Reported

Lost Time Injuries (LTI's) are those injuries where a whole work day or more has been lost due to a workplace injury. LTI's reported to date for this financial year are outlined in Table 4 and can be compared against those reported last financial year which are outlined in Table 5.

**Table 4: Number of LTI's per month - Financial Year 2018-19**

Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
0												0

**Table 5: Number of LTIs per month - Financial Year 2017-18**

Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
0	1	0	0	1	0	1	0	1	0	0	0	4

Individual LTI's reported for 2018/19 are outlined in Table 6 below :

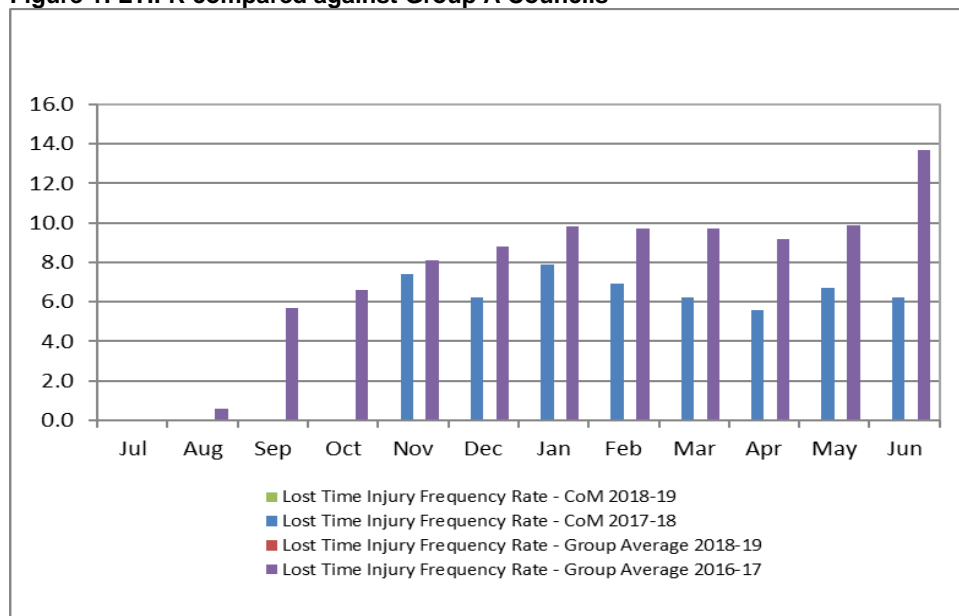
**Table 6: Outline of LTI's reported - Financial Year 2017-18**

No.	Description of Incident	Mechanism of Injury	Injury Description
	Nil reported to date		

### Lost Time Injury Frequency Rate

Lost Time Injury Frequency Rate (LTIFR), is an industry standard tool for measuring LTI's within a given reporting period which enables comparison to other organisations. Council's LTIFR is outlined in Figure 1, from the LGA's Member Portal data once claims have been determined and can be measured and monitored against our industry counterparts being the Group A Councils (<sup>1</sup>GaC).

**Figure 1: LTIFR compared against Group A Councils**

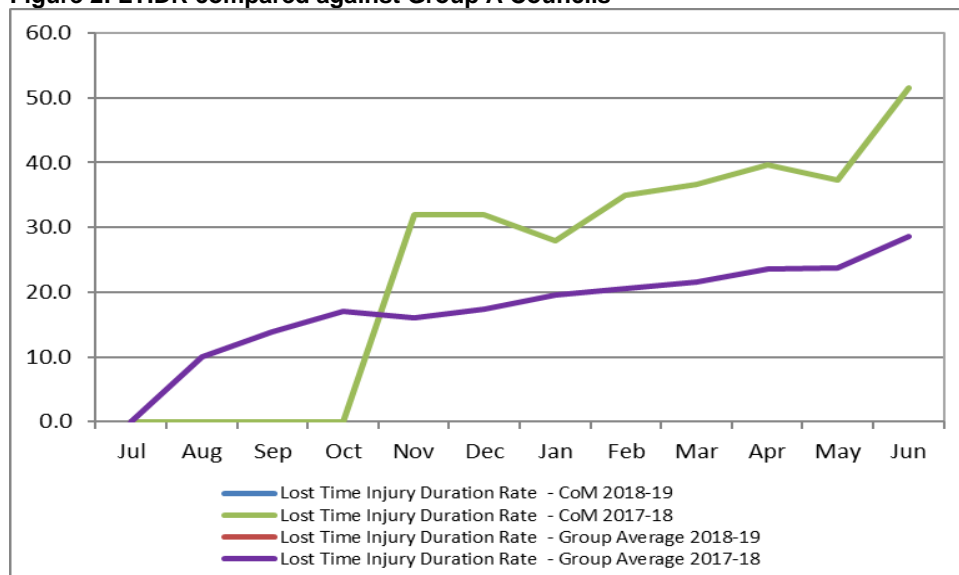


The current LTIFR for the City of Marion (which would be represented in green if any had been recorded) is 0.0 as there are no LTIs reported to date. This is equal to last years July result and is also equal to the industry comparison LTIFR rate of 0.0.

### Lost Time Injury Duration Rate

The Lost Time Injury Duration Rate (LTIDR), is an industry standard tool for measuring the average days lost from LTI's within a reporting period to enable comparison to other organisations. Council's LTIDR is outlined in Figure 2, data is sourced from the LGA's Member Portal once claims have been determined and can be measured and monitored against our industry counterparts being the GaC.

**Figure 2: LTIDR compared against Group A Councils**



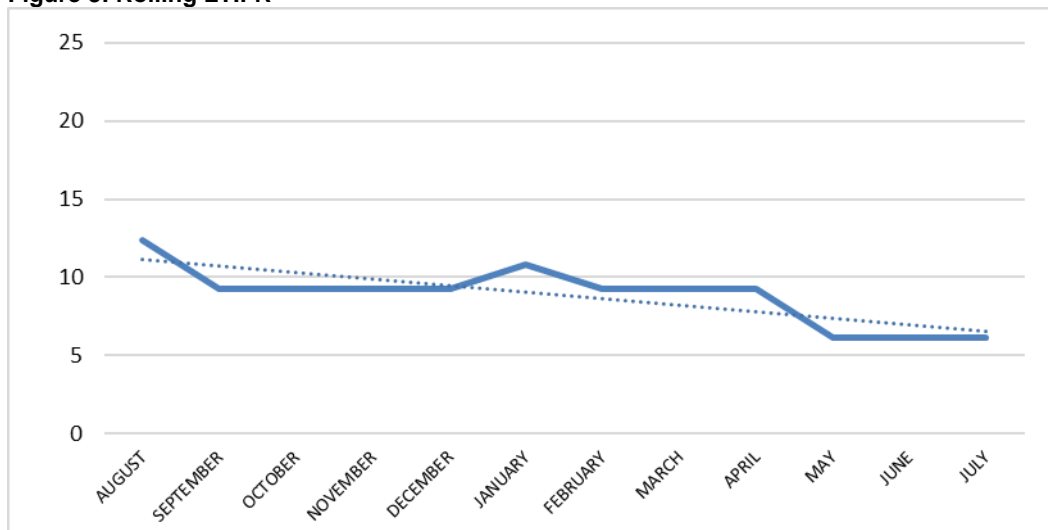
The current LTIDR for the City of Marion (which would be represented in blue if any time lost had been recorded) is 0.0 which is equal to the industry comparison LTIDR rate of 0.0.

<sup>1</sup> GaC are metropolitan councils with more than 300 staff (Marion, Adelaide, Charles Sturt, Onkaparinga, Playford, Port Adelaide Enfield, Salisbury and Tee Tree Gully).

### Rolling Lost Time Injury Frequency Rate

Rolling LTIFR, outlined with a solid blue line in Figure 3 from internal incident report data, provides analysis of the average LTIFR over the last 12 months. The dotted blue 'median' line tracks the downward trend.

**Figure 3: Rolling LTIFR**

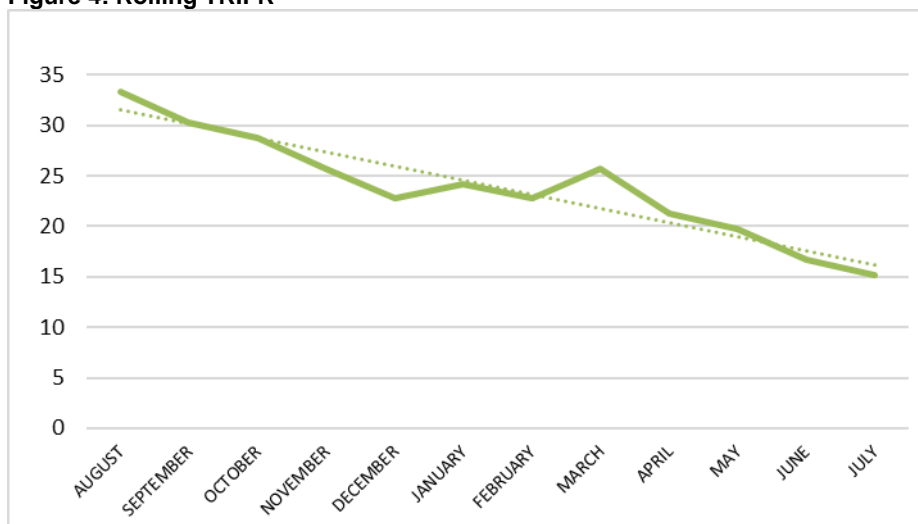


The current rolling LTIFR for the City of Marion is 6.2, which represents a 50% reduction over the previous 12 months.

### Rolling Total Recordable Incident Frequency Rate

Total Recordable Incidents include fatalities, LTI's and incidents resulting in the employee receiving medical treatment and/or is certified as only fit to undertake suitable duties. The Rolling Total Recordable Incident Frequency Rate (TRIFR), outlined with a solid green line in Figure 4 from internal incident report data, provides analysis of the average TRIFR over the last 12 months. The dotted green 'median' line tracks the downward trend.

**Figure 4: Rolling TRIFR**



The current rolling TRIFR for the City of Marion is 15.2 which represents an 54% reduction over the previous 12 months.

## Finance Report - July 2018

<b>Originating Officer</b>	Unit Manager Statutory Finance and Payroll - David Harman
<b>Corporate Manager</b>	Manager Finance - Ray Barnwell
<b>General Manager</b>	General Manager Corporate Services - Vincent Mifsud
<b>Report Reference</b>	GC180828R14

### REPORT OBJECTIVE

This report provides Council with information relating to the management of financial resources under its control as at July 2018.

### EXECUTIVE SUMMARY

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. 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.

### RECOMMENDATION

**That Council:**

- 1. Receives the report "Finance Report - July 2018"**

### GENERAL ANALYSIS

#### 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 against budget.

#### 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 Budgeting process.

The detailed Capital Works graphs provide a weighting of the projects against budget. As an example, a graph with a total budget of \$100k spread over two projects, where Project A has a budget of \$90k it now accounts for 90% of the works when complete and project B with its budget of \$10k now accounts for 10% of the works when complete.

## Attachment

#	Attachment	Type
1	Finance Report_July Appendix 1 Pts 1 2 3 4	PDF File
2	GC180828 - Finance Report_July Appendix 2 pt's 1 2	PDF File
3	GC180828 - Finance Report_July Appendix 3 pt's 1 2	PDF File

## 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 2018/19 means a targeted operating surplus of between \$0 and \$4.630m.

**Comment:** Council currently has a net operating surplus result of \$3.215m before capital revenues, against a year to date forecast budget of \$2.535m 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 81.44% of the year to date Capital Renewal Budget has been spent.

The actual progress to date of Council's full Capital New and Renewal Expenditure program is detailed by asset class in the attached graphs (appendix 2).

### 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:** No new borrowings are included in the 2018/19 budget and principal repayments of \$1.100m mean that the overall loan liability balance is forecast to decrease by \$1.100m to \$6.805m at 30 June 2019.

### 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:** Council's Reserves are detailed in the below table. Transfer to Reserves of \$0.359m and Transfers from Reserves of \$12.061m are forecast to occur in 2018/19, and after accounting for amounts quarantined for specific projects or works, there is \$6.161m available.

Reserves (\$000s)	Asset Sustainability Reserve						Open Space Reserve	Grants & Carryover Reserve	TOTAL ALL RESERVES
	Major Infrastructure Failure	General	Other	Major New Projects	CFPP	TOTAL ASR			
Opening Balance	2,000	7,406	647	5,394	6,672	21,657	1,218	1,426	24,301
Budgeted transfers to reserve	0	0	320	0	19	339	20	0	359
Budgeted transfers from reserve	0	(3,937)	(40)	(5,369)	(1,290)	(10,636)	0	(1,425)	(12,061)
Current Budgeted Closing Balance	2,000	3,469	927	25	5,401	11,822	1,238	0	13,061
Quarantined Funds	(2,000)	(2,367)	0	0	(2,028)	(6,395)	(505)	0	(6,900)
Projected Available Balance	0	1,102	927	25	3,373	5,427	733	0	6,161

The 2018/19 budget forecasts a net cash surplus of \$0.668m.

\*CFPP: Community Facilities Partnership Program

\*Other includes Walking & Cycling, Energy Efficiency and Oaklands Wetlands- Water Supply Opportunities

**Funding Statement  
as at 31 July 2018**

Original Adopted Budget		YTD Actual	YTD Budget	YTD Variance		Annual Budget	
\$'000		\$'000	\$'000	\$'000		\$'000	Note
<b>Operating Revenue</b>							
77,173	<b>Rates</b>	6,894	6,869	25	F	77,173	
2,121	<b>Statutory Charges</b>	134	141	(7)	U	2,121	
2,175	<b>User Charges</b>	125	138	(13)	U	2,175	
8,658	<b>Operating Grants &amp; Subsidies</b>	490	771	(281)	U	8,658	<b>A</b>
704	<b>Investment Income</b>	(7)	8	(15)	U	704	
540	<b>Reimbursements</b>	39	10	29	F	540	
878	<b>Other Revenues</b>	427	48	379	F	878	<b>B</b>
344	<b>Net gain - Equity Accounted Investments</b>	-	-	-	-	344	
<b>92,593</b>		<b>8,102</b>	<b>7,985</b>	<b>117</b>	<b>F</b>	<b>92,593</b>	
<b>Operating Expenses</b>							
34,896	<b>Employee Costs</b>	1,664	2,069	405	F	34,896	<b>C</b>
20,518	<b>Contractual Services</b>	1,409	1,461	52	F	20,518	
4,533	<b>Materials</b>	113	62	(51)	U	4,533	
467	<b>Finance Charges</b>	(19)	(21)	(2)	U	467	
17,106	<b>Depreciation</b>	1,426	1,426	-	-	17,106	
10,680	<b>Other Expenses</b>	294	453	159	F	10,680	<b>D</b>
<b>88,200</b>		<b>4,887</b>	<b>5,450</b>	<b>563</b>	<b>F</b>	<b>88,200</b>	
<b>4,393</b>	<b>Operating Surplus/(Deficit) before Capital Revenues</b>	<b>3,215</b>	<b>2,535</b>	<b>680</b>	<b>F</b>	<b>4,393</b>	
<b>Capital Revenue</b>							
-	<b>Capital Grants &amp; Subsidies</b>	-	-	-	-	-	
-	<b>Contributed Assets</b>	-	-	-	-	-	
-	<b>Gain/(Loss) on Asset Disposal</b>	-	-	-	-	-	
-		-	-	-	-	-	
<b>4,393</b>	<b>Net Surplus/(Deficit) resulting from operations</b>	<b>3,215</b>	<b>2,535</b>	<b>680</b>	<b>F</b>	<b>4,393</b>	
17,106	<b>add Depreciation</b>	1,426	1,426	-		17,106	
(344)	<b>less Share of Profit Equity Accounted Investments</b>	-	-	-		(344)	
<b>21,155</b>	<b>Funding available for Capital Investment</b>	<b>4,641</b>	<b>3,961</b>	<b>680</b>	<b>F</b>	<b>21,155</b>	
<b>Capital</b>							
18,394	<b>less Capital Expenditure - Renewal</b>	1,110	1,363	253	F	18,394	<b>E</b>
12,694	<b>less Capital Expenditure - New</b>	94	137	43	F	12,694	
	<b>less Capital - contributed assets</b>	-	-	-	-		
	<b>add Proceeds from Sale of Surplus Assets</b>			-	-		
<b>(9,933)</b>	<b>Net funding increase/(decrease)</b>	<b>3,437</b>	<b>2,461</b>	<b>976</b>	<b>F</b>	<b>(9,933)</b>	

Original Adopted Budget		YTD Actual	YTD Budget	YTD Variance	Annual Budget	
\$'000		\$'000	\$'000	\$'000	\$'000	Note
<b>Funded by</b>						
<b>Loans</b>						
-	Loan Principal Receipts (Net)	-	-	-	-	
-	Loan Receipts/(Payments) from Sporting Clubs (Net)	-	-	-	-	
(1,100)	Loan Principal Repayments	-	-	-	(1,100)	
(1,100)	Loan Funding (Net)	-	-	-	(1,100)	
<b>Movement in level of cash, investments and accruals</b>						
668	Cash Surplus/(Deficit) funding requirements	15,138	14,162	976	668	
(11,701)	Reserves Net - Transfer to/(Transfer from)	(11,701)	(11,701)	-	(11,701)	
(11,033)	Cash/Investments/Accruals Funding	3,437	2,461	976	(11,033)	
9,933	Funding Transactions	(3,437)	(2,461)	(976)	9,933	F

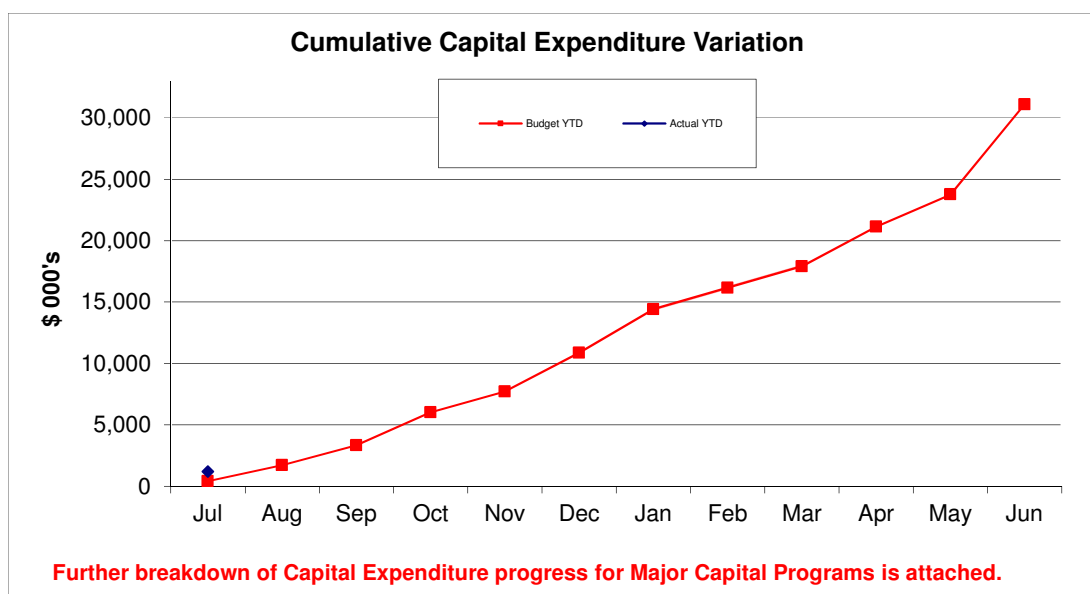
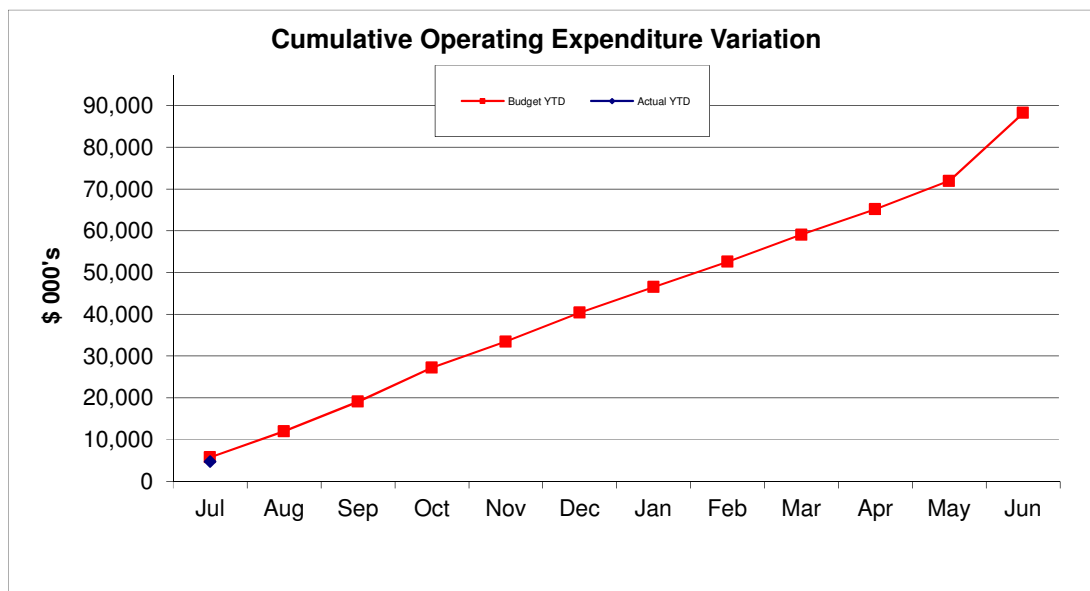
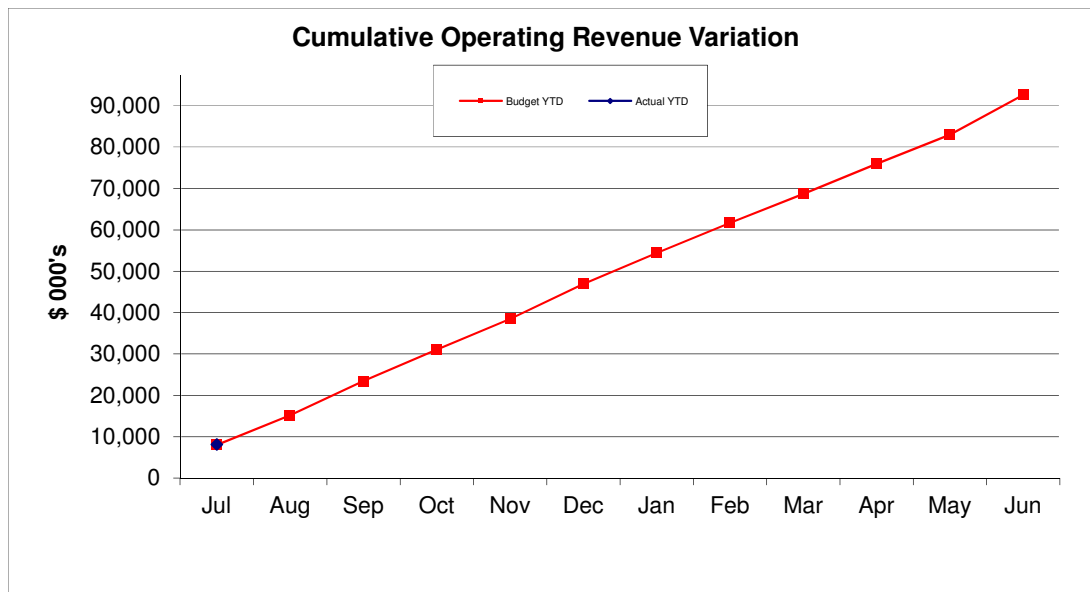
**Variation Notes**

<b>A</b>	<b>Operating Grants &amp; Subsidies</b>	<b>Unfavourable \$281k</b>	Predominately reflects budget-timing variations with regards to receipt of Roads 2 Recovery funding (\$185k) and ACE Foundation Skills subsidy (\$82k).
<b>B</b>	<b>Other Revenues</b>	<b>Favourable \$379k</b>	Predominately reflects variations with regards to contributions from Marion Sports & Community Club (\$230k) and Vietnam Veterans' Federation (\$200k) for works being managed by Council.
<b>C</b>	<b>Employee Costs</b>	<b>Favourable \$405k</b>	Predominantly reflects budget-timing variations in relation to leave taken (\$158k) and temporarily vacant positions.
<b>D</b>	<b>Other Expenses</b>	<b>Favourable \$159k</b>	Predominately reflects budget-timing variations with regards to Registration & Insurance (\$152k) and a number of variances which are individually insignificant.
<b>E</b>	<b>Capital Expenditure (Renewal)</b>	<b>Favourable \$253k</b>	Reflects budget-timing variations with regards the Edwardstown Oval Soldiers Memorial Recreation Ground.
<b>F</b>	<b>Funding Transactions</b>	<b>Favourable \$976k</b>	This variance is the sum total of all variances and reflects an increase against council's expected YTD cash position.

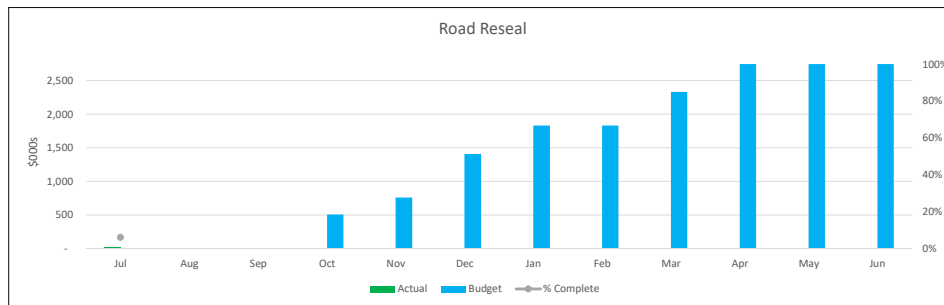
The above comments referring to budget timing variations are where some monthly budget estimates are not reflective of the actual expenditure patterns as at the reporting date.

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.

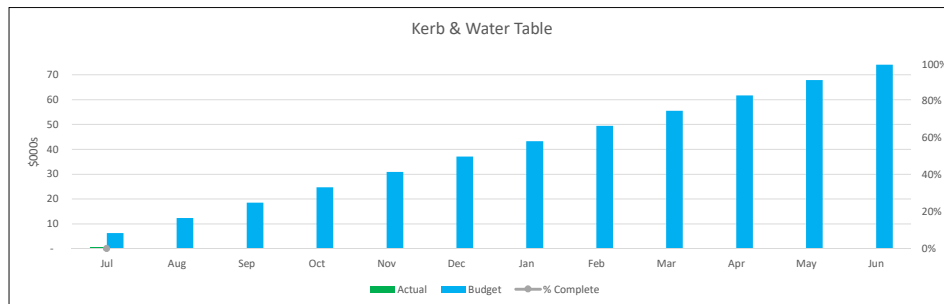
## Funding Statement Cumulative Position - 2018/19



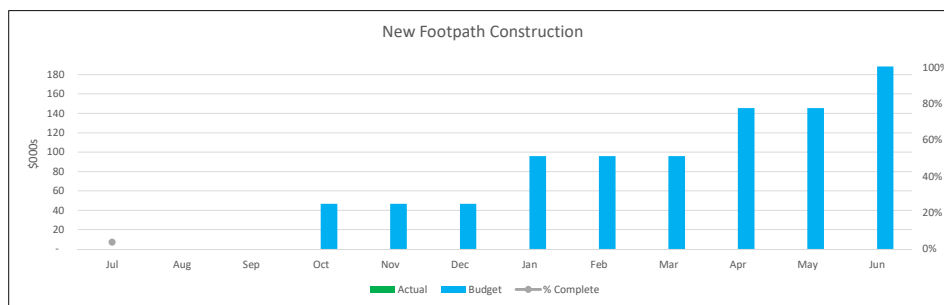
## Capital Construction Progress - 2018/19



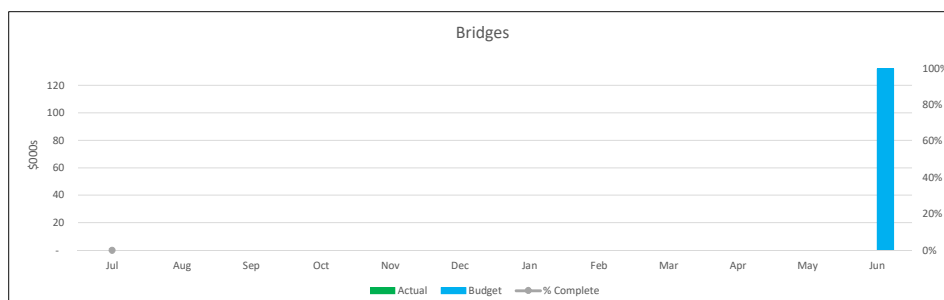
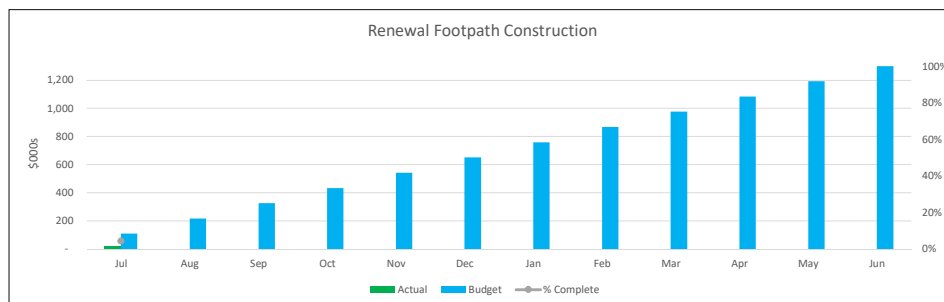
- Program commenced - 6% complete

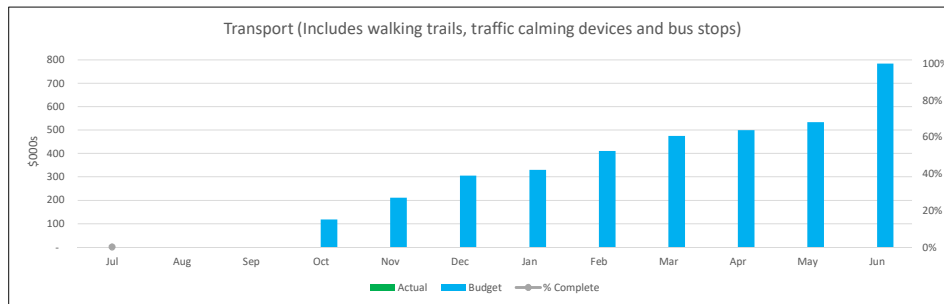


- Program commenced - 4% complete

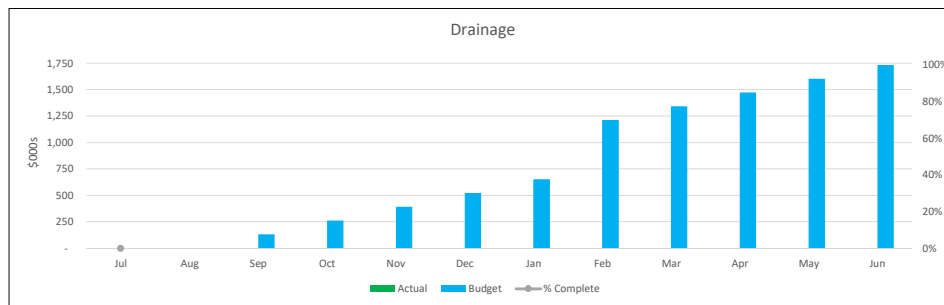


- Program commenced - 4% complete

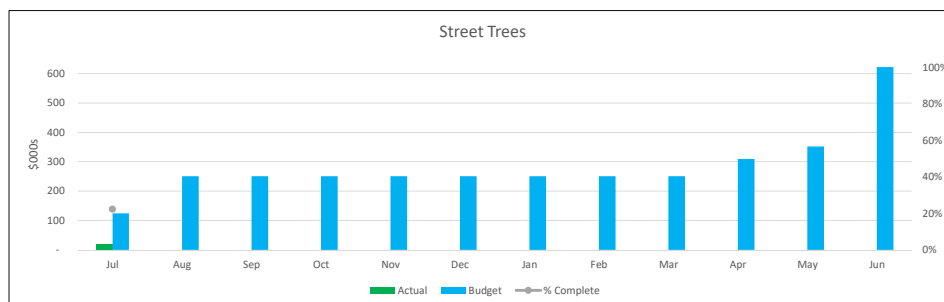
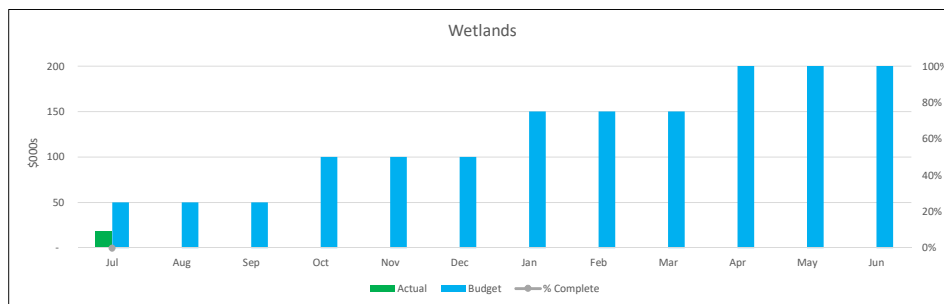




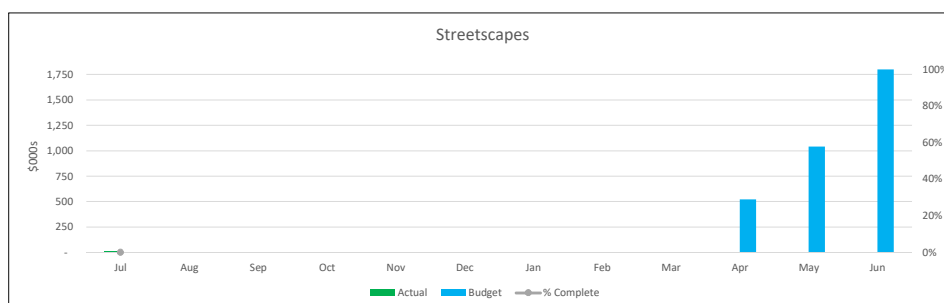
- Program is scheduled to commence in October after wet weather has reduced.



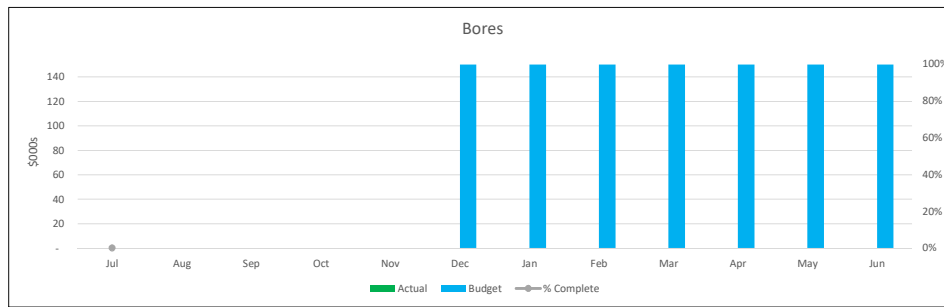
- Program is scheduled to commence in September.



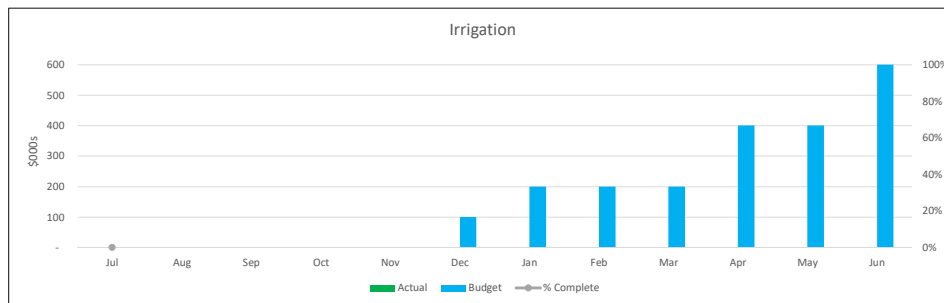
- Program has commenced with 400 street trees planted in July



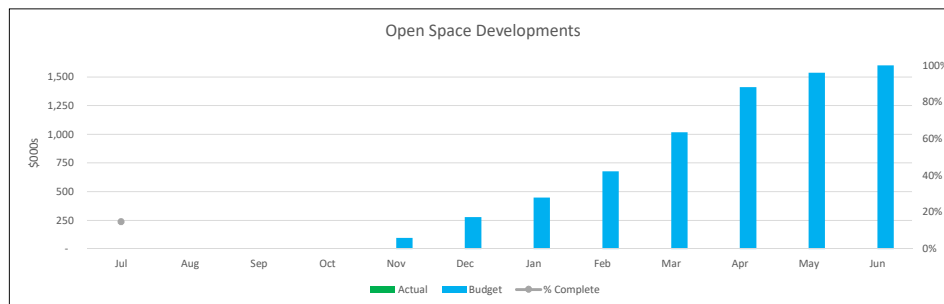
- Program is scheduled to commence in April 2019



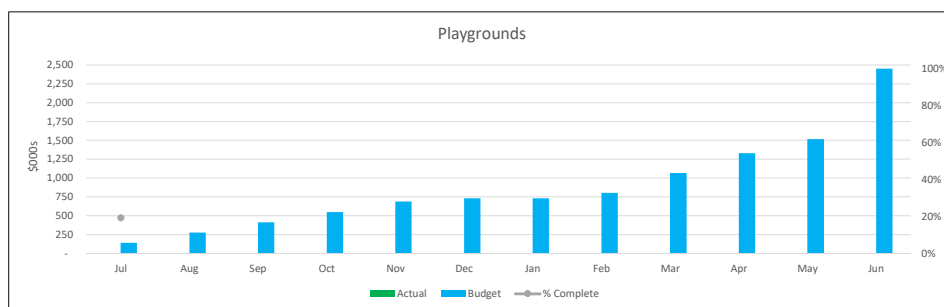
- Program is scheduled to commence in December 2018



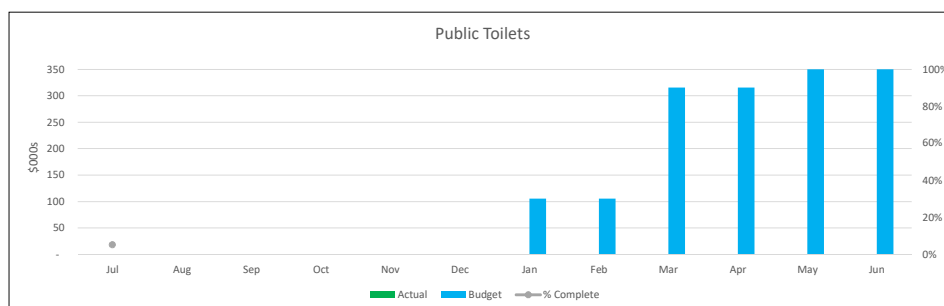
- Program is scheduled to commence in December 2018



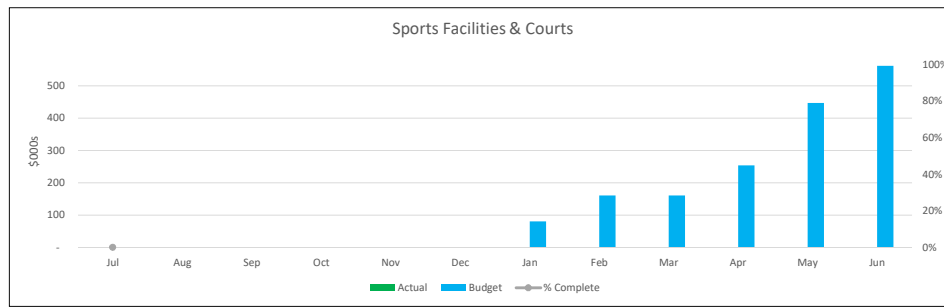
- Program commenced - 15% complete  
 - Oaklands Estate Reserve is out to Tender. Design and quotes are being sought for Shade Sails.



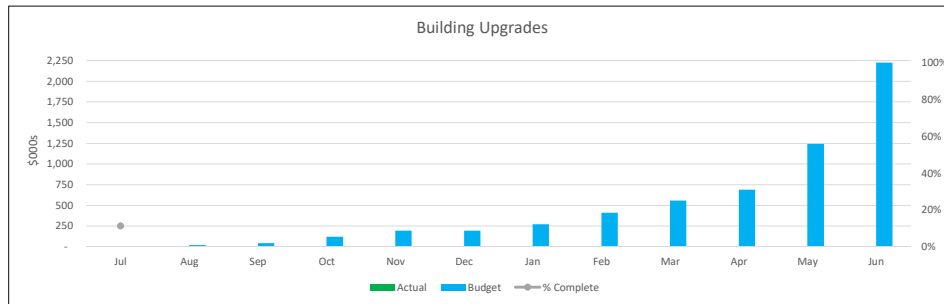
- Program commenced - 19% complete  
 - Construction is in progress on Heron Way Stage 4. This project was scheduled over both 2017/18 and 2018/19.



- Program commenced - 5% complete



- Program is scheduled to commence in January 2019.



- Program commenced - 11% complete

- Works have commenced on Marion Outdoor Pool Masterplan Capital Works

## Major Projects

### Edwardstown Oval Soldiers Memorial Recreation Ground

	2018/19 Actual YTD 31/07/2018	2018/19 Budget	Project Cost At Completion
<b>Income</b>			
Federal Budget Grant Contribution		2,400,000	4,000,000
<b>Total Income</b>	<b>-</b>	<b>2,400,000</b>	<b>4,000,000</b>
<b>Expenditure</b>			
<b>Operating</b>	-	-	-
<b>Capital Construction</b>	(7,620)	(3,868,996)	(8,965,300)
<b>Total Expenditure</b>	<b>(7,620)</b>	<b>(3,868,996)</b>	<b>(8,965,300)</b>
<b>Project Result Surplus/(Deficit)</b>	<b>(7,620)</b>	<b>(1,468,996)</b>	<b>(4,965,300)</b>

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

**Funded By :  
(Over Project Life)**

\$

Reserve Transfer  
- Asset Sustainability Reserve

4,965,300

**4,965,300**

The Edwardstown Oval Soldiers Memorial Recreation Ground project commenced construction in 2017/18 following the signing of a \$4m funding agreement with the Federal Government. This project is forecast to be completed in the first quarter of 2019.

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	268,206.91	268,051.91	.00	.00	.00	155.00	0%	Made up of 1 out of 6 debtors.
Neighbourhood Centres Total	24,271.25	17,549.75	3,440.00	725.00	490.00	2,066.50	5%	Made up of 3 out of 18 debtors, with one account totalling \$1,235.00.
Regulatory Services Land Clearing Total	9,915.02	4,953.30	.00	.00	.00	4,961.72	11%	Made up of 8 out of 9 debtors, with one account totalling \$1,725.35. Two accounts totalling \$1,111.04 have subsequently been settled in August.
City Property Facilities Total	56,062.95	28,434.79	11,605.12	6,002.43	4,934.23	5,086.38	11%	Made up of 4 out of 31 debtors. One account totalling \$650.00 is with the debt collectors due to payment plan not being met, a new payment plan has been agreed to. \$200.00 has subsequently been settled in August. Another account totalling \$1,716.15 has subsequently been settled in August.
Civil Services Private Works Total	35,341.27	13,882.27	4,060.00	.00	865.00	16,534.00	36%	Made up of 12 out of 24 debtors in this category, with three of these totalling \$6,945.00 relating to works not commenced, awaiting payment. Three of the remaining accounts total \$6,390.00. Three other accounts totalling \$2,375.00 are on a payment plans, of this \$100 has subsequently been received in August. Two accounts totalling \$2,490.00 have subsequently been settled in August.
Swim Centre Debtors Total	3,846.01	.00	3,654.41		.00	191.60	0%	Made up of 1 out of 3 debtors.
Grants & Subsidies Total	99,000.00	.00	.00	99,000.00	.00	.00	0%	\$84,000.00 has been subsequently settled in August.
Environmental Health Inspections Total	13,468.25	2,869.75	1,888.00	705.00	590.00	7,415.50	16%	Made up of 52 out of 101 debtors in this category, with none individually significant. One account totalling \$252.00 has subsequently been settled in August.
Regulatory Services Other Total	7,973.00	603.00	536.00	.00	.00	6,834.00	15%	Made up of 75 out of 91 debtors in this category, with none individually significant.
Development Services Total	1,279.00	.00	.00	.00	.00	1,279.00	3%	Made up of 4 debtors, with none individually significant.
Living Kurna Cultural Centre Total	11,512.70	3,943.55	5,380.75	707.00	614.40	867.00	2%	Made up of 4 out of 21 debtors, with none individually significant.
Local Government Total	863.17	.00	269.35	482.68	111.14	.00	0%	
Economic Development Total	16,142.50	14,520.00	1,622.50	.00	.00	.00	0%	
Marion Cultural Centre Total	7,847.40	7,134.10	713.30	.00	.00	.00	0%	
Total	555,729.43	361,942.42	33,169.43	107,622.11	7,604.77	45,390.70		
Total Aging Profile		65%	6%	19%	1%	8%		

Category	Description
Employees	Anything that relates to CoM employees.
General	Anything that does not fit into one of the below categories.
Neighbourhood Centres	For hire of rooms in Neighbourhood Centres, etc. - usually charged out at an hourly rate. Also includes cultural workshops and tours.
Regulatory Services Land Clearing	When council has had to clear land due to non-compliance of owner.
Sporting Clubs & Other Leases	Rent, electricity, water, maintenance, etc. charged out to lessees.
Civil Services Private Works	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 Inspections	Food Inspection fees.
Regulatory Services Other	Vehicle Impoundment fees and other regulatory services.
Supplier Refunds	Where a supplier owes the City of Marion funds. This category is used to keep track to ensure we have received payment for credits.
Development Services	Includes contribution from residents and/or developers for the removal and/or replacement of Council Street Trees and significant trees.
Living Kurna Cultural Centre	Relates to programs run through the LKCC.
Environmental Health Testing	Environmental testing fees.
Local Government	Transactions with other Local Government corporations.
Communications	Anything related to communications.
Economic Development	Events, etc. relating to economic development within the City of Marion.
Marion Cultural Centre	Hiring of the Marion Cultural Centre.

\*any category that does not have any outstanding invoices will not be displayed.

## **Rates Report - Collection of Rates to 31 July 2018**

### **ANALYSIS OF OUTSTANDING RATES AS AT 31 JULY 2018**

	<u>Note</u>		<b>% of Total Annual Rates</b>
CURRENT	1	\$ 72,367,158	<b>93.8%</b>
OVERDUE	2	\$ 1,601	<b>0.0%</b>
ARREARS	3	\$ 2,426,903	<b>3.1%</b>
INTEREST	4	\$ 82,532	<b>0.1%</b>
POSTPONED	5	\$ 190,167	<b>0.2%</b>
LEGALS	6	\$ 25,420	<b>0.0%</b>
		<b>\$ 75,093,781</b>	<b>97.3%</b>
<b>TOTAL ANNUAL RATES FOR 2018/19</b>		<b>\$ 77,172,549</b>	

#### **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: Interest**

Interest represent the fines and interest applied to overdue rates and rates in arrears.

#### **Note 5: 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 6: 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.

## Railway Terrace Streetscape Project

<b>Originating Officer</b>	Unit Manager Engineering Services - Mark Griffin
<b>Corporate Manager</b>	Manager Engineering and Field Services - Mathew Allen
<b>General Manager</b>	General Manager City Services - Tony Lines
<b>Report Reference</b>	GC180828R16

### REPORT OBJECTIVE

The purpose of this report is to provide Council with an update of the design and construction of the Railway Terrace Streetscape, from Sixth Avenue (Ascot Park) to Cross Road (Edwardstown).

### EXECUTIVE SUMMARY

At its meeting in July 2017, Council resolved to undertake the design and construction of Finnis Street and Heron Way, and also design for Railway Terrace Streetscape.

The project is also endorsed and funded as part of Council's Annual Business Plan.

The upgrade of Railway Terrace aligns with the:

- City of Marion Strategic Plan 2017-2027 (Liveable and Connected)
- City of Marion's Streetscape Guidelines
- City of Marion's Walking & Cycling Guidelines
- State Government's initiative to develop the Adelaide-Marino Rocks Greenway

### RECOMMENDATION

**That Council:**

#### 1. Notes the Report

<b>Liveable:</b>	Will create a series of streetscaped avenues to improve the amenity of our neighbourhoods
<b>Valuing Nature:</b>	Tree planting aligning with the Tree Management Framework.
<b>Connected:</b>	A road network that connects neighbourhoods and supports safe walking and cycling and vehicle travel.
<b>Current Budget Allocation</b>	The budget for this project is \$1.2 million. A cost estimate is to be provided by the design consultant once the design is finalised.
<b>Other Funding Sources:</b>	Unlikely to receive external funding given the grants achieved on the other sections of Railway Terrace.

## DISCUSSION

### Background

The City of Marion's road network affects all residents, businesses, visitors and those who drive through the Council area to reach other destinations. Therefore, the design of our streets can have a reaching impact through providing amenity, economic development and improved community health & safety. Consequently, a Streetscape Policy and program has been developed to revitalise the City's street network.

Railway Terrace has been identified as one of the streets to be improved and subsequently endorsed as part of the Streetscape Program.

On 25 July 2017 Council received a report regarding the status of the Streetscape Program and the proposed changes as a result of pending redevelopment of the housing stock abutting Alawoona Avenue. At that time, Council endorsed the design of Railway Terrace during the 2017/2018 financial year with construction to follow.

### Scope

This project (in addition to being streetscape scheme) is a component of the Adelaide-Marino Rocks Greenway, extending from Sixth Avenue to Cross Road. The sections of the greenway completed to date are as follows:

- Marion Road to Daws Road (adjacent to the rail overpass), including pedestrians crossings on both main roads – DPTI funded and constructed.
- Daws Road to Sixth Avenue adjacent to rail corridor, design and constructed by the City of Marion (partially funded by State Government grants).
- Sixth Avenue crossing – designed and constructed by the City of Marion (partially funded by a State Government grant).
- Adjacent to the Edwardstown Railway Station - DPTI funded and constructed

This Railway Terrace project aligns with:

- The City of Marion Strategic Plan 2017-2027
- City of Marion's Streetscape Guidelines –
  - balancing the needs of pedestrians, cyclists and vehicles
  - delivering an improved public realm that demonstrates best practice
- City of Marion's Walking & Cycling Guidelines – listed as a key project
- The State Government's initiative to develop the Adelaide-Marino Rocks Greenway

### Key Features of the Design

The main features of the design are:

- The provision of a bi-directional on-road bike path adjacent the rail corridor;
- The installation of indented parking bays (generally on the western side of the road);
- Reconstruction of the existing narrow footpath on the residential side of the street;
- Narrowing of the road to control the movement of vehicles;
- Angled surface treatments at regular intervals to lower vehicle speeds
- Improve the existing landscaping adjacent to the rail corridor;
- The provision of new landscaping;
- Development of a station precinct at the Woodlands Railway Station that enhances/encourages the movement of people.
- Functional public art within the station precinct.

This design is consistent with the treatments installed on the Greenway (up and down-stream).

A copy of the design layout and cross-sections is attached as Appendix 1 (to be distributed separately)

In summary the project provides a walking and cycling facility suitable for all age groups and people with disabilities that will encourage and promote alternative transport options, resulting in health and environmental benefits. Extensive landscaping and street tree planting will provide shade and environmental amenity.

The project is approximately 1.6 km's in length at \$750/m.

**Consultation**

The project has been discussed with the Ward Elected Members at the Woodlands Ward Briefing.

**Timeframes**

The schedule is:

- Completion of the design - August 2018
- Community consultation - September 2018
- Tender – Oct/Nov 2018
- Construction – from December 2018 to April 2019.

**CONCLUSION:**

The design and construction of Railway Terrace aligns with Council initiatives, Plans and Guidelines.

**WORKSHOP / PRESENTATION ITEMS****MOTIONS WITH NOTICE****Mitchell Park Sports and Community Centre Project**

**Elected Member** Mayor Kris Hanna

**Report Reference:** GC180828M01

**Motion:****That Council:**

- 1. Endorses the Mayor and CEO to undertake best endeavours to seek external funding towards the redevelopment of the Mitchell Park Sports and Community Centre.**
- 2. Notes should negotiations with potential funding partners propose alternative development solutions that these will be brought back to Council for consideration.**

**Supporting Information:**

Nil

**Response Received From:** Manager City Activation - Greg Salmon

**Staff Comments:**

The next Federal Election provides an opportunity to seek co-funding for the project. Attempts to seek 50% funding for the full \$19.75M project has so far been unsuccessful with feedback that the funding amount sought is too large. The above motion provides flexibility in seeking the best possible funding offer for Council to consider.

## Preliminary options for Marino Hall and land at 2 Bakewell Crescent, Marino

**Elected Member** Councillor Ian Crossland

**Report Reference:** GC180828M02

**Motion:**

**That Council:**

- 1. Consults with the community and completes a report by December 2018 identifying preliminary options at the current site of Marino Hall and the newly purchased land at 2 Bakewell Crescent, Marino**

### Supporting Information:

Marino Hall is a valued community asset. The hall was originally built over 65 years ago. There are few community facilities in this locality. The current design of the hall and the facilities available are not fully meeting the requirements of potential user groups.

Over the next few years ongoing maintenance will be significant.

Prior to the purchase of 2 Bakewell Crescent, the size and topography of the land limited the options available. With reference to a recent Council report regarding council facilities in the southern suburbs, this additional parcel of land at the rear of the hall now allows Council to take a more strategic approach by considering the whole site.

**Response Received From:** General Manager City Development, Abby Dickson

### Staff Comments:

The land adjacent the Marino Hall located at 2 Bakewell Crescent has been recently purchased by Council as a strategic property acquisition. To date no analysis has been undertaken on the potential development opportunities or community needs analysis for the redevelopment of the facility. This analysis and the identification of potential development options will be undertaken by the City Activation Department.

The redevelopment of the Marino Hall is currently not an active project with a planned community engagement strategy. Given this, it is recommended that Council waits until after the caretaker period in accordance with Council's caretaker policy.

Section 8 of the Caretaker Policy states significant decisions are to be avoided wherever possible to avoid binding the incoming Council. Under the Policy unplanned community consultation is defined as a significant decision.

Should Council decide to postpone consultation until after the caretaker period, it is recommended that consultation occur in February 2019 to avoid the holiday period in December and January where a high percentage of residents are away. Administration can also write to the Marino Hall Committee Members updating them of this time frame.

The following alternative motion has been developed for Council's consideration:

*That Council consults with the community on development options for the Marino Hall in February 2019 and brings a report back to Council in March 2019.*

**Notice of Motion - Local Government Association (LGA) Annual General Meeting**

**Elected Member** Mayor Kris Hanna

**Report Reference:** GC180828MO3

**Motion:**

**That:**

1. **Council submits the following Notice of Motion to the Local Government Association by Friday 14 September 2018 for consideration at the 2018 Local Government Association Annual General Meeting:**
  - **That the Annual General Meeting requests the LGA to lobby the ALGA to continue campaigning for the Commonwealth Government to confirm funding for Local Government to provide services to older people within our local communities post June 2020 when the Commonwealth Home Support Program funding ceases.**

**Supporting Information:**

Nil

**Response Received From:** Liz Byrne, Manager Community Connections

**Staff Comments:**

The Commonwealth Home Support Program provides funds that enable Council to provide opportunities for older people to stay active, socially connected and independent in their local community.

The current Commonwealth Home Support Program (CHSP) funding ceases in June 2020.

Local governments will soon commence preparations for 2019/2020 budgets and as such there is an urgent need for clarity around the next stage of Commonwealth Government Health (Aged Care) reforms so that Councils can make decisions, take advantage of opportunities and continue to build on existing partnerships.

There is a strong need for at least a minimum level of funding to be maintained for Local Governments to continue to provide transport and social programs that support older people within the local community.

**Response Received From:** Jaimie Thwaites, Unit Manager Governance and Records

**Staff Comments:**

Councils are encouraged to seek assistance and advice from the Local Government Association (LGA) on the development of proposed motions prior to submission. This can include advice on endorsed policy positions, current projects, resource implications and any other relevant factors in support of a motion. In relation to a motion regarding Commonwealth Home Support Program Funding, the LGA has advised that as the Commonwealth Home Support Program is a commonwealth funding issue the Australian Local Government Association (ALGA) would take a lead on the matter. The LGA has confirmed that they would support a motion to keep the pressure on ALGA so that this issue remains high on their agenda.

If Council supports this motion it will be prepared on the appropriate Notice of Motion template and forwarded to the LGA by the due date of 14 September 2018.

## Non-recyclable Plastics

**Elected Member** Councillor Luke Hutchinson

**Report Reference:** GC180828MO4

**Motion:**

**That Council:**

- 1. Bans the sale and/or public distribution of food and drinks served on or in, non-recyclable, single-use plastics at all Council events.**
- 2. Notes Administration provides an adequate number of recycling bins for bottled water and other recyclable drink containers at all Council events.**

## Supporting Information:

None.

**Response Received From:** Ann Gibbons and Allison Byrne

## Staff Comments:

Should Council endorse these motions, processes will be developed to implement a ban on non-recyclable, single-use plastic at council run events and to ensure that sufficient recycling bins are available for items such as plastic water bottles, with the view to having these processes in place in time for the Concert at the Cove event to be held in November 2018.

Factors to be considered in the implementation of these motions was provided at the 14 August 2018 General Council Meeting (GC180814M01). These factors will guide updates to relevant documents such as the City of Marion's 'Waste Wise Events Guide' and can be built in to our waste and recycling education approach.

## QUESTIONS WITH NOTICE

### Public Access to Contractual and Other Information

**Elected Member** Councillor Jerome Appleby

**Report Reference:** GC180828Q01

**Question:**

1. What impediments are there to members of the public obtaining contractual and other information from Council without having to resort to the Freedom of Information process, which can be costly and time consuming?
2. Can Administration please draft a motion which would obviate, as far as possible, the need for members of the public to resort to the FOI process?

**Supporting Information:**

Nil.

**Response Received From:**

Jaimie Thwaites, Unit Manager Governance and Records

**Staff Comments:**

Question 1

It is not necessary to make a freedom of information (FOI) application for documents that are already publicly available such as annual reports, budget statements, public registers and so on.

The *Freedom of Information Act 1991* serves to promote openness and transparency in governance and accountability of government agencies, including councils. To achieve these objectives, it confers on members of the public a legally enforceable right to be given access to documents. The Act sets out the legislative requirements for how applications for access to information held by the Council are to be dealt with. Some documents may be exempt from public release under the provisions of the Act.

Where information is not publicly available, the FOI process assists staff to formally assess the document and identify reasons why a particular document may not be appropriate for release. Careful consideration regarding the release of some documents or access to information is required to ensure Council does not breach confidentiality or legislative provisions.

Examples of when an FOI application may be required include:

- the information is considered sensitive and disclosure will require careful balancing of public interest factors;
- releasing the information may constitute a breach of a legislative provision;
- releasing the information may constitute a breach of confidence;
- releasing the information may constitute a breach of legal or parliamentary privilege; and
- the document contains information about a third party that cannot be redacted easily and/or consultation with a third party is required.

Fees and charges payable for the purposes of the FOI Act are set out in Schedule 1 of the *Freedom of Information (Fees and Charges) Regulations 2003* (Regulations). Section 53 ensures that financially

disadvantaged people are not prevented from exercising their rights under the FOI Act. The Regulations provide that agencies must waive or remit (including refund) fees and charges if the applicant can satisfy the agency that:

- he or she is a concession card holder, or
- payment of the fee or charge would cause them financial hardship.

In addition section 53(2a) allows an agency to waive, reduce or remit a fee or charge in circumstances other than those provided for in the Regulations. That is, an agency can reduce or waive a fee at its own discretion, on a case-by-case basis.

## Question 2

Council may wish to consider a motion along the lines of:

*‘That Council requests the Administration develops an Administrative Release of Information Policy to provide staff with direction in relation to the release or disclosure of information, either pro-actively or as a response to a request, outside of a formal legislative process such as freedom of information (FOI) or other legislation.’*

## External Funding Committee

**Elected Member** Mayor Kris Hanna

**Report Reference:** GC180828Q02

### Question:

- 1. Has Administration formed a committee to consider sources of external funding eg State and Federal grants?**
- 2. If so, when was the committee established, who are the members of the committee, and what external funding obtained for Council projects is directly attributable to the work of the committee?**
- 3. If there is such a committee operating, how does it propose to communicate with Elected Members to coordinate funding efforts with the aspirations of the community?**

### Supporting Information:

Nil.

### Response Received From:

Richard Watson Communications Adviser

### Staff Comments:

1. Administration has formed the External Funding Attraction Program (EFAP).

The program is coordinated by a working group which aims to assist staff to identify and seek external funding, including grants available through the State and Federal governments.

2. The working group formed in October 2017.

The group has:

- developed processes for identifying and applying for external funding aligned to Council's strategic priorities
- synchronised the processes with the new Project Management System, which is currently being rolled out across the organisation
- developed a training program
- created an online 'grant tracker' to monitor the progress of funding submissions
- identified staff for training in seeking external funding

The first training session for staff was scheduled for 9 August and about 15 staff were due to attend. Additional sessions will be scheduled as required.

Staff will then work on pursuing external funding for Council's strategic priorities as outlined in the City of Marion Community Vision – Towards 2040, the Strategic Plan 2017 – 2027 and the Business Plan 2016 – 2019.

The working group identified and assisted with the successful submission for a \$200,000 grant towards the \$1 million upgrade of the Coastal Walking trail, to which Council is contributing \$800,000.

The grant was made available through the State Local Government Infrastructure Partnership in 2017.

The working group comprises:

**Project Sponsor**

Vincent Mifsud - General Manager Corporate Services

**Project Manager**

Craig Clarke - Unit Manager Communications

**Project Coordinator**

Richard Watson - Communications Adviser

**Committee Member**

Amy Liddicoat - Open Space and Recreation Planner

**Committee Member**

Greg Salmon - Manager City Activation

**Committee Member**

Heath Harding - Unit Manager – Finance Partnering & Rates

**Committee Member**

Sherie Walczak - Unit Manager Risk

**Committee Member**

Annmarie Mabarrack - Project Manager Leader

**Committee Member**

Karen Cocks - Manager Customer Experience

3. The program recognises that the Mayor will play a lead role in lobbying for major projects with support from Elected Members and information provided by the working group.

Staff will pursue funding opportunities for projects identified from Council's strategic priorities, as included in the City of Marion Community Vision – Towards 2040, the Strategic Plan 2017 – 2027 and the Business Plan 2016 – 2019.

So that any lobbying can be coordinated with funding applications, the working group will confirm with Elected Members via email the projects that will be pursued for funding.

## Council nursery

**Elected Member** Councillor Ian Crossland

**Report Reference:** GC180828Q03

### Question:

**In 2015 Council took the decision to close its Horticultural nursery.**

- 1. What was the 2013/2014 budget for the nursery and what was the value of the plants the nursery was able to supply?**
- 2. Was there a shortfall in the number of plants required by Council and if there was a shortfall what was the additional cost to Council to meet that demand?**
- 3. Since closing the nursery what have been the financial and supply benefits of only using external providers?**
- 4. Considering all the costs, including capital expenditure (new nursery, depreciation, maintenance) what are the annual budget benefits savings, if any, as well as an indication of savings over the long term financial plan?**

### Supporting Information:

Nil

### Response Received From:

Manager Engineering and Field Services - Matthew Allen

### Staff Comments:

A response to the Questions with Notice will be provided at the General Council meeting on 11 September 2018 to allow time to research and collate the information that has been requested.

## USA court ruling regarding use of herbicides

**Elected Member** Councillor Jason Veliskou

**Report Reference:** GC180828QO4

### Question:

**What is the impact of the recent court ruling in the USA in regards to council's use of herbicides?**

### Response Received From:

Coordinator Biodiversity, Jerry Smith

### Staff Comments:

Recently a case was brought against the manufacturer of Roundup (glyphosate), Beyer-Monsanto in the USA by a grounds keeper who had contracted non hodgkin's lymphoma. The plaintiff stated that twice he had accidentally soaked himself in neat Roundup, and alleged that Monsanto had deliberately understated the potential health impacts and failed to appropriately warn users of the safety requirements of using this herbicide.

Specifically the case was against the product Roundup with the plaintiff alleging that it was not the active ingredient glyphosate that caused the non hodgkin's lymphoma but rather the specific synergicity between glyphosate and the filler products contained within Roundup. As the City of Marion does not use the specific product Roundup and does not manufacture herbicides it is unlikely this case has any implications for Council.

Importantly, the City of Marion only utilises herbicides approved for use by the Australian Pesticides and Veterinary Medicines Association (APVMA). Council uses herbicides according to all the conditions of the APVMA and has strict controls for application. Council uses contractors that are strictly licensed by SA Health for street spraying. For internal application we have stringent standard operating procedures.

The following should be noted in regard to the use of glyphosate:

- Glyphosate is a Class 2a probable carcinogen according to the World Health Organisation (WHO). It is ranked lower than alcohol, diesel exhaust emissions, outdoor air pollution and processed meats which are considered by WHO to be Class 1 known carcinogens.
- Toxicologists suggest that to see the same health effects noted in laboratory tested animals, a human would need to eat 11kg of glyphosate a day.
- The idea that glyphosate causes birth defects is based on a study where amphibian eggs were soaked in a glyphosate concentration 11,000 times greater than the label rates.
- The ban in Sri-Lanka (the only country to have banned glyphosate use) was due to a link to kidney diseases. Toxicologists have debunked this report and suggest this is far more likely to be linked with arsenic found in the phosphate fertiliser farmers use in this country.

In essence, the City of Marion uses glyphosate in accordance with APVMA approvals, manufacturer's safety data sheets and Council's internal standard operating procedures.

**MOTIONS WITHOUT NOTICE****QUESTIONS WITHOUT NOTICE****OTHER BUSINESS****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.