

His Worship the Mayor
Councillors
CITY OF MARION



**NOTICE OF
GENERAL COUNCIL MEETING**

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

Tuesday 22 September 2015

Commencing at 7.00 p.m.

In the Council Chamber

Council Administration Centre

245 Sturt Road, Sturt

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

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

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

Adrian Skull
CHIEF EXECUTIVE OFFICER

17 September 2015

**CITY OF MARION
GENERAL COUNCIL AGENDA
FOR MEETING TO BE HELD ON
TUESDAY 22 SEPTEMBER 2015
COMMENCING AT 7.00PM**



1. OPEN MEETING

2. KAURNA ACKNOWLEDGEMENT

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

3. 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 (if any)

5. CONFIRMATION OF MINUTES

Confirmation of the Minutes for the General Council meeting held on
8 September 2015.....5

Confirmation of the Minutes for the Chief Executive Review meeting held on
8 September 2015.....17

6. ADJOURNED ITEMS

Nil

7. COMMUNICATIONS

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Elected Members

CEO and Executive Reports.....22

8. YOUTH ADVISORY COMMITTEE (YAC) UPDATE

Nil

9. DEPUTATIONS

Nil

10. PETITIONS

Nil

11. COMMITTEE RECOMMENDATIONS

Nil

12. WORKSHOP / PRESENTATION ITEMS

NIL

13. CORPORATE REPORTS FOR DECISION

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MATTERS RAISED BY MEMBERS

15. Questions with Notice

16. Motions with Notice

Tonsley Train Line Service

GC220915M01141

Advertising on Bus Shelters

GC220915M02142

17. Questions without Notice

18. Motions without Notice

19. CONFIDENTIAL ITEMS

Cove Civic Centre

GC220915F01144

20. LATE ITEMS

21. MEETING CLOSURE

Council shall conclude on or before 10.00pm unless there is a specific motion adopted at the meeting to continue beyond that time.

**MINUTES OF THE GENERAL COUNCIL MEETING
HELD AT ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 8 SEPTEMBER 2015**



PRESENT

His Worship the Mayor Kris Hanna

Councillors

Coastal Ward

Ian Crossland
Tim Gard

Mullawirra Ward

Jerome Appleby
Jason Veliskou

Southern Hills

Janet Byram

Warracowie Ward

Bruce Hull
Nathan Prior

Warriparinga Ward

Luke Hutchinson
Raelene Telfer

Woodlands Ward

Nick Kerry
Tim Pfeiffer

In Attendance

Mr Adrian Skull
Mr Vincent Mifsud
Ms Kathy Jarrett
Ms Abby Dickson
Ms Kate McKenzie
Ms Victoria Moritz

Chief Executive Officer
Director
Director
Acting Director
Manager Governance
Governance Officer

COMMENCEMENT

The meeting commenced at 7.00pm.

KAURNA ACKNOWLEDGEMENT

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

DISCLOSURE

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

MEMBERS DECLARATION OF INTEREST

The Chair asked if any Member wished to disclose an interest in relation to any item being considered at the meeting and the following declaration was made:

No interests were declared

CONFIRMATION OF MINUTES

Moved Councillor Byram, Seconded Councillor Crossland that the minutes of the General Council meeting held on 25 August 2015 be taken as read and confirmed.

Carried Unanimously

UNRESOLVED ITEMS

7.00pm **Cove BMX Club Fence**
Report Reference: GC080915R01

Moved Councillor Byram, Seconded Councillor Crossland that Council:

1. Provide the Cove BMX Club with \$9,000 for the purpose of building the fence between the club and the residents.

Councillor Byram with the consent of Councillor Crossland sought and was granted leave of the meeting to vary the motion as follows:

1. Grants landlords consent to the installation of a fence (175 metres) between the BMX track and the West boundary at Cove Sports and Community Club, Lonsdale Road, Hallett Cove, Certificate of Title Volume 3954, 4066, 553, 5924 Folio 84, 463, 944, 340.
2. Council delegate to the Team Leader Land and Property approval to authorise any works required to facilitate the installation of the fence.
3. Council require the Cove Sports and Community Club Inc to be responsible for maintenance, repairs and replacement of the fence.
4. Approve the allocation of up to \$9,000 towards the construction of the fence from the Asset Sustainability Reserve.

Carried

YOUTH ADVISORY COMMITTEE (YAC) UPDATE

Nil

DEPUTATIONS

The Mayor sought and was granted leave of the meeting to record in the minutes that the following deputations were received and declined:

- Deputation request received from Phillip Dawson and Arlen Aspel regarding the Rainbow Flag. This was declined as the matter is currently resolved. These residents were also advised that the Council had received hundreds of emails for and against, so Council was fully informed of the issues.
- Deputation request received from Edwardstown Cricket Club regarding Edwardstown Oval Redevelopment Opportunity (GC080915M08). This was declined based on the size of the Agenda.

7.05pm **Deputation – Friends of Glenthorne**
Ref No: GC080915D01

Mr Schumacher and Ms Smith gave a five minute deputation to Council on behalf of Friends Glenthorne regarding the future of the Glenthorne Heritage.

The Mayor sought and was granted leave of the meeting to bring forward the item *The Use of Glenthorne Farm* GC080915M07

7.20pm **The Use of Glenthorne Farm**
Ref No: GC080915M07

Moved Councillor Byram, Seconded Councillor Crossland that Council:

1. notes the deputation from the Friends of Glenthorne; and
2. shall liaise with key Glenthorne stakeholders including the University of Adelaide, the State Government, the local Natural Resources Management Board and the Friends of Glenthorne to promote uses of the land to achieve the best outcomes for the community.

Carried Unanimously

PETITIONS

Nil

COMMITTEE RECOMMENDATIONS

7.25pm **Audit Committee Confirmation of Minutes of Meeting held on 18 August 2015**
Report Reference: GC080915R02

Moved Councillor Pfeiffer, Seconded Councillor Byram that Council:

1. Receive and note the minutes of the Audit Committee meeting of 18 August 2015 June 2015 (Appendix 1).

Carried Unanimously

CORPORATE REPORTS FOR DECISION

7.26pm **City of Marion Walking and Cycling Network Program**
Reference No: GC080915R03

Moved Councillor Telfer, Seconded Councillor Hull that Council:

1. Endorse the draft City of Marion Walking and Cycling Network Program August 2015 included as Attachment 3 to this report of 8 September 2015 as a guide for developing the walking and cycling network.
2. Include an allocation of \$200,000 p.a in the Long Term Financial Plan (LTFP) commencing from 2016/17 to be held and quarantined in the Asset Sustainability Reserve for the development of projects that are part of the Walking and Cycling Network Program, subject to matching external grant funding being achieved.
3. Note that the Asset Management Plan and LTFP will need to be updated and increased accordingly over the 20 year program to incorporate the development of the proposed network, on a project by project basis as the program is implemented. Additional ongoing whole-of-life costs are estimated to be in the order of \$32,000 each year (Maintenance & Operating), compounding to \$640,000 p.a. if and when the proposed network program is completed. Additionally subsequent renewal costs are estimated to be in the order of \$657,000 p.a. upon completion.
4. Note that where grant funding opportunities arise and are successfully achieved the relevant capital works will need to be appropriately resourced, in order to enable the necessary planning, design, development, project management and construction to be carried out, and this will need to be appropriately reflected in the Annual Budget accordingly.
5. Note individual projects that are proposed for inclusion in the Network Program to be endorsed by Council before proceeding with development beyond the initial /concept stages of project preparation or submitting external funding applications.

Carried

7.32pm Councillor Hutchinson left the meeting

7.32pm **Biophilic Laneways**
Report Reference: GC080915R04

Moved Councillor Veliskou, Seconded Councillor Hull that Council:

1. Remove the Biophilic Laneways initiative from the unfunded unprioritised strategic items list

Carried Unanimously

7.34pm Councillor Hutchinson re-entered the meeting

7.34pm **Voting Method for Positions Selected by Council**
Report Reference: GC080915R05

Moved Councillor Veliskou, Seconded Councillor Hutchinson that Council:

1. Adopt the 'preferential voting' method when conducting ballots for positions selected by council.'

Carried

7.38pm **Council Committee Structures**
Report Reference: GC080915R06

Moved Councillor Veliskou, Seconded Councillor Telfer that Council:

1. Endorses the following standing Section 41 Committee structure for implementation in full from January 2016:
 - Finance and Audit Committee (as required under Section Section 126 of the Local Government Act 1999). A re-naming of the current Audit Committee;
 - The Urban Planning Committee (as required under Section 101 of the Development Act 1993). Replacing the Council's Strategic Directions Committee;
 - Strategic Issues Committee (new);
 - People and Culture Committee (replacing the current CEO Review Committee);
 - Infrastructure Committee (new).
2. Requests Administration develop and/or review the Terms of Reference for each of the above Committees for consideration by Council at the 22 September 2015 meeting.
3. Requests that the following key principles be incorporated in the Terms of Reference for all Committees as relevant with the exception of the Finance & Audit Committee:
 - Membership to comprise 3 Elected Members and 1 Independent Member
 - Each Committee will meet bi-monthly, with meetings to be staggered such that 2 committee meetings will be held on the first Tuesday of the month, with the exception of January and December.
 - The Chairperson of each Committee to be an Elected Member

Carried

CORPORATE REPORTS FOR INFORMATION NOTING

Nil

MATTERS RAISED BY MEMBERS

QUESTIONS WITH NOTICE

NIL

MOTIONS WITH NOTICE

7.41pm **Certified Marketing Practitioner**
Ref No: GC250815M01

Moved Councillor Gard, Seconded Councillor Veliskou that:

1. the incoming CEO take the necessary courses of action to survey the option for a certified marketing practitioner to be appointed within a reviewed organisational structure in the process of reassessing the management composition of the City of Marion.

7.52pm Councillor Prior left the meeting

7.54pm Councillor Prior re-entered the meeting

Carried

7.55pm **Personal Expense Reimbursement**
Ref No: GC250815M02

Moved Councillor Hutchinson, Seconded Councillor Telfer that:

1. council write to Dr Felicity -Ann Lewis the former Mayor of the City of Marion drawing her attention to the recent advice pertaining to personal use of council resources; in particular the mayoral vehicle; and in doing so request that Dr Lewis consider whether she believes a reimbursement is due based on any personal use of the vehicle during her time as Mayor. The letter also include the relevant costs of the vehicle over the past 10 years for her consideration.

7.56pm Councillor Kerry left the meeting

Carried Unanimously

8.02pm **Ratepayers Roll**
Ref No: GC080915M03

8.03pm Councillor Byram left the meeting
8.04pm Councillor Crossland left the meeting

Moved Councillor Hutchinson, Seconded Councillor Veliskou that Council:-

1. Changes and adds to the current signage next to the Assessment Record PC in the Council Administration Building Foyer providing:-
 - Notification of a 10 minute time limit;
 - Clarification that copies of assessment records (printed, photographed or otherwise) are only available upon payment of a fee (currently \$10.50 per copy);
 - Expectation that it is not to be used for commercial purposes.
2. Explore other technical solutions that may be available to achieve greater control in ensuring that data of this nature is utilised for its intended purpose as per the legislation.
3. Write to the Minister for Local Government requesting a state wide approach to protect the privacy of ratepayers from being used in commercial databases such as those that the Real Estate Industry are building, using and on selling.

8.05pm Councillor Byram re-entered the meeting
8.06pm Councillor Crossland re-entered the meeting

Carried Unanimously

8.10pm **Mayoral Support for Fundraising Event**
Ref No: GC080915M04

Mayor Hanna acknowledged the risk of a perceived conflict of interest in the item as it relates to himself.

8.11pm Mayor Hanna left the meeting.

In the absence of the Mayor, Deputy Mayor Luke Hutchinson took the Chair and presided the meeting.

8.13pm Councillor Kerry re-entered the meeting

Moved Councillor Hull, Seconded Councillor Gard that council:

1. Provide administrative support to the annual quiz and auction night which will be held on an annual basis for the "Marion Achievers Travel Fund";
2. Gives the CEO permission to identify and make donations to the quiz and auction night in accordance with council policies.

Moved Councillor Kerry, Seconded Councillor Crossland that the motion be put

Carried Unanimously

The motion was put and was **Carried**

8.17pm Mayor Hanna re-entered the meeting and resumed the Chair
8.17pm **Wi-Fi Access in Council Owned Community Buildings**
Ref No: GC080915M05

Moved Councillor Veliksou, Seconded Councillor Byram that:

1. a report be provided to council outlining:
 - Access to wifi in current council owned community buildings
 - Any plans to increase access to community Wi-Fi further across council owned community buildings
 - Information about what would be the opportunities, costs, and considerations in providing community Wi-Fi access across all or most council owned buildings used for community purposes
 - Any plans for community Wi-Fi hubs within the city of Marion.
 - That this report predominantly focus on free access for the community, but may also look at possible low cost options in certain circumstances.

Carried

8.20pm **Defibrillators for the Community**
Ref No: GC080915M06

Moved Councillor Veliskou, Seconded Councillor Byram that:

1. council be provided with a report that identifies:
 - The access to defibrillator available to users of sporting and community venues within the city of Marion.
 - The need for such first aid devices within the city of Marion sporting and community venues
 - Avenues for grant funding available for purchases by sporting clubs and community groups
 - Costs and process for council to potentially facilitate a roll out of these first aid devices throughout the city in community and sporting venues; with a view to maximising partnership funding and cooperation with other agencies and government departments.
 -

Carried

8.23pm **Edwardstown Oval Redevelopment Funding Opportunity**
Ref No: GC080915M08

Moved Councillor Pfeiffer, Seconded Councillor Kerry that:

1. Council lodges a funding application to Round 3 of the the Federal Government's National Stronger Regions Fund in support of the Edwardstown Oval redevelopment.

Amendment:

Moved Councillor Byram, Seconded Councillor Crossland that Council:

Investigate and research the merits of a funding application to Round 3 of the Federal Government's National Stronger Regions Fund in support of the Edwardstown Oval redevelopment

That the amendment become the motion was **Lost**
The original motion was put and was **Carried**

Councillor Hutchinson called for a Division

Those for: Councillors Pfeiffer, Kerry, Telfer, Hutchinson, Prior, Hull, Veliksou and Gard

Those against: Councillors Byram, Appleby and Crossland

Carried

CONFIDENTIAL ITEMS

8.49pm Councillor Gard left the meeting

8.50pm Councillor Gard re-entered the meeting

LATE ITEMS

8.50pm **South Road Darlington Upgrade**
Ref No: GC080915F04

Moved Councillor Prior Hutchinson , Seconded Councillor that:

1. Pursuant to Section 90(2) and (3)(j) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Professor Colin Stirling, David Banks, Adrian Skull, Kathy Jarrett, Vincent Mifsud, Abby Dickson, Kate McKenzie, Victoria Moritz, Rudy Tieman, John Valentine and Craig Clarke, be excluded from the meeting as the Council receives and considers information relating to "South Road Darlington Upgrade" Presentation. This resolution is made upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the item relates to information the disclosure of which would divulge information provided on a confidential basis by a public authority and would, on balance, be contrary to the public interest.

Carried

8.51 pm the meeting went into confidence

9.06pm Councillor Kerry left the meeting

9.14pm Councillor Appleby left the meeting

9.15pm Councillor Kerry re-entered the meeting

9.16pm Councillor Appleby re-entered the meeting

Moved Councillor Kerry, Seconded Councillor Pfeiffer that Council:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the presentation provided by Professor Colin Stirling regarding the South Road Darling Upgrade and any associated documentation having been considered in confidence under Section 90(2) and (3)(j) of the Act shall, except when required to effect or comply with Council's resolution(s) regarding this matter be kept confidential and not available for public inspection for a period of 12 months for the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2015.

Carried Unanimously

9.22pm the meeting came out of confidence

9.23pm **Investigation**
Ref No: GC080915F03

Moved Councillor Kerry, Seconded Councillor Pfeiffer that:

1. Pursuant to Section 90 (2) and (3)(g) of the Local Government Act 1999, the Council orders that all persons present, with the exception of the following persons: Kaye Smith, Adrian Skull, Kathy Jarrett and Abby Dickson be excluded from the meeting as the Council receives and considers information that it has a duty to keep confidential

Carried Unanimously

9.20pm the meeting went into confidence

9.34pm Councillor Pfeiffer left the meeting

9.37pm Councillor Pfeiffer re-entered the meeting

Moved Councillor Veliskou, Seconded Councillor Prior that the meeting be extended until such time as required for all confidential items to be dealt with.

Carried Unanimously

9.53pm meeting extended

10.00pm Councillor Hutchinson left the meeting

10.03pm Councillor Hutchinson re-entered the meeting

10.15pm Ms Kathy Jarrett left the meeting due to a perceived conflict of interest and did not return

Moved Councillor Hull, Seconded Councillor Kerry that Council:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that the report, 'Investigation' (Report Reference GC080915F03), its appendices and the Minutes arising from this report having been considered in confidence be kept confidential under Sections 90(2) and (3)(g) of the Act and not be available for public inspection for a period of 12 months from the date of this meeting or until such time as Council's duty of confidence is no longer in force. This confidentiality order will be reviewed at the General Council Meeting in December 2015.

Carried Unanimously

10.32pm the meeting came out of confidence

10.32pm **Confidential Minutes**
Ref No: GC080915F02

Moved Councillor Veliskou, Seconded Councillor Pfeiffer that:

1. Pursuant to Section 90(2) and (3)(k) & (b) of the Local Government Act 1999 the Council orders that all persons present, with the exception of the following [Adrian Skull, Chief Executive Officer; Vincent Mifsud Director; Kathy Jarrett, Director; Kate McKenzie, Manager Governance; Victoria Moritz, Governance Officer and Craig Clarke Unit Manager Communications, be excluded from the meeting as the Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will receive and consider information pertaining to Code of Conduct for Council Members issues.

Carried Unanimously

10:33pm the meeting went into confidence

Moved Councillor Pfeiffer , Seconded Councillor Kerry that:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Confidential Minutes GC080915F02 and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(k) and (b) of the Act shall, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2015.

Carried Unanimously

10:40 pm the meeting came out of confidence

10.40pm **Signatures Café**
Reference No: GC080915F01

Moved Councillor Veliskou, Seconded Councillor Hutchinson 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; Kathy Jarrett, Director; Vincent Mifsud, Director; Abby Dickson, Acting Director, Liz Byrne, Acting Manager Libraries and Cultural Development; Kate McKenzie, Manager Governance; David Barrett, Unit Manager Cultural Facilities; Victoria Moritz, Governance Officer; Craig Clarke, Unit Manager Communications, be excluded from the meeting as the Council receives and considers information relating to Signatures Café, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to commercial operations of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.

Carried Unanimously

10: 40 pm the meeting went into confidence

Moved Councillor Veliskou, Seconded Councillor Hutchinson that:

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, Signatures Café and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) of the Act shall, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2015.

Moved Councillor Crossland, Seconded Councillor Kerry that the motion be Put.

Carried Unanimously

The Motion was put and was **Carried Unanimously**

10.58 pm the meeting came out of confidence

QUESTIONS WITHOUT NOTICE

Nil

MOTIONS WITHOUT NOTICE

Nil

CLOSURE - Meeting Declared Closed at 10.58pm.

CONFIRMED THIS 25 AUGUST 2015

.....
CHAIRPERSON

**MINUTES OF THE CHIEF EXECUTIVE REVIEW COMMITTEE
MEETING
HELD IN COMMITTEE ROOM 1, ADMINISTRATION CENTRE
245 STURT ROAD, STURT
ON TUESDAY 8 SEPTEMBER 2015 AT 5.00PM**



PRESENT

His Worship the Mayor Kris Hanna (Chair)

Councillors

Councillor Hutchinson
Councillor Telfer

In Attendance

Adrian Skull
Kate McKenzie

Chief Executive Officer
Manager Governance

COMMENCEMENT

The meeting commenced at 5.03pm.

KAURNA ACKNOWLEDGEMENT

Mayor Hanna began the meeting by acknowledging the Kurna people, the traditional custodians of this land and paid respect to their elders past and present.

MEMBER'S DECLARATION OF INTEREST (if any)

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

No interests were declared.

CONFIRMATION OF MINUTES

Moved Councillor Telfer, Seconded Councillor Hutchinson that the Minutes of the Chief Executive Review Committee Meeting held 25 May 2015 be taken as read and confirmed.

Carried Unanimously

ITEMS FOR DISCUSSION

Key Performance Indicators for the Chief Executive Officer Report Reference: CRC080915R01

This report was noted and a general discussion occurred regarding the key performance indicators for the Chief Executive Officer. The discussion included clarification on the following:

- **Human Resources:**

KPI 2.1 - To read CMG / Unit Manager and not CMG or Unit Manager.

KPI 2.3 - Lost Time Injury - notation added - "does not include sick leave".

- **Capital Works:**

KPI 3.4 (Capital Works - Completion of priority list of budgeted projects - 13). Action required from Elected Members to nominate projects. Confirmation was provided to the CEO that this KPI was established to monitor project management and delivery. The suggested criteria for Elected Members to select a project was:

- Projects that are approved and included within the budget
- Projects potentially at a ward briefing level
- Projects that can be monitored by the delivery of key milestones.

- The next meeting of the CEO Review Committee to be tentatively booked for 8 December 2015 to discuss the next steps and progress against KPI's.

Action:

1. Manager Governance to email Elected Members requesting that information regarding their suggested project be brought to the Elected Member forum on the 15 September 2015. The list to be considered as part of the Elected Member session.
2. Next meeting to be tentatively booked for 8 December 2015 at 5pm
3. Manager Governance to review the Committee Membership and make recommendations to Council regarding Councillor Hutchinson and Councillor Telfer continuing on the Committee until the new section 41 Committees commence in 2016.

CONFIDENTIAL ITEMS

Nil

CLOSURE

The meeting was declared closed at 6.06 pm.

CONFIRMED

.....
CHAIRPERSON

...../...../.....

Elected Member Communication Reports

Date of Council Meeting:

22 September 2015

Name of Elected Member:

Mayor Kris Hanna

Date	Event	Comment
26 August 2015	Junction Stakeholder Group	Attended
26 August 2015	Meeting with Marion Bowling Club	Attended
26 August 2015	Meeting with Andrew Linke (Emmaus Christian College) re O'Halloran Hill Tafe Site	Attended
26 August 2015	Meeting with Marion Tennis Club	Attended
26 August 2015	ERBA Annual General Meeting	Attended
27 August 2015	Elected Member Farewell for Geoff Whitbread	Attended
28 August 2015	Meeting with Marion Croquet Club	Attended
28 August 2015	Kokubunji – Sister City Relationship Meeting	Attended
29 August 2015	Edwardstown Oval Site Inspection	Attended
29 August 2015	Exhibition Opening at Migration Museum	Attended
29 August 2015	Day on the Khaki Green Warradale Army Barracks Open Day	Attended and gave opening speech
2 September 2015	Meeting with Club Marion	Attended
3 September 2015	ERBA Breakfast - Budget & Q&A with Treasurer Koutsantonis	Attended
7 September 2015	Meeting with BDO re CEO Contract Report	Attended
9 September 2015	Metropolitan Mayors Luncheon	Attended
10 September 2015	Official Opening of City Services Building for Elected Members and Staff	Attended and gave opening speech
11 September 2015	Interview with Professor Andrew Beer re Mayoral Leadership Research Project	Attended
11 September 2015	Ascot Park School Gymnastics Assembly	Attended and gave speech
12 September 2015	Marion RSL Bowling Club - Opening of the 2015-2016 Pennant Season	Attended and participated in official procedures
16 September 2015	Meeting with Daniel Mitroussidis and Neil Pahuja re Letter of Support for All Care Aged Care - Dover Gardens	Attended
16 September 2015	The Welcome Workshop	Attended and Participated

Elected Member Communication Reports

continued...

16 September 2015	Edwardstown Lions Club Annual Dinner (including. Citizenship Ceremony)	Attended
16 September 2015	Marion Uniting Church Womens Evening Fellowship Group - 'Your Life as Mayor of the City of Marion'	Attended and gave speech
In addition the Mayor has met with residents and also with the CEO and Council staff regarding various issues.		

Elected Member Communication Reports

Date of Council Meeting:

22 September 2015

Name of Elected Member:

Deputy Mayor Luke Hutchinson

Date	Event	Comment
23 August 2015	Hindu Society of SA 30 th Anniversary	Attended
1 September 2015	Warriparinga Ward Briefing	Attended
8 September 2015	CEO Review Committee	Attended

CEO and Executive Report

Date of Council Meeting:

22 September 2015

Date	Activity	Attended by	Comments
28 August	South Australian Local Government Finance Management Group Annual General Meeting	Vincent Mifsud	
3 September	Heliostat	Kathy Jarrett	Arranged by Cr Prior, with other Elected Members and staff in attendance
4 September	Western Adelaide Consultative Group	Adrian Skull	
4 September	Meeting with Colin Stirling, Vice Chancellor Flinders University; Matt Pears, CEO City of Mitcham and David Banks, Flinders University	Adrian Skull	
9 September	Metropolitan Local Government Group meeting	Vincent Mifsud	
11 September	Meeting with Jim Hallion, State Coordinator General; Matthew Pears, CEO City of Mitcham; Luigi Rossi, General Manager Project Delivery DPTI	Adrian Skull	Meeting requested by Luigi Rossi
16 September	Council Solutions	Vincent Mifsud	
21 September	Southern Region Waste Resource Authority Annual General Meeting	Vincent Mifsud	
22 September	Council Solutions Board of Management Meeting	Adrian Skull Vincent Mifsud	

**CITY OF MARION
GENERAL COUNCIL MEETING
22 SEPTEMBER 2015**

Originating Officer: David Melhuish Senior Policy Planner

Corporate Manager: Steve Hooper Manager Development Services

Director: Kathy Jarrett Director

Subject: Seacliff Park Residential and Centre Development Plan Amendment (DPA) – Community Consultation

Report Reference: GC220915R01

REPORT OBJECTIVES:

To inform Council that the Minister has given his approval for the Seacliff Park Residential and Centre DPA to be placed on Community Consultation.

EXECUTIVE SUMMARY:

The DPA was presented to Council for consideration on 12 May 2015 and was endorsed for public consultation and was subsequently forwarded to the Minister for approval for the same.

On 28 July 2015 the Minister advised that he supported the DPA in principle and has approved it for public consultation subject to some minor amendments to policy relating to mixed use activities within the zone.

The Minister's letter is attached as Appendix 1

RECOMMENDATIONS (1)

DUE DATES

That council:

- 1. Note the Minister's approval for the Seacliff Park Residential and Centre DPA to be placed on public consultation and the amendments to be undertaken to the DPA prior to consultation taking place.**

22 Sep 2015

BACKGROUND/ANALYSIS

The DPA was presented to Council for consideration on 12 May 2015 where it was endorsed for public consultation. The DPA was subsequently forwarded to the Minister seeking approval for the DPA to be placed on public consultation.

On 28 July 2015 the Minister advised that whilst he supported the DPA in principle he noted *'that Council, in its application of the South Australian Planning Policy Library's (SAPPL) Suburban Neighbourhood Zone, proposes a number of amendments that alter the core intent of that Zone - namely the provision of mixed use activities throughout the zone that would encourage community and commercial vibrancy. The SAPPL modules were designed to reflect state strategic directions and whilst some policy amendments are necessary to reflect*

local conditions, he does not support the amendment of zones in a manner that alters the core intent

On this basis, the Minister agrees that this DPA be approved for public consultation subject to amendment to Principles of Development Control 1 and 2 regarding envisaged uses in the Suburban Neighbourhood Zone and its designated activity centre to reflect the intent of the SAPPL module.'

The Minister and DPTI are of the opinion that the local policy amendments proposed by Council reduces the opportunity for mixed use throughout the Zone by being too specific where certain land uses should be located. Following further negotiation with DPTI the land uses from proposed PDCs 1 and 2 have been amalgamated producing a PDC (PDC1) that reflects the intentions of the SAPPL.

This amendment should not change Council's intentions for the forms of land uses/activities envisaged in the Zone and should provide the flexibility of land use location required.

Changes have also been made to Concept Plan Map Mar/9 to extend the area of where uses associated with the Neighbourhood Activity Centre can be located. Although the area has been extended the policy within the Zone still caps the total floor areas of non-residential uses within the Zone to 8000m². Extending the locational area for the centre will provide greater design flexibility and better opportunities for mixed use.

(A copy of the relevant pages of the DPA, containing both the previously endorsed policy and the amendments – for comparison and clarity purposes, are attached as Appendix 2)

There are on-going negotiations regarding the proposed development and some of the details are still being finalised. The public notification process is likely to commence once negotiations have been completed.

CONCLUSION:

The Minister has advised that he supports the DPA in principle and has approved it for public consultation subject to some minor amendments to policy relating to mixed use activities within the zone.

Amendments have been made to the DPA and public consultation will commence once negotiations have been completed.

Appendix 1: Minister's letter

Appendix 2: Copy of the relevant pages of the DPA, containing both the previously endorsed policy and the amendments

The Hon John Rau MP

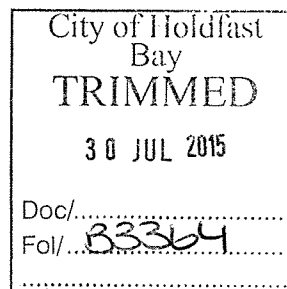


Government
of South Australia

9557433

28 July 2015

Mr Geoff Whitbread
Chief Executive Officer
City of Marion
PO Box 21
OAKLANDS PARK SA 5046



Deputy Premier
Attorney-General
Minister for Justice Reform
Minister for Planning
Minister for Housing and Urban
Development
Minister for Industrial Relations
Minister for Child Protection
Reform
45 Pirie Street
ADELAIDE SA 5000
GPO Box 464
ADELAIDE SA 5001
Tel 08 8207 1723
Fax 08 8207 1736

Attention: Mr Steve Hooper and Mr David Melhuish

Dear Mr Whitbread

Thank you for your request that the Seacliff Park Residential and Centre Development Plan Amendment (DPA) be approved for consultation. I note this DPA affects land within both the City of Marion and the City of Holdfast Bay.

I commend both Councils for progressing the development potential of this difficult and complex site and taking a progressive planning approach with the introduction of the South Australian Planning Policy Library's (SAPPL) Suburban Neighbourhood Zone (the Zone) that will provide significant infill development opportunities.

Whilst I support the DPA in principle, I note that Council, in its application of the SAPPL Zone, proposes a number of amendments that alter the core intent of that Zone – namely the provision of mixed use activities throughout the zone that would encourage community and commercial vibrancy. The SAPPL modules were designed to reflect state strategic directions and whilst some policy amendments are necessary to reflect location conditions, I do not support the amendment of zones in a manner that alters the core intent.

On this basis, I agree that this DPA be approved for public consultation subject to amendment to Principles of Development Control 1 and 2 regarding envisaged uses in the Suburban Neighbourhood Zone and its designated activity centre to reflect the intent of the SAPPL module. This amendment should be reflected in the proposed policies for both Councils.

I also advise that the Department of Planning, Transport and Infrastructure will provide further comments during the consultation period.

Please note that a copy of the public consultation version of the DPA including signed Schedule 4A Certificate should be provided within two days of its release in accordance with section 25(10) of the *Development Act 1993* and regulation 11A(5) of the *Development Regulations 2008*.

Yours sincerely



John Rau
Deputy Premier
Minister for Planning

cc City of Holdfast Bay – Att: Sarah Elding

Suburban Neighbourhood Zone

Refer to the [Map Reference Tables](#) for a list of the maps that relate to this zone

OBJECTIVES

- 1 A medium density residential area that comprises a range of dwelling types, together with a neighbourhood activity centre that is located within a walkable distance of residents.
- 2 Provision of medium density residential development adjacent to an activity centre, public transport stops and public open space.
- 3 A neighbourhood activity centre that provides a range of shopping, community, business and recreational facilities for the surrounding neighbourhood.
- 4 Sustainable development outcomes through innovative stormwater management, waste minimisation, water conservation, energy efficiency and urban biodiversity.
- 5 Development that contributes to the desired character of the zone.

DESIRED CHARACTER

This zone will be developed predominantly as a medium density residential area focused around a neighbourhood scale activity centre. The layout of the area will support integration of activities, an active public realm and provide convenient pedestrian, cycling and vehicular access to public open space, shops, a range of community services and adjacent education facilities.

Development across the zone will take advantage of scenic views of the Adelaide coastline and cityscape in the arrangement of streets, open spaces and the orientation of buildings. Buildings of up to six storeys are envisaged.

Public open space will consist of parks and reserves providing a high level of amenity for local residents and will be primarily designed to accommodate a range of recreation activities. It will complement and support a network of pedestrian and cycling linkages throughout and external to the zone, encouraging access to nearby recreation and sporting facilities, public transport nodes and the activity centre.

Stormwater, both from the upstream catchment and generated within the zone, will be carefully managed to ensure that flows do not exceed the capacity of the downstream system. A variety of Water Sensitive Urban Design mechanisms will be integrated throughout the zone at the neighbourhood, street, site and building level. Harvested stormwater will be used for irrigation to improve the aesthetic and functional value of open spaces, including public access ways and greenways.

Due to former industrial uses within the zone, development is expected to occur on a precautionary basis where a site contamination audit verifies that a site or sites are suitable for the intended uses, particularly where it involves sensitive uses like residential development.

The Linwood Quarry is located to the south of the zone. Activities associated with the quarry have the potential to impact on sensitive development within the zone, primarily through truck movements creating noise, vibration and air quality impacts. However, the proposed relocation of the quarry haulage road, currently located adjacent to the south eastern boundary of the zone, will remove the need for specific amelioration measures for sensitive development in the zone.

A variety of dwelling types and densities, and a range of allotment sizes, will be provided across the zone, catering for different household sizes, life cycle stages and housing preferences. The average

net residential site density will be in the order of 35 to 70 dwelling units per hectare across the zone, with pockets of development that may be lesser or greater than this target.

In the residential area, setbacks to local streets will be used to provide opportunities for landscaping to soften the built form. A cohesive built form will be achieved through design elements such as roof forms, articulated buildings, recessed vehicle garaging, and landscaped spaces between buildings and the public road. Buildings will include balconies, windows and doors that overlook the street to promote community interaction and safer streets.

The residential area public realm will include unique and interesting themes achieved through landscaping, surface treatments, street furniture, building design and other elements. Garaging and associated entry points will not dominate the appearance of a building from a local street (including a laneway). Street patterns and walkways will be designed to minimise the need for local vehicle trips, promote low vehicle speeds and maximise shared street opportunities in local streets. These networks will encourage walking and cycling to local facilities and public transport services.

The neighbourhood activity centre will incorporate a mixture of services, providing for the daily and weekly shopping, business and community needs of the surrounding community. It will contain up to 6,000 square metres in total floor area for shops and 2,000 square metres in total floor area for other land uses (excluding any residential development). It will comprise generally multi-storey, mixed use buildings where the street level uses are primarily non-residential. Upper floor uses will primarily comprise residential development with some complementary non-residential uses such as offices and consulting rooms.

The built form within the activity centre will have a strong contemporary urban character, with active building frontages orientated towards Scholefield Road, adjacent open space to the west and other public areas. A variety of materials, colours and façade articulation will be used to provide interest and amenity. Active ground floor frontages will be provided, with clear connection of the building with public areas and spaces. Features and activities that attract people are encouraged, such as frequent doors and display windows, retail shopfronts and outdoor eating or dining areas spilling out onto footpaths.

The activity centre public realm will include landscaping comprising established upper canopy trees, consistent with the scale and height of buildings, to provide shade as well as softening the building form. It will also feature a public plaza with a strong connection to the Scholefield Road frontage. A pedestrian friendly environment will be provided through such means as wide footpaths, colonnades, courtyards, verandahs and awnings and street furniture.

PRINCIPLES OF DEVELOPMENT CONTROL

Land Use

1 The following forms of development, or any combination thereof, are envisaged in the zone:

- affordable housing
- aged persons accommodation
- dwelling
- domestic outbuilding
- educational establishment
- pre -school
- primary school
- residential flat building
- supported accommodation.

- 2 The following additional forms of development, or combination thereof, are also envisaged within the designated neighbourhood activity centre, identified on [Concept Plan Map Mar/9 - Seacliff Park](#).

- community centre
- consulting room
- indoor recreation centre
- office
- place of worship
- pre-school
- restaurant (excluding those incorporating a drive-through facility)
- shop (excluding a bulky goods outlet or a retail showroom or a shop associated with a premise that sells and/or trades petrol).

- 3 Development should be in accordance with [Concept Plan Map Mar/9 - Seacliff Park](#).
- 4 Non-residential development should be located within the designated neighbourhood activity centre
- 5 Development listed as non-complying is generally inappropriate.

Form and Character

- 6 Development should be consistent with the desired character for the zone.
- 7 Development should be up to 6 storeys in height.
- 8 The visual massing and height of buildings in the designated neighbourhood activity centre should be progressively reduced at the interface with lower density residential development to a maximum of 3 storeys.
- 9 Garage top apartments should:
- (a) be no more than 2 storeys in height above the garage (a total of 3 storeys)
 - (b) front a street or laneway that provides rear access for vehicles associated with the main dwelling and garage top apartment
 - (c) complement the existing dwelling or mixed use building.
- 10 An acoustic barrier should be constructed within the zone adjacent the boundary with Ocean Boulevard to mitigate noise and vibration issues associated with traffic using the road.
- 11 A landscape buffer with a minimum width of 10 metres should be constructed within the zone adjacent the boundary with Ocean Boulevard to mitigate air quality issues associated with traffic using the road.

Dwellings and Residential Flat Buildings

Building to the Side Boundary

- 12 Walls of dwellings and residential flat buildings sited on side boundaries should be in accordance with at least one of the following:

- (a) be located immediately abutting the wall of an existing or simultaneously constructed building on the adjoining land to the same or lesser length and height
- (b) constructed in accordance with any approved building envelope plan
- (c) the exposed section of the wall is less than 8 metres in length and 3.5 metres in height above reference level, where reference level means where the natural ground level is readily apparent

Suburban Neighbourhood Zone

Refer to the [Map Reference Tables](#) for a list of the maps that relate to this zone

OBJECTIVES

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- aged persons accommodation
- community centre
- consulting room
- domestic outbuilding
- dwelling
- educational establishment
- indoor recreation centre
- office
- place of worship
- pre-school

Former PDC 1 & 2 have been amalgamated into one PDC

The following highlighted text from the previously endorsed DPA has been added to the non-complying list for the Zone :

*restaurant (excluding those incorporating a drive-through facility)
shop (excluding a bulky goods outlet or a retail showroom or a shop associated with a premise that sells and/or trades petrol).*

- primary school
- residential flat building
- restaurant
- shop or group of shops, excluding a bulky goods outlet or a retail showroom
- supported accommodation.

- 2 Development should be in accordance with [Concept Plan Map Mar/9 - Seacliff Park.](#)
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 - (c) the exposed section of the wall is less than 8 metres in length and 3.5 metres in height above reference level, where reference level means where the natural ground level is

readily apparent or known, that level, otherwise the pre-existing ground level ignoring any preparatory works done prior to the assessment of the development.

- 12 Dwellings and residential flat buildings developed to both side boundaries should provide ground level access to the rear of the site via a carport, garage, access way, service lane or the like.

Non-complying Development

The following forms of development and any development which includes one or more or a combination of the following forms of development (in any fashion, including as an integrated component), are non-complying:

Form of development	Exceptions
Adult products and services premise	
Amusement machine centre	
.....	
Bulky goods outlet or retail showroom	
Car wash facility	
Fuel depot	
Hospital	
Industry	
Motor repair station	
Petrol filling station	
Premise that incorporates a facility for the fuelling of vehicles	
Public service depot	
Restaurant incorporating a drive-through facility	
Road transport terminal	
Service trade premise	
Store	
Warehouse	
Waste reception, storage, treatment or disposal	
Wrecking yard	

Public Notification



CONCEPT PLAN TO BE
PROFESSIONALLY AMENDED
PRIOR TO PUBLIC CONSULTATION

**CITY OF MARION
GENERAL COUNCIL MEETING
22 September 2015**

Originating Officer: John Valentine, Manager Strategic Projects
Director: Vincent Mifsud
Subject: Edwardstown Oval - National Stronger Regions Fund
Report Reference: GC220915R02

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

The purpose of this report is to:

- consider the Architectural Brief for the development of a costed concept plan for the Edwardstown Oval;
- authorise the calling of a select tender to engage a concept design team comprising architectural, civil engineering, services engineering, landscape architecture and cost management services;
- endorse a total financial target of \$7 million to \$8 million for the building and various ground improvements comprising the application to the National Stronger Regions Fund (NSRF), subject to and on the basis of achieving matching funding through the NSRF (ie a maximum Council contribution of between \$3.5 million and \$4 million matched by funding from the NSRF);
- endorse the roles and responsibilities for the various parties associated with the project.

At the Council meeting of 8 September 2015 (GC080915M08) Council resolved the following:

1. "Council lodges a funding application to Round 3 of the Federal Government's National Stronger Regions Fund in support of the Edwardstown Oval redevelopment."

The next round of the NSRF is expected to open in December 2015 and to close in January 2015.

To develop a high quality application to Round 3 of the NSRF a costed concept plan will be required along with other supporting information such as a management plan for the on-going operation of the Edwardstown Oval a feasibility study and procurement plan.

The concept plan will need to be developed quickly and efficiently to enable a funding application to be submitted. The first step in developing the concept plan is for Council to endorse an Architectural Brief and authorise the calling of a select tender for architectural, civil engineering, services engineering, landscape architecture and cost management services.

RECOMMENDATIONS (5)

DUE DATES

That Council:

- | | |
|---|-------------------|
| 1. Endorse the Edwardstown Oval Architectural Brief (Appendix 2) for the development of a costed concept plan and authorise the calling of a select tender to engage architectural, civil engineering, services engineering, landscape architecture and cost management services. | 22 September 2015 |
| 2. Endorse a total financial target of \$7 million to \$8 million for the building and various ground improvements comprising the application to the National Stronger Regions Fund (NSRF) subject to and on the basis of achieving matching funding through the NSRF (ie a maximum Council contribution of between \$3.5 million and \$4 million). | 22 September 2015 |
| 3. Endorse the roles and responsibilities (Appendix 3) documented for the various parties associated with the project. | 22 September 2015 |
| 4. Approve funding of up to \$135,000 for the necessary additional staff resources and specialist consultants required to develop a concept plan and a comprehensive NSRF submission. That this funding will be sourced from the Asset Sustainability Reserve – Community Facilities Partnership Program. | 22 September 2015 |
| 5. Note that the Chief Executive Officer will review resourcing required to develop the concept plan and the lodgement of the NSRF application and will allocate resources, inclusive of new resources, as required. | 22 September 2015 |

BACKGROUND

At the 14 April 2015 Council (GC140415R02) meeting the following was adopted:

1. “Endorse investigations being undertaken with peak sporting bodies, relevant clubs, funding bodies and agencies to seek partnering opportunities for the development of plans and potential funding solutions for the following sports infrastructure:
 - Options for new soccer pitches and a BMX track in the South
 - Indoor multipurpose Stadium 4-8 Court (SA regional standard)
 - Edwardstown Oval Masterplan
 - Mitchell Park Sports and Community Club building upgrade
2. Note that consultation plans will be brought to Council for consideration after initial investigations are undertaken with peak sporting bodies, relevant clubs and agencies.
3. That potential funding opportunities relevant to the above sports infrastructure be actively pursued as they arise.”

In late May the Mayor met with the Edwardstown Oval Committee of Management (EOMC) and requested that the committee consider; 1), ways of reducing the cost of the Masterplan; 2) future governance opportunities for the site and, 3) ongoing economic opportunities that could be generated by the site (a condition of the NSRF).

Since that meeting the EOMC have met fortnightly to consider broad approaches to the redevelopment of the Edwardstown Oval. The EOMC have developed a concept plan for the oval (refer Appendix 1).

DISCUSSION:

An Architectural Brief describing the outcomes for a redeveloped Edwardstown Oval has been developed and is attached as Appendix 2 to this report. The brief has been underpinned by the following:

- 1 That the design and development of building facilities will be the basis of shared facilities and maximizing the efficient use of space;
- 2 The design and development of facilities will be consistent with the development of a single management structure across all facilities.

ANALYSIS:

Consultation

The development of the concept plan for the Edwardstown Oval will require consultation with the EOMC and in due course the local community. It should be noted that there are local residents represented on the EOMC. The EOMC are currently meeting fortnightly which will enable a structure approach to consultation as the concept plan progresses.

Financial Implications

As part of the motion considered at the 8 September 2015 Council meeting reference was made to a financial target for the overall project.

The EOMC has been encouraged to work towards a total redevelopment cost of \$7million to \$8million. This financial target has been based on experience with several Federal and State government funding applications and the probability of securing funds for the nature of the project involved. A project of this size will require (as stipulated by the NSRF) a 50% contribution at a minimum, meaning a contribution from Council of \$3.5 million to \$4million.

In addition, funding of up to \$135,000 would be required for the additional staff resources and specialist consultants necessary to develop a concept plan and a comprehensive NSRF submission. Refer 'Resource Impact' "below" for specific details.

The management of the clubs and functions at the Edwardstown Oval should be reviewed as part of Council considering redeveloping the facilities and grounds. The EOMC has clearly indicated their willingness to consider a new form of management. A single management structure that is focused on the maintenance and capital costs of the buildings and grounds should be investigated. Such a management arrangement should be established to ensure that the financial commitments associated with operating the buildings, functions and grounds are met and in turn frees the clubs to focus on managing their sporting activities. A new management structure would also complement Council's application to the NSRF as it would demonstrate a financially sustainable management model.

Funding Partnerships

The federal government's NSRF represents a potential opportunity to secure 50% funding towards the redevelopment of the Edwardstown Oval.

Policy Implications

The redevelopment of the Edwardstown Oval would contribute to all of the community plan aspirations and would particularly progress strategic goals related to social connectedness, active and healthy lifestyles, developing neighbourhoods that are activated, attractive and safe, and empowering communities to work in partnership with Council.

Resource Impact

Preparation of the NSRF submission requires a detailed concept plan to be developed along with a comprehensive analysis of the benefits the project will deliver, in line with the criteria set out for the Fund. The management of these processes will require dedicated staff to ensure timeframes are tightly managed and all criteria are met in preparation for the submission. To date two staff have worked on the program to progress the initial analysis and discussions with stakeholders whilst undertaking a broad range of other duties. These staff have reprioritised existing work programs to divert time to this project. Additional project support will be required to develop the concept plan and a comprehensive NSRF submission. Additional resources may cost up to \$60,000. If the submission was successfully funded resource requirements to manage the redevelopment project may need to be considered.

The development of a detailed concept plan for the site will require specialist skills including an architect, service engineer, civil engineer, landscape architect and cost consultant. It is estimated that up to \$75,000 is required to fund this process.

Funding for the staff resources and specialists consultants (up to \$135,000) would be sourced from the Asset Sustainability Reserve – Community Facilities Partnership Program (CFPP), as this was established to specifically fund community infrastructure projects. The balance of the CFPP is currently in the order of \$7.4million.

CONCLUSION:

Round 3 of the National Stronger Regions Fund is expected to be opened in December 2015. To lodge an application a costed concept plan and a range of supporting management plans, as required by the Fund, need to be developed.

EDWARDSTOWN MEMORIAL OVAL

SITE UPGRADE

NEW PERIMETER FENCING AND ALIGNMENT TO SITE COMMUNITY ACTIVITY
NEW ACCESS TO THE SITE WITH UPGRADED STAIRS & RAMPS
NEW / UPGRADED NATIVE LANDSCAPING



Edwardstown Soldiers Memorial Recreation Ground Committee of Management Inc.

ABN 58 651 856 328

EDWARDSTOWN SOLDIERS MEMORIAL OVAL
PRELIMINARY SITE PLAN - OPTION A

COMPLETED ON BEHALF OF THE MANAGEMENT COMMITTEE

SCALE 1:1000 @ A3

Modifications to electronic copies of documentation cannot be made without the express written approval of the management committee. © REV B

EDWARDSTOWN SOLDIERS MEMORIAL RECREATION GROUND

Brief

September 2015

INTRODUCTION

The City of Marion provides a diverse range of sport and recreation facilities that collectively aim to support an active and connected community.

With the large number of sport and recreation facilities spread across the city there is need to strategically plan for improvements and develop directions that will ensure facilities can appropriately respond to community needs in the future.

In reviewing its sporting infrastructure Council is considering options for the future provision of facilities across the city. Councils review has focused on identifying the highest sporting infrastructure needs of the community with an intention of prioritising suggested directions.

At the General Council meeting held 14 April 2015 Council endorsed a range of projects to be undertaken relating to sports facilities as follows:

- Options for soccer pitches and a BMX track in the south
- Indoor multipurpose stadium
- Edwardstown Oval Upgrade
- Mitchell Park Sports and Community Club upgrade

EDWARDSTOWN SOLDIERS MEMORIAL RECREATION GROUND

The Edwardstown Soldiers Memorial Recreation Ground is located in the Northern Area of the City of Marion (north of Oaklands Road / Daws Road) in the Woodlands Ward.

The site is home to a number of community organizations including;

- Edwardstown Football Club
- Edwardstown Bowling Club
- South Road Cricket Club
- Edwardstown Community Hall Committee
- South Coast Cycling Club
- Edwardstown Residents Assoc.
- Returned & Services League SA (RSL SA)

The site is 4.04 hectares and includes sport and recreation components including;

- An oval 180m x 155m with a concrete cricket pitch
- A bitumen based velodrome around the oval
- Two storey Edwardstown Football clubroom building
- A lawn bowls club building with three bowling greens
- A community hall
- Two tennis courts and a small playground in the south west corner
- A memorial park on the north east corner
- Off street car parking which is constrained by the location and size of the buildings

In addition, two cricket nets are located on a separate land parcel opposite the Recreation Ground on Towers Terrace.

Edwardstown Soldiers Memorial Recreation Ground



BACKGROUND

EDWARDSTOWN SOLDIERS MEMORIAL RECREATION GROUND MASTER PLAN

In November 2013 the City of Marion endorsed a master plan for the redevelopment of the Edwardstown Soldiers Memorial Recreation Ground as part of a coordinated approach to planning for four major sport and community hubs across the City.

The master plan report presents initial design options as well as the facilities stakeholder groups preferred concept options for upgrades to the site.

A copy of the master plan report is provided as attachment 1.

PROJECT VISION AND OBJECTIVES

Develop new building concept designs for Edwardstown Soldiers Memorial Recreation Ground that will provide appropriate quality sports 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 Edwardstown Soldiers Memorial Recreation Ground with the creation of a multi-functional community and sports clubroom building that has good viewing areas over the oval, bowling greens and community spaces.

- Review the main clubroom to provide Council with a detailed assessment for an informed decision on the most suitable option for either undertaking a substantial upgrade or replacement of the clubroom building.
- Integrate the design of the proposed building facilities into the broader planning and development of the site and its surrounds.
- Review the existing management structure with the intention of developing a sustainable sports and community club that will encourage shared core administration services and infrastructure and allow the clubs and community groups to lead, nurture and support the participation in activities.
- Identify the full cost of redeveloping the site and buildings will be within the range of \$7 to \$8 Million including the building. The construction concept will therefore need to be robust and fit for purpose.
- Develop a design brief that will provide quality facilities for the proposed development and consider materials which are sustainable, low maintenance, durable and support best practice ESD principles.
- Consider design options that outline potential upgrades, changes to the site through the potential upgrade, reconfiguration and/or relocation of building/clubrooms/community buildings, informal recreation areas and sport facilities. An important factor in the design of the facilities will be their mix and scale in order to achieve efficiency of operations and economic viability for the complex.
- Develop a project delivery plan and establish full project costs for the development of Edwardstown Soldiers Memorial Recreation Ground buildings and their surrounds for Council's further consideration and assessment for future stages of design and potential development.
- Create facilities that are flexibility in their design to maximise potential opportunities for community use ensuring that considers the needs of all existing user groups, potential user groups and the broader community. The design will allow for other new potential activities and services so broader economic opportunities can be explored by council to ensure the facilities have the potential to be viable and sustainable.
- The concept designs will be for facilities that are environmentally responsible and resource-efficient through design, construction, operation, maintenance.

SCOPE OF WORK

The City of Marion requires appropriate specialised consulting services to conduct a review of the Edwardstown Soldiers Memorial Recreation Ground master plan and reduce the cost of the overall concept plan and designs to fit within a \$7 to \$8 Million range-as total cost for redeveloping and upgrading the site. The new concept designs will support the needs of the new management structure.

This will include an initial assessment of the existing site infrastructure to evaluate its condition and suitability for future development/refurbishment. Following the initial assessment council will consider its preference for developing concept designs and documentation for an upgraded or new facility which will meet the needs of the sites user groups.

The consultant will be required to confirm an appropriate consulting team to review the existing infrastructure, master plan, reviewed site and building concepts developed by the Edwardstown Oval Management Committee and a design team that can deliver the project scope. All consultants and fees will need to be identified.

Note; Any building and planning approval will be undertaken by City of Marion.

BACKGROUND REPORT

Upon appointment the consulting team will undertake the following:

- Review the infrastructure and buildings to develop an initial background report that will assess the capacity and suitability of the Edwardstown Football Clubrooms for conversion and highlight any potential issues that might influence or impact on a potential upgrade of the building. This will include any compliance and performance issues as well as preliminary costings to address the issues highlighted in the report.
- A services engineer will check all service locations to ensure that the design and costing addresses upgrades and required relocations of existing services. All existing service locations are to be shown on the plans, concepts and designs. A site survey is provided as attachment 2.
- Review relevant documents, identify and consult with key stakeholders including relevant Local and Government agencies to determine issues that are likely to affect the design and redevelopment of the facility.
- Develop initial concept designs for option A and B (as detailed below) to identify building areas and provide an initial cost estimate for design and construction.
- The main purpose of the Background Report will be to assess the next stage of potentially redesigning and upgrading existing buildings is both a practical and a feasible option for council and the club to consider.
- The report will make recommendations to council for the most feasible option for concept design and further development.

CONCEPT DESIGN

With consideration to the outcomes of the background report Council will make a decision to proceed with one of the following options (Option A or Option B) for a detailed concept design to be developed.

The consultant will be required to:

- Consult with council staff, council's elected members and the site stakeholder group to finalise the requirements for a new detailed concept design. The design will consider the existing master plan to ensure the concepts are compatible with other potential future upgrades proposed for the site.
- Deliver a return brief prior to commencing the concept design stage for Council's approval to clarify the projects
 - vision and objectives
 - engagement/consultation program
 - the scope of planning and project management plan- this identifying facilities to be developed, relevant project programs and timeframes, cost, quality, services and resources as well as risk management.

OPTION A

Plan for the removal of all existing buildings on the site and develop a detailed concept for a new two storey building of (750sqm excluding allowance for circulation) in the North West corner of the site to cater for the needs of clubs that utilise the site including;

- Edwardstown Football Club
- Edwardstown Bowling Club
- South Road Cricket Club
- Edwardstown Community Hall
- Sturt/Holdfast/Marion Cycling Club
- Returned and Services League (RSL)
- Edwardstown Residents Assoc.

The building will include;

- A shared multipurpose clubroom/bar of 200sqm to cater for the needs of the community and the clubs that overlooks the main oval, bowling greens and retain the view of Mt Lofty.
- A multipurpose community hall/meeting/function space of 200sqm
- Two new change rooms (2 x 45-50sqm*) connected to two amenities rooms with toilets and showers (2 x 25sqm*)
- Public male/female/accessible toilets (male 10sqm, female 10sqm, disabled 5sqm*)
- Kitchen (20sqm*) to meet the needs of clubs and the community.
- Shared office area (30sqm*)
- Umpires room including toilet and showers (25sqm*)
- Utility/cleaners room (5sqm*)
- Football club gym 25sqm and massage/first aid/doctors room (15sqm)
- Cold store (10sqm)
- Storage (30sqm)
- Design elements that will recognize the history of the site and include the WW1 honour board.
- External verandah area linking to bowling green

Sizes of spaces will need to be reviewed as part of the consultation process with site user groups and Council, with Council making the final decision.

(*AFL Preferred Facility Guidelines - AFL Preferred Facility Guidelines are attached as appendix 3)

Sport facilities, **Velodrome**, Open space areas and Landscaping;

- Review the master plan and redesign where required existing facilities to establish recreation and sports areas that considers the needs of all existing user groups and potential user groups
- Review and redesign the memorial gardens in the north eastern corner of the site.
- Best practice environmental sensitive design

- Enhance the landscape including reduced bitumen areas replaced with sensitive and cool surfaces such as paving, boardwalks and indigenous plantings.
- Include new cricket nets into the final concept design.
- Retain the velodrome in the concept designs

Car park and Traffic management

- Design car parks and traffic flow within the facility to minimize vehicle maneuvers
- Design sufficient car parking to meet the capacity need of the facility
- Design entry points to cater for anticipated peak traffic flows

Connections and Access

- Plan for safe and accessible transport networks, pedestrian and cycle links
- Enhance the streetscapes around the Recreation Ground to enhance the quality of the surrounds and the connection to the Recreation Ground.
- Provide lighting to areas intended for night use.

OPTION B

The new concept design will explore a potential extension to the Edwardstown Football Clubroom building to accommodate the needs of all sporting clubs that use the site with the exception of the lawn bowls club.

The building will incorporate the following;

- New entry with a welcoming environment
- A lift to improve access to the upper level from the car park.
- New change room (singular) on the ground floor (45-50sqm*)
- Male/female/accessible toilets (male 10sqm, female 10sqm, disabled 5sqm*)
- New kitchen - on upper floor (20sqm*)
- Viewing area on upper floor - extension of the existing balcony over the new lower level building extension.

Redesign of the existing building incorporating the following;

- Convert the two existing change rooms into 1 change room (50sqm*) and umpires room
- Remove existing toilets and convert to office spaces and first aid room.
- Consider design options to sub divide the main clubroom area to provide separated function spaces
- Remaining ground floor area of the existing building to be converted to football club gymnasium and store rooms
- Retain the cold room and public toilets
- Consider CPTED design issues, in particular the area between the football clubroom building and the canteen
- Design elements that will recognize the history of the site and include the WW1 honour board.

Sizes of spaces will need to be reviewed as part of the consultation process with site user groups and Council, with Council making the final decision

(*AFL Preferred Facility Guidelines - AFL Preferred Facility Guidelines are attached as appendix 3)

Sport facilities, **Velodrome**, Open space areas and Landscaping;

- Review the master plan and redesign where required existing facilities to establish recreation and sports areas that considers the needs of all existing user groups and potential user groups
- **Review and redesign the memorial gardens in the north eastern corner of the site.**
- Best practice environmental sensitive design
- Enhance the landscape including reduced bitumen areas replaced with sensitive and cool surfaces such as paving, boardwalks and indigenous plantings.
- Include new cricket nets into the final concept design.
- **Retain the velodrome in the concept designs**

Car park and Traffic management;

- Design car parks and traffic flow within the facility to minimize vehicle maneuvers
- Design sufficient car parking to meet the capacity need of the facility
- Design entry points to cater for anticipated peak traffic flows

Connections and Access;

- Plan for safe and accessible transport networks, pedestrian and cycle links
- Enhance the streetscapes around the Recreation Ground to enhance the quality of the surrounds and the connection to the Recreation Ground.
- Provide lighting to areas intended for night use.

In Option B the existing Bowling Club and Community Hall will be combined. **The existing Community hall will be removed.**

FINALISING THE CONCEPT DESIGN

It will be important to test the practicability of the technical aspects of the concept design. This will ensure that energy use/consumption, maintenance of all technical systems and utilities and ongoing operational costs are investigated and that the most practical and cost effective options are selected based on Life Cycle Costs.

The consultants will identify any demolition and waste costs and specify any additional fees and approvals required.

The tenderers are requested to submit alternatives and potential cost savings for council's consideration.

The consultant must prepare a construction staging and accommodation schedule and list timeframes, potential costs and quality issues.

FUNCTIONAL DESIGN BRIEF

The deliverables for this project will include the preparation of a project design brief involves translating the conceptual ideas already developed into a set of parameters which will govern the final design and potential construction of the facility.

The design of a facility should be practical and flexible, based on the specific functional requirements of the facilities intended use. In addition, it should foster a “sense of place”, reflecting local culture and identity. For these reasons, input from council, sites users and from the local community should be sought when preparing the design brief. Importantly, the design brief should also reflect the needs of the proposed management structure.

The design brief will be comprehensive ensuring that the outcomes of the project will match council and stakeholders expectations and achieve a positive “value for money” result. The design brief should describe the desired aesthetic characteristics, and how the facility should be integrated with adjoining community facilities.

This phase of the project will produce conceptual drawing with indicative building services and structural layouts. This phase will also include a complete understanding of the full cost of development and all implications for accommodation of the clubs as well as key stages of the project for the construction phase.

In particular the brief will set out

Design Philosophies:

- Establish a general design statement which will guide the design process.
- That the design support a single whole of site management structure.
- That the design minimize the duplication of facilities and functions.
- Describe how the facility should blend in with the neighbourhood.
- Identify any special design characteristics required.
- Consider maintenance minimisation throughout the design process.
- Advise on life cycle costing requirements.
- Outline energy conservation and management requirements.

Building Regulations, Standards and Approvals:

- Outline any conditions contained within the Development Approval.
- Set out the need to comply with building regulations.
- Require the design to comply with the standards relating to disabled access.
- Detail any specific standards relating to the building fabric, acoustics, ventilation, and the structural system.
- Consideration of DDA requirements.

The outcomes of the concept design phase include:

- Final design brief.
- Final project budget

- Complete the community and user group consultation process as outlined in project timeframe schedule.
- Resolve any technical and design alternative issues.
- Obtain all relevant client approvals.

The consultant will be required to meet with Council staff before the final draft is presented to Council and stakeholders.

REPORTING AND TECHNICAL REQUIREMENTS

- The consultants will submit a project plan for undertaking the project with their proposal and identify key milestones within the project including;
 - Project Schedule
 - Project resource plan
 - Project costings including budget breakdown for all key milestones
 - Quality Plan
 - Engagement/consultation program
 - Project Risk Management Plan
- It will be expected that the consultants will report to Council on the achievement of each key milestone.
- The consultants must obtain approval from Council for all project scope variations.
- Coordinate presentations to council and stakeholders on project details, reports, concepts and designs
- The consultants may appoint secondary consultants but must identify the working relationship.
- The consultants will be responsible for;
 - The integration, coordination and performance delivery of service of all consultants
 - The design of the project within budget
- The consultants will obtain council approval at the completion of each milestone before commencing the next stage.
- The Consultants should obtain all approvals necessary for the project.

REGULATIONS AND AUSTRALIAN STANDARDS

The contractor will comply with the requirements and regulations of all legally constituted authorities and obtain all necessary approvals. Unless otherwise specified all materials and workmanship shall comply with Australian Standards and the Building Code of Australia.

FORMATS AND DELIVERY

All documents shall be prepared in the following formats:

Drawings:	AutoCAD 2010 or earlier
Text:	Microsoft Word (.doc files)
	Desktop Published – Adobe InDesign
Spreadsheet:	Microsoft Excel (.xls files)
Concepts:	Acrobat PDF

All Reports

- Three hard copies
- One electronic copy (PDF)
- An electronic copy of any Adobe InDesign or desktop published files

Site survey plans, site analysis, options, concept plans, other drawings for each site shall be on B1 size paper.

- Three hard copies of each with at least 2 copies coloured
- One electronic copy (AutoCAD)

All drawings will be stamped in capital bold letters “PRELIMINARY ONLY- NOT FOR CONSTRUCTION’ where submitted for approval or ‘FINAL’ where approved by council.

PROJECT TIMEFRAME

Anticipated timeframes for the project are as follows:

Stage		Progress	Schedule
Project start up			Early October
Background Report		10%	Complete by early October Early October meet with Council staff Mid October present report to Council Mid October present to stakeholder group
Council decision on options		Hold Point	Late October
Concept design Development and costing		75%	Late October consultation on concept design Mid December Early December meet with council staff to review concepts Mid December present final concepts to Council Mid December present final concepts to stakeholder group
Council decision to proceed		Hold Point	Mid December
Complete design brief	final	100%	End January 2016 Early January meet with council staff to review concepts End January present final concepts to Council End January present final concepts to stakeholder group

PROJECT DELIVERABLES

PROGRESS REPORTS – as required.

ENGAGEMENT/CONSULTATION PROGRAM - The consultant will provide council with a consultation program prior commencing the planning of the concept design.

BACKGROUND REPORT

As detailed in the scope of work this report will include;

- A services and utilities review
- A structural review of the Edwardstown Football Clubrooms
- Literature and compliance review
- Sketch concept of option A and B for consultation and discussion
- Initial costing for development of the two concepts

CONCEPT DESIGN AND FEASIBILITY REPORT

Concept Designs incorporating;

- Facility Location
- Facility Components
- Indicative Floor Plans
- Indicative Sections
- Indicative Elevations
- Design Options
- Indicative Mechanical
- Indicative Electrical
- Indicative Plumbing
- Indicative Structural
- Architectural intent.

Feasibility Report - will review the cost of construction

3 x Presentations of the concept designs and feasibility report will be required;

- Council staff workshop to finalise concepts and feasibility
- Council presentation of final concepts and feasibility
- Stakeholder presentation of concept designs

DESIGN BRIEF

The outcomes of the design development phase include:

- A final design brief.
- A Final project budget.
- Complete the community and user group consultation process.
- Resolve any technical and design alternative issues.

The design brief will include;

- Vision, objectives and goals of the project
- Comprehensive architectural brief and site report.
- All detailed architectural drawings and designs
- Detailed site survey.
- Floor plans / rooms / spaces required both indoor and Outdoor
- Identify how would the spaces need to connect
- Identify any specific mechanical or electrical requirements including a Building Service Report indicating basic type, extent of service, costed options and operating costs
- Site plan showing contours, road works, paving, drainage and indicative landscaping.
- Elevations and sections.
- Roof plan.
- Coloured perspectives.
- Schedule of materials and finishes (with samples where practical)

As a final step in the process the consulting team will make 3 x presentations to council staff, council and the stakeholder group present all concepts designs, the design brief and final costings to and including identify any later construction that may need to be taken into account.

EXPERIENCE OF TENDERERS

Tenderers are required to demonstrate the following:

- Experience undertaking projects of a similar type and scope
- Experience in working with State and Local Government
- Adherence to Australian Standards and accepted codes of practice
- Professional Indemnity insurance of not less than \$2million

BUDGET & INVOICING

Council has committed a level of funding for this project. Final budget commitment shall be confirmed pending the outcomes of this tender process.

The Contractor shall invoice Council upon the satisfactory provision of accepted key milestones associated with the completion of the project.

INTELLECTUAL PROPERTY

All intellectual property developed in undertaking of the project shall become the property of the City of Marion.

Edwardstown Soldiers Memorial Recreation Ground

Roles and responsibilities – Building Concept Designs



Introduction

At the General Council meeting held on the 8 September 2015 Council endorsed preparing a funding submission to Round 3 of the Federal Government's National Stronger Regions Fund in support of the Edwardstown Oval redevelopment.

To enable a Round 3 application Council will need a fully developed and costed concept design for the project. Given there is a very short time frame (December 2015) to develop a detailed and comprehensive application it will be vital that the project's management structure is designed to ensure there is clear and consistent processes so decisions can be made quickly. The aim will be delivering the best possible outcomes for the project and to ensure:-

- Stakeholders feel valued & respected;
- Stakeholders are supportive of the project;
- Stakeholders are understanding and accepting of disruptions & inconveniences during construction;
- Council can make decisions quickly;
- Reasons for stakeholder concerns are minimized;
- Council is open, accountable, transparent and proactive;
- As far as possible to take a pre-emptive approach to queries and complaints.

Project Vision and Objectives

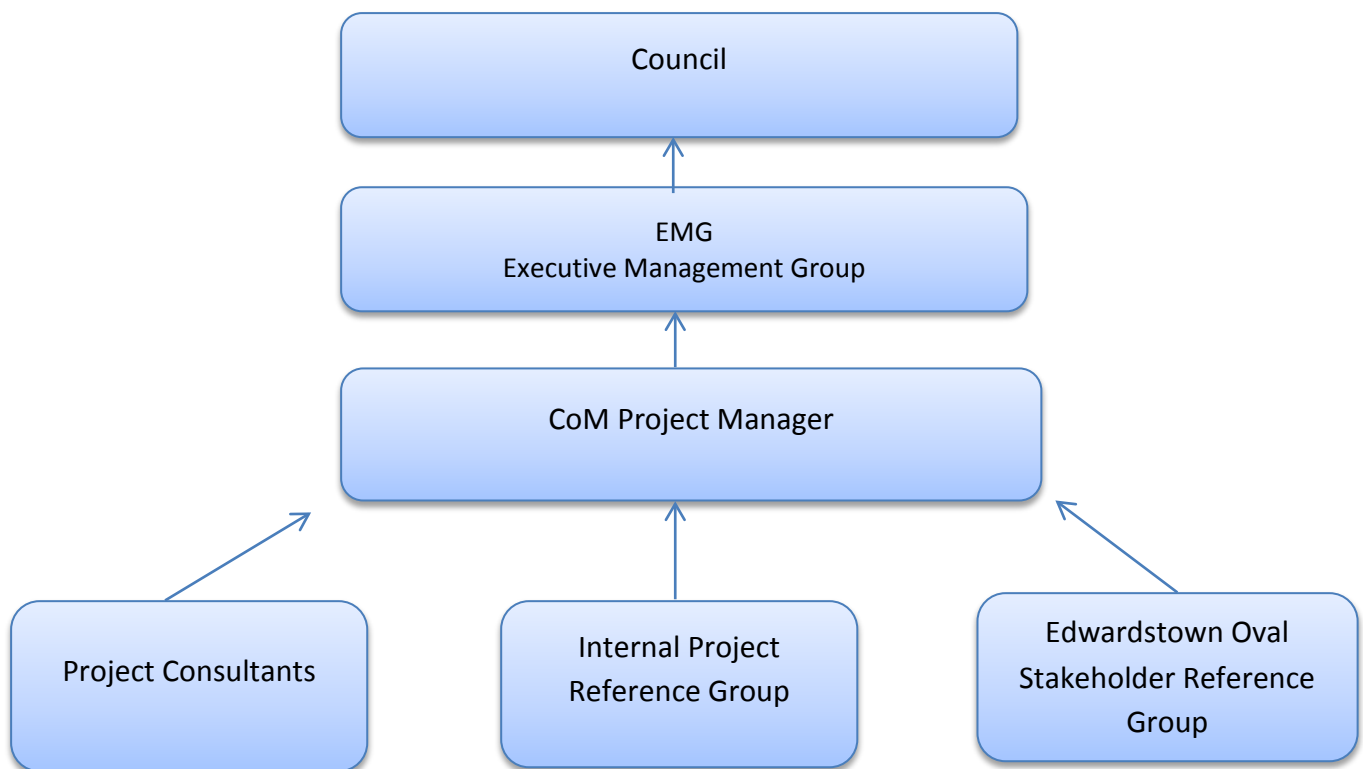
The project vision is to develop new building concept designs for Edwardstown Soldiers Memorial Recreation Ground that will provide appropriate quality sports clubrooms and community facilities to cater for the site users and community's needs for generations to come.

The project has the following objectives;

- Enhance the Edwardstown Soldiers Memorial Recreation Ground with the creation of a multi-functional community and sports clubroom building that has good viewing areas over the oval, bowling greens and community spaces.
- Review the main clubroom to provide Council with an assessment for an informed decision on the most suitable option for either undertaking a substantial upgrade or replacement of the clubroom building.
- Integrate the design of the proposed building facilities into the broader planning and development of the site and its surrounding residential area.

- Identify the full cost of redeveloping the site will be within the range of \$7 to \$8 Million including the building. The construction concept will therefore need to be basic, yet robust.
- Develop a design brief that will provide quality facilities for the proposed development and consider materials which are sustainable, low maintenance, durable and support best practice ESD principles.
- Develop a project delivery plan and establish full project costs for the development of Edwardstown Soldiers Memorial Recreation Ground buildings and their surrounds for Council's further consideration and assessment for future stages of design and potential development.

Project Management Structure



Engagement objectives

The approach to engagement with stakeholders will be to;

- Involve stakeholders in a review of the vision and objectives (Project Brief);
- Consult stakeholders to identify their needs for the future and to identify issues and potential solutions;
- Liaise with stakeholders to develop potential and preferred management options;
- Inform stakeholders on what concepts and options will be developed;
- Seek feedback and comments on the concept plans;
- Inform stakeholders on the final outcomes

Role	Person	Position	Description
Council	Elected Members	Council	<ul style="list-style-type: none"> • Council will make all final decisions for the project
EMG Executive Management Group		CEO Director Director Director	<ul style="list-style-type: none"> • Approves the business decisions for the Project in accordance with delegations from Council. • Resolves major issues • Gives advice where required. • Ensures that what is being produced is in accordance with the desires of Council
Edwardstown Oval Stakeholder Reference Group			<ul style="list-style-type: none"> ▪ Represent the existing user groups that use the Edwardstown Soldiers Memorial Recreation Ground ▪ Provide a collaborative forum between the clubs and other stakeholder groups to enable a coordinated perspective to the project ▪ Enable collective access to, and dissemination of, information with and between stakeholder groups to foster a wider understanding of the project ▪ Signal emerging issues and concerns and enable council to respond ▪ Improve the outcomes of the initiative by bringing a broad range of views and issues to the attention of decisions makers
Internal Project Manager	TBA		<ul style="list-style-type: none"> • Controls the day to day aspects of the project • Tracks action items, time and budgets • Generally first point of external contact for the project • Manage Consultants/contractors • Liaises with stakeholders • Leads the Project Team • Review project management processes
Media Management	Craig Clarke	Communications Team Leader	<ul style="list-style-type: none"> • Communications with media
Project Consultants			<ul style="list-style-type: none"> ▪ Responsible for the deliverables within the scope of work / brief ▪ Report to PM and then Council on the achievement of each key milestone.

Role	Person	Position	Description
			<ul style="list-style-type: none"> ▪ Seek endorsement from Council for overall concept design. ▪ Coordinate presentations to Council on project details, reports, concepts and designs ▪ The lead consultants will be responsible for; ▪ The integration, coordination and performance delivery of service of all consultants ▪ The design of the project within budget
Internal Reference Group		Manager Strategic Projects Architect Sport and Recreation Planner Landscape Architect Manager Engineering Manger Finance Manager property Manager Strategy	<ul style="list-style-type: none"> • Internal Reference Group is responsible for identifying Council's goals and to ensure the deliverables of the project are achieved. • Recommends the business decisions, for the Project • Ensures that what is being produced is in accordance with the desires of Council. • Collaborate to provide advice and input to review, monitor and guide the project management deliverables and outcomes

**CITY OF MARION
GENERAL COUNCIL MEETING
22 SEPTEMBER 2015**

Originating Officer: Ann Gibbons, Manager Environmental Sustainability
Neil McNish, Economic Development Manager

Director: Kathy Jarrett

Subject: Community Energy Opportunities

Report Reference: GC220915R03

REPORT OBJECTIVES:

The purpose of this report is to:

- provide an update on investigations into energy efficiency and renewable energy options for the City of Marion; and
- propose next steps to progressing community energy projects in Marion.

EXECUTIVE SUMMARY:

During the first half of 2015 a number of resolutions were endorsed by Council that relate to energy efficiency and renewable energy (GC120515Q02; GC280715R06; GC280715Q02) and discussions were held at the 2 June 2015 Strategic Directions Committee on Community Energy Options.

During August and early September, an amount of research and a series of meetings with various parties have been held to gather relevant information to assist Council in more detailed consideration of the following topics:

1. Energy efficiency in relation to Council buildings;
2. Energy efficiency in relation to street lighting;
3. Renewable energy generation and retail options and in particular the concept of a 10 megawatt solar farm.

It is proposed that a facilitated discussion is held at the 17 November 2015 Elected Member's Forum to develop clear objectives and agreed outcomes for community energy projects in Marion and identify priority options for further investigation.

RECOMMENDATIONS (3)

DUE DATES

That Council:

- | | |
|--|--------------------|
| 1. Holds a facilitated discussion at the 17 November 2015 Elected Members' Forum to: | 17 Nov 2015 |
| <ul style="list-style-type: none">• Develop clear objectives and agreed outcomes for energy efficiency and community renewable energy initiatives in the City of Marion;• Identify priority energy efficiency and community renewable energy options for further investigation; | |
| 2. Allocates approximately \$5,000 from savings achieved by ceasing the purchase of GreenPower to both support the facilitated workshop and for follow up work; | 22 Sep 2015 |
| 3. Allocates approximately \$10,000 from savings achieved by | 22 Sep 2015 |

ceasing the purchase of GreenPower to review and update previous audit reports and develop a program of works to improve the energy efficiency of key Council buildings.

BACKGROUND

At the Strategic Directions Committee meetings of April, May and June 2015, a number of strategic ideas were explored with three topics identified for further consideration – Total Development Plan; Innovation Districts; Community Energy Opportunities. At the meeting on 2 June, a workshop was held on Community Energy Opportunities and, in relation to this topic, a prioritised list of outcomes were agreed for more detailed investigation:

1. Increase energy efficiency;
2. Make money for Marion;
3. Reduce energy consumption;
4. Reduce Consumption;
5. Save ratepayers money.

Following the June Strategic Directions Committee meeting a number of Elected Members have undertaken some investigation into various aspects of community energy opportunities. The Economic Development Manager and Manager Environmental Sustainability have also undertaken some research and held discussions with various parties in relation to:

- Energy efficiency and renewable energy in Council buildings;
- Energy efficient street lighting;
- Renewable energy generation and retail options (10 megawatt solar farm concept).

ANALYSIS:

Below is a brief summary of research undertaken to date. Should Council resolve to hold a facilitated discussion at the 17 November 2015 Elected Members' Forum, a more comprehensive discussion paper will be circulated to provide background and input into the discussion.

Energy efficiency and renewable energy in Council buildings

A carbon emissions inventory of Council's operations is currently being compiled. When completed, four years of data will be available to enable trend analysis and assessment of energy saving opportunities.

Over the past 10 years or so, there have been numerous investigations and assessments of energy efficiency upgrades and renewable energy opportunities for Council buildings. Few of the recommendations have been implemented to date.

The work currently underway on the carbon emissions inventory together with the previous work on efficiency opportunities and potential solar electricity generation facilities on the administration building can be the basis for more comprehensive audits and fuller investigations into efficiency and renewable energy options for all council owned buildings.

It is estimated that approximately \$10,000 will be required to review and update previous audit reports and develop a program of works to improve the energy efficiency of key Council buildings.

Action in this area will increase the energy efficiency of council's facilities and 'future proof' against electricity price rises.

Energy efficient street lighting

A consultancy project has been developed with seven other SA local Councils with \$25,000 funding from the Local Government Research and Development Scheme. Consultants, Ironbark Sustainability, were engaged to deliver a report that includes high-level business

case analysis to replace all street lights in South Australia (and for individual Councils) to more efficient and safer lights. This report was provided at the end of August and is now being reviewed by staff with the view to bringing options to Council for consideration in the coming months.

For a number of years, the LGA (SA) has been leading negotiations with SAPN (formerly ETSA Utilities) to establish regulatory compliant and cost reflective tariffs for street lighting for South Australian Councils. This process is guided by rules established by the Australian Energy Regulator (AER) and, due to the complexity of this matter, is not likely to be resolved quickly. The outcome of the LGA/SAPN negotiation process will provide valuable input into the business cases for individual Councils wanting to transition to more sustainable public lighting.

The analysis relating to street lighting will provide good data on which to consider council's options with regard to implementing more efficient and safer street lighting. The state-wide negotiations on the issue of tariffs, if successful will also impact favourably on the costs that councils and therefore ratepayers pay for this service.

Renewable energy generation and retail options (10 megawatt solar farm concept)

Desktop research and discussion with various parties has helped to develop a picture of the various elements that would need to be addressed in order to establish a 10 MW solar electricity generation facility and to connect and sell electricity to third party customers.

The concept of establishing a solar farm and the retailing of electricity however is complex and needs significant input from a variety of specialists, technical, legal and commercial. There are stringent federally legislated rules and guidelines that apply to both electricity generation and the on-selling of energy which require strict conformance in addition to the normal financial, technical and market risks inherent in undertaking any commercial enterprise.

To help Council to better understand the various aspects and requirements of developing a large scale solar project, it is proposed that a facilitated discussion is held at the 17 November 2015 Elected Members' Forum. To contribute to the debate, recognised experts with energy market knowledge and technical expertise will be invited to participate in the Forum. Other options for the implementation of renewable energy initiatives can also be explored during this discussion.

Financial Implications: Approximately \$5,000 will be required to facilitate the proposed workshop with suitably qualified technical experts, and an estimated \$10,000 will be required to review and update previous audit reports and develop a program of works to improve the energy efficiency of key Council buildings. It is suggested that these funds are drawn from the savings achieved by ceasing the purchase of green power.

Policy Implications: Delivery of energy efficiency and community renewable energy initiatives will contribute to achievement of the 'Prosperous', 'Innovative' and 'Biophilic' aspirations in the City of Marion Community Plan: Towards 2040.

CONCLUSION:

Following a number of questions and resolutions of Council and discussions at the Strategic Directions Committee, some initial scoping of potential energy efficiency and community renewable energy opportunities has been undertaken.

For Council to progress any of the opportunities that have been identified, agreed outcomes will need to be developed and significant input from a variety of specialists, technical, legal and commercial will be required.

To assist in identifying clear objectives and priority options for further investigation, it is proposed that a facilitated workshop be held with Elected Members and to include input from recognised experts with substantial energy experience and knowledge to explore in more

detail the concept of council owned solar energy generation and operating as an energy retailer.

**CITY OF MARION
GENERAL COUNCIL MEETING
22 September 2015**

Originating Officer: Phil Mattingly, Acting Manager ICT
Director: Vincent Mifsud
Subject: Wi-Fi Access in Council Owned Community Buildings
Reference No: GC220915R04

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with information relating to current levels of Wi-Fi availability in Council owned community buildings.

Council at its meeting on 8 September 2015 (GC080915M06) resolved:-

“That a report be provided to council outlining:

- *Access to wifi in current council owned community buildings*
- *Any plans to increase access to community Wi-Fi further across council owned community buildings*
- *Information about what would be the opportunities, costs, and considerations in providing community Wi-Fi access across all or most council owned buildings used for community purposes*
- *Any plans for community Wi-Fi hubs within the city of Marion.*
- *That this report predominantly focus on free access for the community, but may also look at possible low cost options in certain circumstances.”*

Access to Wi-Fi in current council owned community buildings

The City of Marion currently offers two “free to access” Wi-Fi services to our residents:-

1. As part of the state wide Library Service a library member is able to connect their own Wi-Fi capable device at any of the State Libraries including our 3 library sites – the Marion Cultural Centre Library, Parkholme Library and the new Cove Civic Centre. Bookable PC's are also available at these locations for public use if people do not have their own equipment.
2. The second free Wi-Fi service is provided through Council's own computer network infrastructure where high speed fibre optic cables connect a building to the main Administration site. A member of the public can use their own Wi-Fi capable device to access the “CoM-Free” network currently available from the following Council owned community buildings:-
 - Administration Building;
 - City Services Depot;
 - Coominda Neighbourhood Centre;
 - The 3 City of Marion libraries at Parkholme, Marion Cultural Centre and the Cove Civic Centre.

Any plans to increase access to community Wi-Fi further across council owned community buildings

The City of Marion sites currently under consideration for “free to access” Wi-Fi services are the Mitchell Park Neighbourhood Centre and the Southern Depot, as both of these sites are already part of Council’s fibre optic network. As such these 2 sites already have the necessary amenities and technical capabilities required to potentially implement “free to access” Wi-Fi services. It is estimated that to do so a cost in the order of up to \$1,500 per site would be required for the necessary Wi-Fi hardware and licensing requirements, however these costs are not covered within the existing ICT budget. Beyond this there are currently no plans to increase availability of “free to access” Wi-Fi services to other Council owned community buildings.

Information about what would be the opportunities, costs, and considerations in providing community Wi-Fi access across all or most council owned buildings used for community purposes

When investigating the provision of Public Wi-Fi services various factors need to be given careful consideration:-

- Amenities - Is the facility conducive for public consumption of internet services and has appropriate seating, tables, lighting, privacy, noise levels, visibility to other members of the public, safety, availability of staff help and support been considered?
- Technical – Can the facility receive a fast enough and large enough capacity connection for multiple people without a drop in the performance and “user experience”? Can the Wi-Fi be managed securely? Can we restrict inappropriate content? Can we track, log and report on use when requested by authorised services (Police)? Can we schedule service operational times to minimise “out of hours” use and abuse? Can we provide coverage to all areas in the facility? What type of connection equipment is needed to provide these services? Is the site on the projected NBN coverage plan, ADSL broadband, WiMAX Wireless, or are other necessary internet connectivity structures in place?
- Cost – What type of service and capacity best suits the projected quantity of users? Most of our sites not already providing internet access have poor performance service offerings and would require very expensive connections to be brought up to the standard required in order to appropriately manage the environment. Usually to meet the above “Technical” requirements we need more expensive “Business” grade services even for simple ADSL broadband connection plans.

Any plans for community Wi-Fi hubs within the city of Marion

Currently consideration is being given to where existing Wi-Fi services may possibly augment some Public spaces (eg. Marion Cultural Centre forecourt precinct). However, there are no other Wi-Fi hubs for consideration beyond the existing facilities already in operation. Whether there is attractiveness or viability for potential commercial partnerships and sponsorship is yet to be determined.

RECOMMENDATIONS (1)

DUE DATES

That Council:

1. **Note this report.**

22 Sep 2015

CONCLUSION

This report provides Council with information relating to current levels of Wi-Fi availability in Council owned community buildings.

**CITY OF MARION
GENERAL COUNCIL MEETING
22 SEPTEMBER 2015**

Chief Executive Officer: **Adrian Skull**

Subject: **Chief Executive Review Committee Amendment**

Ref No: **GC220915R05**

Pursuant to Regulation 21 of the *Local Government (Procedures at Meetings) Regulations 2013*, the Chief Executive Officer may submit a report recommending revocations or amendment of a decision of Council.

At its meeting of 25 November 2014, Council resolved the following:

Establishment of a Chief Executive Review Committee
Reference No: GC25112014R04

That Council:

- 1. Establishes the Chief Executive Review Committee for the term of the Council to conduct the annual Chief Executive Officer performance and remuneration reviews in accordance with the Terms of Reference as set out in Appendix 1 to this report and the Chief Executive Officer's Employment Agreement.**
- 2. Appoints the Mayor and Deputy Mayor to the Chief Executive Review Committee for the term of the Council.**
- 3. Appoints Councillor Raelene Telfer to the Chief Executive Review Committee for the 2014 / 2015 CEO Performance and Remuneration Review.**
- 4. The Terms of Reference of the CEO Review Committee be reviewed, commencing in July 2015 to be concluded before November 2015.**

Based on the decision of Council at its meeting of 8 September 2015 regarding Section 41 Committees of Council, the following amendment is required.

MOTION:

That the motion resolved on 25 November 2014 (GC251114R04) excluding point 4 be amended to:

That Council:

- 1. Establishes the Chief Executive Review Committee until 30 January 2016 to conduct the annual Chief Executive Officer performance and remuneration reviews in accordance with the Terms of Reference as set out in Appendix 1 to this report and the Chief Executive Officer's Employment Agreement.**
- 2. Appoints the Mayor , Councillor Hutchinson and Councillor Telfer to this Committee until it ceases on 30 January 2016.**
- 3. The Terms of Reference of the CEO Review Committee be reviewed, commencing in July 2015 to be concluded before November 2015.**

**CITY OF MARION
GENERAL COUNCIL MEETING
22 SEPTEMBER 2015**

Chief Executive Officer: Adrian Skull

Subject: Strategic Directions Committee Amendment

Ref No: GC220915R06

Pursuant to Regulation 21 of the *Local Government (Procedures at Meetings) Regulations 2013*, the Chief Executive Officer may submit a report recommending revocations or amendment of a decision of Council.

At its meeting of 25 November 2014, Council resolved the following:

Re-establishing the Strategic Directions Committee and Appointment of Members
Report Reference: GC251114R05

1. Establishes the City of Marion Strategic Directions Committee.
2. Adopts the Strategic Directions Committee Terms of Reference, as set out in Appendix 1 of this report.
3. Appoints Councillor Veliskou as the Presiding Member to the Strategic Directions Committee from November 2014 until November 2015.
4. Appoint the following Independent Members until November 2015:
 - 1) Professor Chris Daniels
 - 2) Darren Billsborough
 - 3) Marty Gauvin
5. Sets the sitting fees for the Independent Members of the Strategic Directions Committee at \$1,000 per meeting.
6. Requests that the Terms of Reference of the Strategic Directions Committee be reviewed, commencing in July 2015 to be concluded before November 2015.

Based on the decision of Council at its meeting of 8 September 2015 regarding Section 41 Committees of Council, the following amendment is required:

MOTION:

That part 1 of the motion resolved on 25 November 2014 (GC251114R05) be amended to:

1. Establishes the City of Marion Strategic Directions Committee **until November 2015.**

**CITY OF MARION
GENERAL COUNCIL MEETING
22 SEPTEMBER 2015**

Corporate Manager: Kate McKenzie, Manager Governance

Director: Kathy Jarrett

Subject: Council Committees Terms of Reference
 - Finance and Audit
 - Strategic Issues
 - People and Culture
 - Urban Planning
 - Infrastructure

Report Reference: GC220915R07

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

The purpose of this report is for Council to consider and adopt the Terms of Reference for the new section 41 Committees resolved at its meeting on 8 September 2015. The draft Terms of Reference for each Committee are included within the Appendices to this report.

The resolutions have been drafted to provide for a smooth transition from the current committee arrangements to the new committee arrangements.

RECOMMENDATIONS (3)

DUE DATES

That Council:

- | | |
|--|----------------|
| 1. Adopts the Terms of Reference for the Finance and Audit Committee as provided in Appendix 1. | September 2015 |
| 2. Appoint Mr Lew Owens as expert member to the Finance and Audit Committee until November 2018. | September 2015 |
| 3. Adopts the Terms of Reference for the People and Culture Committee as provided in Appendix 2. | September 2015 |
| 4. Adopts the Terms of Reference for the Strategic Issues Committee as provided in Appendix 3. | September 2015 |
| 5. Adopts the Terms of Reference for the Infrastructure Committee as provided in Appendix 4. | September 2015 |
| 6. Adopts the Terms of Reference for the Urban Planning Committee as provided in Appendix 5. | September 2015 |
| 7. Each of the Terms of Reference for the Committees is placed on the Council website prior to their commencement in January 2016. | January 2016 |

- | | | |
|-----|--|---------------------------|
| 8. | Sets the sitting fees for the Committees as follows:
a) Expert member at \$1000 per meeting
b) Finance and Audit Committee Chairperson \$1200 per meeting | September
2015 |
| 9. | Adopts the meeting schedule for the Committees as set out in Appendix 6 to this report. | September
2015 |
| 10. | Endorses the composition of a Selection Advisory Panel as the Mayor, Councillor X and Councillor X, to source and evaluate potential candidates for appointment as Expert members to each section 41 Committee (with the exception of the Finance and Audit Committee). | September
2015 |
| 11. | Requests a further report be presented to the General Council meeting on 14 October 2015, to appoint the elected member representatives and presiding members to each of the Committees. | October 2015 |

BACKGROUND

At the General Council Meeting of 8 September 2015, Council resolved to establish a new committee structure to commence in January 2016. Each of the Committees is established pursuant to section 41 of the *Local Government Act 1999* and includes:

- Finance and Audit Committee (Appendix 1)
- People and Culture Committee (Appendix 2)
- Strategic Issues Committee (Appendix 3)
- Infrastructure Committee (Appendix 4)
- Urban Planning Committee (Appendix 5)

This report provides Council with draft Terms of Reference for each Committee for Council to consider and adopt.

DISCUSSION

Finance and Audit Committee Policy and Terms of Reference

Council adopted the Audit Committees Policy and Terms of Reference on 25 November 2014. The Finance and Audit Committee is a revised version of the Audit Committee. As the amendments are minor and only related to the Policy and Terms of Reference, no rescission or amended motion is required.

The Finance and Audit Committee's operations are different to the other four Committees presented within this report as this Committee is constituted of three expert members (whom one is the Chairperson) and it sets its own meeting schedule in accordance with the Policy.

The main difference between the Policy and Terms of Reference last adopted by Council are:

- The change in name from the Audit Committee to the 'Finance and Audit Committee'
- The elected member representative has changed from one to two.
- The quorum has changed from two to three being one elected member and two expert representatives.
- The format has changed to be consistent with the other committees.

External Expert Member to Finance and Audit Committee

Mr Owens was appointed to the Audit Committee in February 2010 and his appointment is due to expire on 28 November 2015. Mr Owens has expressed he would like to continue on the Committee if Council so determined.

Council will need to either resolve to offer a further three year term to Mr Owens or if it wishes to recruit a new expert member to the Committee.

Other Committees

The format of the Terms of Reference for the other Committees (People and Culture, Strategic Issues, Infrastructure and Urban Planning) is the same being:

- Establishment
- Objectives
- Membership
- Basis for Operations
- Terms of Reference.

The terms of reference provide the details of the Committees' functions, tasks and responsibilities.

A draft meeting schedule has been prepared in **Appendix 6** for Council consideration and adoption.

It is proposed that the Terms of Reference be reviewed by December 2016 to allow for 12 months of operations.

People and Culture Committee

This Committee is established to review, monitor and advise on relevant strategies regarding organisation performance and culture. The Committee's Terms of Reference have been developed having regard to the powers, functions and responsibilities of the Chief Executive Officer and specify the duties of the Committee in detail. In summary:

- The Committee is responsible for:
 - Oversight of human resource function and strategies.
 - Sourcing all expert members for section 41 Committees and the Development Assessment Panel.
 - Reviewing the performance of the Chief Executive Officer.
 - Recommending to Council a process for the recruitment of the Chief Executive Officer.

Strategic Issues Committee

This Committee is established to provide advice to Council regarding matters of strategic importance including:

- The development and monitoring of Council's strategic management plans:
- Changing and emerging nature of the community, region and area in which it operates, and specifically the public policy objectives of other councils, State and Commonwealth governments.
- Providing advice to Council on the extent or levels of service required to be provided by the Council to achieve its long-term objectives.

Infrastructure Committee

This Committee is established to provide advice to Council regarding the strategic management of Council assets and infrastructure including:

- Council policy relating to the management of Council assets and infrastructure.
- The monitoring and potential implementation strategies for the sporting priorities.
- Strategic Asset Management Plans.
- Acquisition of new assets or disposal of assets.
- Major projects of the City of Marion or within the City of Marion.
- Strategic transport and integration of transport needs of the Community.

Urban Planning Committee

This Committee is established to provide advice to Council regarding orderly and efficient urban planning and development within the City of Marion including:

- The Review of Council's Development Plan and Development Plan Amendments
- Strategic planning and development policies complement Council's Planning Strategy.
- Addressing aggregated planning matters or concerns raised by the community,
- Fulfilling Council's responsibilities pursuant to section 101A of the Development Act 1993 regarding strategic planning and development policy for the City of Marion.

Financial Implications

As highlighted in the report to Council on 8 September 2015, the allowances for the Chairperson is set by the Remuneration Tribunal.

Section 3.3.1 of the Remuneration Tribunal Determination states "*the annual allowances for a councillor who is the deputy mayor or deputy chairperson, or the presiding member of a prescribed committee or more than one prescribed committees established by the council, will be equal to one and a quarter (1.25) times the annual allowance for councillors of that council.*"

Prescribed Committees are defined as:

- Audit
- CEO Performance Review
- Corporate Services
- Finance
- Governance
- Infrastructure and works
- Risk Management
- Strategic Planning and Development.

Based on these definitions, the Committees described within this report would all be prescribed Committees. Depending on who is elected as the presiding member for the Committees the financial impact will be in the following ranges:

- \$4,750 - \$9,500 for the 15/16 financial year and
- \$9,500 - \$12,250 per annum thereafter.

Note – adjustments on Elected Members Allowances will occur based on CPI at the 1st, 2nd and 3rd anniversary of the Local Government Elections.

Legal / Legislative and Risk Management:

Section 41 of the Local Government Act 1999 provides the mechanism by which Council may establish the committees outlined in this report. The Terms of Reference developed for each Committee has encapsulated the requirements of the legislation including composition, scope of inquiry and operating procedures.

In accordance with Section 41(12) of the Local Government Act 1999, no civil liability attaches to a member of a committee (whether or not they are member of the Council) for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or committee's powers, functions or duties.

CONCLUSION:

The Committee structure outlined in this report enables inquiries into, and reporting to Council on matters within the ambit of Council's responsibilities. It will allow Council both the opportunity for consideration and oversight on identified areas, and to source specific technical expertise as required.

Appendix 6

Schedule of Committee Meetings 2016			
Date	Committee	Time	Venue
Tuesday, 2 February	Urban Planning	6.30 – 9.30 pm	Committee Room 1
	Strategic Issue	6.30 – 9.30 pm	Committee Room 2
Tuesday, 1 March	People and Culture	6.30 – 9.30 pm	Committee Room 1
	Infrastructure	6.30 – 9.30 pm	Committee Room 2
Tuesday, 5 April	Urban Planning	6.30 – 9.30 pm	Committee Room 1
	Strategic Issue	6.30 – 9.30 pm	Committee Room 2
Tuesday, 3 May	People and Culture	6.30 – 9.30 pm	Committee Room 1
	Infrastructure	6.30 – 9.30 pm	Committee Room 2
Tuesday, 7 June	Urban Planning	6.30 – 9.30 pm	Committee Room 1
	Strategic Issue	6.30 – 9.30 pm	Committee Room 2
Tuesday, 5 July	People and Culture	6.30 – 9.30 pm	Committee Room 1
	Infrastructure	6.30 – 9.30 pm	Committee Room 2
Tuesday, 2 August	Urban Planning	6.30 – 9.30 pm	Committee Room 1
	Strategic Issue	6.30 – 9.30 pm	Committee Room 2
Tuesday, 6 September	People and Culture	6.30 – 9.30 pm	Committee Room 1
	Infrastructure	6.30 – 9.30 pm	Committee Room 2
Tuesday, 4 October	Urban Planning	6.30 – 9.30 pm	Committee Room 1
	Strategic Issue	6.30 – 9.30 pm	Committee Room 2
Tuesday, 1 November	People and Culture	6.30 – 9.30 pm	Committee Room 1
	Infrastructure	6.30 – 9.30 pm	Committee Room 2

Appendix 1

FINANCE AND AUDIT COMMITTEE POLICY



1. Establishment

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (the Act) the Council has established a Finance and Audit Committee to operate as an independent and objective advisory Committee to Council.
- 1.2 Section 59 of the *Local Government Act 1999* provides that the role of members of Councils includes a responsibility to keep the council's:
 - Objectives and policies under review to ensure that they are appropriate and effective.
 - Resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery under review.

2. Objectives

- 2.1 The primary objective of the Finance and Audit Committee is to add value through the provision of advice to ensure that the resources of the City of Marion are being used efficiently and effectively. It will assist Council accomplish its objectives by contributing to a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.
- 2.2 As part of Council's governance obligations to the community, Council has constituted the Finance and Audit Committee to facilitate:
 - 2.2.1 Oversight of relevant activities to facilitate achieving the City of Marion's objectives in an efficient and orderly manner.
 - 2.2.2 Enhancing the credibility and objectivity of internal and external financial reporting.
 - 2.2.3 Effective management of risk and the protection of Council assets.
 - 2.2.4 Compliance with laws and regulations as well as use of best practice guidelines.
 - 2.2.5 The effectiveness of the program evaluation function and maintaining a reliable system of internal control.
 - 2.2.6 The provision of an effective means of communication between the external auditor, program evaluation service provider, management and Council.
 - 2.2.7 The City of Marion's ethical development.

3. MEMBERSHIP

3.1 The Finance and Audit Committee will comprise five members:

- (i) Two Elected Members (who are not the Mayor)
- (ii) Three external expert members.

Elected Member Representative

3.2 Ideally, the Elected Members on this Committee will have experience in business, legal, audit or financial management / reporting knowledge and experience.

3.3 Appointment of the Elected Members to this Committee will be made by Council on a rotational basis, as resolved from time to time. Council may resolve to re-appoint the Elected Members on this Committee for consecutive terms.

3.4 No additional allowance will be paid to the Elected Member representative over and above the allowance already received by the Elected Member.

3.5 If required, training and development will be sourced and provided to the Elected Member Representatives on matters/subjects within the Finance and Audit Committee Terms of Reference.

External Expert Members

3.6 External expert members will have senior business, legal, audit knowledge and experience, and be conversant with the local government environment.

3.7 At least one external expert member will have expertise and knowledge in financial management/reporting.

3.8 In accordance with sections 5.20 and 5.22 of the People and Culture Committee Terms of Reference, the People and Culture Committee will source and recommend to Council the appointment of the expert members on a Council committee.

3.9 Appointment of external representatives will be made by Council for a term to be determined by Council. To ensure succession planning for the Committee, the terms of appointment should be arranged on a rotational basis and continuity of membership despite changes to Council's elected representatives. Council may resolve to re-appoint an external expert member for consecutive terms.

3.9 If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide that expert member with the opportunity to be heard at a Council meeting which is open to the public, if that expert member so requests.

3.10 Remuneration will be paid to each expert member of the Committee to be set by Council from time to time. At a minimum, the remuneration paid to expert member will be reviewed within 12 months from the date of a Council (periodic) election. The basis will be a set fee per meeting, with an additional amount paid to the Chairperson.

4. BASIS FOR OPERATION

4.1 The Finance and Audit Committee is a formally constituted Committee of Council pursuant to Section 41 of the *Local Government Act 1999* and is responsible to Council. The Committee does not have any delegations or authority to implement actions in areas over which the Chief Executive Officer has responsibility. The Committee does not have any management functions and is therefore independent of management.

- 4.2 The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to this Policy and the Committee's Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.
- 4.3 The City of Marion considers that the ability of the Finance and Audit Committee to operate in a manner that adds value and also maintain independent judgement is vital. As such, the City of Marion has based this Policy on the ASX Principles of Good Corporate Governance and the Australian Standard AS 8000-2003 Good Governance Principles.
- 4.4 A Finance and Audit Committee Terms of Reference will outline the scope of the Committee's review activities. The Finance and Audit Committee Terms of Reference will be subject to Council adoption.
- 4.5 Council or the Chief Executive may refer any matter to the Finance and Audit Committee within its Terms of Reference.
- 4.6 The Chairperson of the Committee shall be appointed from the external representatives of the Committee by the Finance and Audit Committee. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the external members present.
- 4.7 A quorum shall be three members – 1 Elected Member and 2 expert members.
- 4.8 The Finance and Audit Committee, through the Chief Executive Officer, may seek information or obtain expert advice on matters of concern within the scope of its responsibilities.
- 4.9 The Chief Executive Officer will attend all meetings on an ex-officio basis, except when the Committee chooses otherwise. Other Elected Members or staff may be invited to attend at the discretion of the Committee to advise and provide information when required.
- 4.10 The Finance and Audit Committee will review its performance on a bi-annual basis to ensure the continual improvement to its performance.
- 4.11 Representatives of the external auditor will be invited to attend meetings at the discretion of the Committee, but must attend meetings at which there will be consideration of the annual financial report and results of the external audit.
- 4.12 The Finance and Audit Committee will meet with both the external auditor and program evaluation service provider without management present at least once a year.
- 4.13 The Manager Governance will provide administrative support to the Committee, and will attend all Committee meetings for this purpose.

Meetings

- 4.14 The Committee shall meet at least quarterly.
- 4.15 The time and place for the conduct of meetings will be determined by the Committee provided that all meetings will be held in a public environment within a City of Marion building.
- 4.16 The Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2000.

- 4.17 An annual schedule of meetings will be developed and agreed to by the Committee members. This schedule of meetings will include at least one joint workshop with the Council and the Committee.
- 4.18 Additional meetings shall be convened at the discretion of the Chairperson, or at the written request of Council or any member of the Committee, program evaluation service provider or external auditor.

Reporting

- 4.19 A copy of all agenda and reports forwarded to the Finance and Audit Committee will also be forwarded to Elected Members for information prior to the conduct of the Finance and Audit Committee meeting.
- 4.20 The minutes of each Finance and Audit Committee Meeting, shall be forwarded (as soon as practicable after the meeting) to a General Council meeting.
- 4.21 Where the Finance and Audit Committee makes a recommendation to Council on a matter within the scope of its Terms of Reference, the matter will be listed as a separate agenda item for consideration by Council at the next General Council meeting that is not being held on the same day as the Audit Committee meeting. An Elected Member Representative on the Committee will inform the Council during the Council meeting of the recommendation and any provide any relevant context.
- 4.22 Where the Council makes a decision relevant to the Committee's Terms of Reference, an Elected Member Representative will report the decision to the Committee at the next Committee meeting and provide any relevant context.
- 4.23 The Committee shall report annually to the Council summarising the activities of the Committee during the previous year.

Authority

- 4.24 The Committee is authorised to seek any information it requires from any employee of the Council (after advising the CEO) in order to perform its duties.
- 4.25 The Committee is authorised, at the Council's expense, (after consultation with the CEO) to obtain outside legal or other professional advice on any matter within its terms of reference.

5. RESPONSIBILITIES / COMMITMENT

Council:

- 5.1 Establish a Finance and Audit Committee to add value and improve the City of Marion's operations.
- 5.2 Appoint 2 Elected Members and 3 external experts as members of the Finance and Audit Committee.
- 5.3 Determine appropriate levels of remuneration to be paid to the external expert members on the Finance and Audit Committee.
- 5.4 Adopt the Terms of Reference of the Finance and Audit Committee.
- 5.5 Receive and review reports from the Finance and Audit Committee and monitor that effective controls have been implemented.
- 5.6 Periodically review the effectiveness of the Finance and Audit Committee.

Finance and Audit Committee:

- 5.7 Undertake all responsibilities as identified in the Finance and Audit Committee Policy and Terms of Reference with respect to financial management, risk management, internal controls, financial reporting and other accountability and governance processes.
- 5.8 Report to Council outcomes from Finance and Audit Committee meetings.
- 5.9 Make recommendations to Council regarding risk management and audit outcomes.

Elected Member Representatives

- 5.10 Act as a conduit of information between Council and the Committee, and the Committee and Council.
- 5.11 Raise matters (within the scope of the Audit Committee Terms of Reference) with the Audit Committee, on behalf of Council.
- 5.12 Provide a verbal report to Council on the key matters and recommendations within the Committee meeting, when the minutes and / or Committee recommendation reports, are presented to Council for adoption.
- 5.13 Provide a report to the Committee on any Council decisions or discussions that are relevant to the Committee's Terms of Reference.

Chief Executive Officer:

- 5.14 Ensure appropriate support is provided to the Finance and Audit Committee.

Adopted by Council:	22 September 2015
Next Review:	December 2016
Previous Version:	25 November 2014 (GC251114R06) 11 March 2013 (GC110314R02) 27 September 2011 (GC270911R09) 9 December 2008 (GC091208R18) 28 November 2006 (GC281106R05)
Owner:	Manager Governance
Applicable Legislation:	Local Government Act 1999
Other related References:	City of Marion Risk Management Policy (GC120313R01) City of Marion Audit Committee Terms of Reference Australian Standard AS 8000-2003 Good Governance Principles

FINANCE AND AUDIT COMMITTEE TERMS OF REFERENCE



OBJECTIVES

The primary objective of the Finance and Audit Committee is to add value through the provision of advice to ensure that the resources of the City of Marion are used efficiently and effectively. It will assist Council to accomplish its objectives by contributing to a systematic and disciplined approach to evaluating and improving the effectiveness of financial management, risk management, internal controls, and governance processes through the following activities:

1. External Audit

- 1.1 Review and recommend for endorsement by Council the engagement of the City of Marion's external auditor. The review should look to satisfy Council that the provider of external audit services can demonstrate adequate independence from the operations of the City of Marion.
- 1.2 Critically analyse and follow up any external audit report that raises significant issues relating to risk management, accounting, internal controls, financial reporting and other accountability or governance issues. Review management's response to, and actions taken as a result of, issues raised.
- 1.3 Liaise with the City of Marion's external auditor including discussion on:
 - a) The scope and planning of annual audits.
 - b) Any issues arising from audits, including any management letter issued by the auditor and the resolution of such matters.
- 1.4 Recommend to Council, if considered appropriate, that the external auditor, or some other person suitably qualified in the circumstances, examine and report on any matter related to financial management, or the efficiency and economy with which the City of Marion manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of the annual audit (under Div. 4 of Part 3 of Ch. 8 of the Act).

2 Internal Audit and Program Evaluation

- 2.1 Review and recommend for endorsement by Council the engagement of the City of Marion's internal audit and program evaluation service provider. The review should look to satisfy Council that the provider of the services can demonstrate adequate independence from the operations of the City of Marion.
- 2.2 Review, and provide information relevant to, the scope of the internal audit and program evaluation program, including whether the program systematically addresses:
 - Internal controls over significant risk, including non-financial management control systems.

- Internal controls over revenue, expenditure, assets and liability processes.
 - The efficiency, effectiveness and economy of significant Council programs and activities.
 - Compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements,
 - Whether employees have sufficient competencies (facilitated by up to date training) to enable them to fulfil their roles.
 - A review of the City of Marion's strategic management plans and annual business plans to ensure appropriate allocation of resources necessary to achieve the objectives of the plans.
- 2.3 Critically analyse and follow up any internal audit or program evaluation report that raises significant issues and review management's response to, and actions taken as a result of issues raised.
- 2.4 Review the appropriateness of special assignments undertaken by the internal audit and program evaluation service provider at the request of the Chief Executive.
- 2.5 Review the level of resources allocated to program evaluation and the scope of its services and authority.
- 2.6 Facilitate liaison between the internal audit/program evaluation provider, and external auditor to promote compatibility, to the extent appropriate, between their programs.

3. Service Reviews

- 3.1 Review and provide advice on service reviews, and in particular:
- a) the scope of the review before it is commenced
 - b) input into the questions to be asked and the data to be collected and analysed
 - c) comment on all draft service review reports before the final report is presented to Council.

4. Financial Reporting and Prudential Requirements

- 4.1 Review Council's annual financial statements to ensure that they present fairly the state of affairs of the City of Marion, including focus on:
- Accounting policies and practices and any changes to them.
 - The process used in making significant accounting estimates.
 - Significant adjustments to the financial report (if any) arising from the audit process.
 - Compliance with accounting standards and other reporting requirements.
 - Significant variances from prior years.
- 4.2 Provide comment on the assumptions underpinning Council's Strategic Management Plans (Strategic Plan, Annual Business Plan, Budget and Long

Term Financial Plan), the consistency between plans, and the adequacy of Council's plans in the context of maintaining financial sustainability.

- 4.3 Recommend adoption of the annual financial statements to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- 4.4 Review the recommendations of business cases developed by Management in association with significant activities or major projects. Such reviews should have regard to the requirements of Section 41 of the *Local Government Act 1999* which relates to prudential requirements for certain activities.

5. Internal Controls and Risk Management Systems

- 5.1 Review the City of Marion's annual Risk Profile and monitor the risk exposure of Council. Review risk management processes and management information systems.
- 5.2 Review the adequacy of the accounting, internal control, reporting and other resource and financial management systems and practices of the City of Marion on a regular basis.

6. Other

- 6.1 Where Council has exempted a subsidiary from the requirement to have an audit committee, undertake the functions that would have been performed by the subsidiary's audit committee.
- 6.2 Monitor ethical standards and conflicts of interest by determining whether the systems of control are adequate.
- 6.3 Address issues brought to the attention of the Committee, including responding to requests from Council or the Chief Executive for advice that are within the parameters of this Terms of Reference.
- 6.4 Make recommendations to the Council to amend these Terms of Reference if the Committee forms the opinion that such amendments are necessary to improve its performance.
- 6.5 Review the Committee's performance on a bi-annual basis using performance indicators developed for that purpose.

Adopted by Council: 22 September 2015

Next Review: September 2017

Previous Version: 25 November 2014 (GC251114R06)
27 September 2011 (GC270911R09)
9 December 2008 (GC091208R18)
28 November 2006 (GC281106R05)

Owner: Manager Governance

Applicable Legislation: Local Government Act 1999

Other related References: City of Marion Risk Management Policy (GC120313R01)
City of Marion Audit Committee Policy
Australian Standard AS 8000-2003 Good Governance Principles

PEOPLE AND CULTURE COMMITTEE TERMS OF REFERENCE



1. Establishment

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (the Act) the Council has established a People and Culture Committee.

2. Objectives

- 2.1 The Committee is established for the purpose of:
- 2.1.1 Reviewing, monitoring and recommending to Council relevant strategies regarding the organisation's culture and performance associated with the conduct of Elected Members, employees and volunteers.
 - 2.1.2 Sourcing and recommending to Council the appointment of expert members to Committees.
 - 2.1.3 Reviewing the performance of the Chief Executive Officer
 - 2.1.4 Recommending a process to Council for the recruitment of the Chief Executive Officer (as required).

3. Membership

- 3.1 Membership of the Committee will comprise:

- (i) the Mayor (ex officio)
- (ii) Three other Elected Members
- (iii) one Expert Member

Membership of the People and Culture Committee continues for the term as resolved by Council.

Elected Member Representatives

- 3.2 The Presiding Member will be one of the Elected Member Representatives. This member will receive the allowance prescribed in accordance with the Local Government Remuneration Tribunal determination.
- 3.3 Appointment of the Elected Member representative will be made by Council on a rotational basis as resolved from time to time. Council may resolve to re-appoint an Elected Member representative for consecutive terms.
- 3.4 No additional allowance will be paid to the Elected Member representative over and above the allowance already received by the Elected Member.
- 3.5 If required, training and development will be sourced and provided to the Elected Member Representative on matters/subjects within the People and Culture Committee Terms of Reference.

Expert Member for People and Culture Committee

- 3.6 The external expert member will have senior business, organisational culture, development and human resource management experience.
- 3.7 Appointment of an expert member will be made by Council for a term to be determined by Council. Council may resolve to re-appoint an expert member for consecutive terms.
- 3.8 If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide that external representative with the opportunity to be heard at a Council meeting which is open to the public, if that external representative so requests.
- 3.9 Remuneration will be paid to the external representative of the Committee to be set by Council from time to time. At a minimum, the remuneration paid to external representatives will be reviewed within 12 months from the date of a Council (periodic) election. The basis will be a set fee per meeting.

4. Basis of Operation

- 4.1 The Committee does not have any delegated powers of Council, and all decisions of the Committee will constitute recommendations to Council.
- 4.2 For the purposes of Section 41(8) of the Local Government Act 1999, the Council does not impose any reporting and accountability requirements on the basis that all decisions of the Committee constitute recommendations to Council.
- 4.3 Committee meetings will take place at the City of Marion Administration Centre as required to undertake the responsibilities identified in these Terms of Reference and otherwise on such dates and at such times as the Presiding Member of the Committee or the Committee by resolution determines.
- 4.4 A quorum for a meeting of the Committee shall be three members of the Committee.
- 4.5 In the absence of the Presiding Member from a meeting, the members present will determine who will preside the meeting.
- 4.6 Each member present at a Committee meeting must, subject to a provision of the Local Government Act 1999 to the contrary, vote on a question arising for decision at that meeting.
- 4.7 Where the Local Government Act 1999, the Local Government (Procedures at Meetings) Regulations 2000 and these Terms of Reference do not prescribe procedures to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedures.
- 4.8 Administrative support will be provided to the Committee as required.

5. Terms of Reference

- 5.1 Within the parameters of the Local Government Act 1999, and having regard to the powers, functions and responsibilities of the Chief Executive Officer, the Committee is charged with undertaking the following functions:

People and Culture

- 5.2 Monitor the development of key strategies, policies and budgets aimed at improving the organisation's culture and performance.
- 5.3 Monitor the organisation's direction regarding the efficient and effective delivery of strategic and operational human resource functions.
- 5.4 Ensure the organisation has appropriate employee wellbeing strategies;
- 5.5 Review and monitor other strategic initiatives associated with people and culture

Organisational Structure

- 5.6 Provide feedback to the Chief Executive Officer when being consulted regarding determining or changing to a significant degree:
 - The organisation's structure
 - The processes, terms or conditions that are to apply to the appointment of senior executive officers
 - The appraisal scheme that is to apply to senior executive officers
 - The appointment of a deputy to the Chief Executive Officer (if any)
 - The appointment of an acting chief executive officer in the absence of the Chief Executive Officer

Elected Member & Council Professional Development

- 5.7 Oversee the implementation of the Elected Member Professional Development Policy
- 5.8 Develop and recommend to Council a process to assess Council's effectiveness and performance with a view to improve outcomes for the community.

CEO Employment Agreement and Performance Review

- 5.9 Arranging for the conduct of the Chief Executive Officer's annual performance review on an annual basis within the parameters of the Chief Executive Officer's Employment Agreement.
- 5.10 Reviewing the Chief Executive Officer's performance criteria within the parameters of the Chief Executive Officer's Employment Agreement.
- 5.11 Reviewing the Chief Executive Officer's remuneration package within the parameters of the Chief Executive Officer's Employment Agreement.
- 5.12 Reviewing any aspect of the Chief Executive Officer's Employment Agreement within the parameters of the Chief Executive Officer's Employment Agreement.
- 5.13 Recommending to Council the outcomes of the Chief Executive Officer's annual performance review.
- 5.14 Recommending to Council the Chief Executive Officer's remuneration package and performance criteria to be applied for the ensuing year
- 5.15 Providing feedback to the Chief Executive Officer on outcomes of the performance review, and in conjunction with the Chief Executive Officer, determining appropriate courses of action as required.
- 5.16 Recommending to Council any changes to the Chief Executive Officer's Employment Agreement.

Vacancy of the Office of the Chief Executive Officer

- 5.17 The Council will appoint a Chief Executive Officer.
- 5.18 In the event a vacancy in the office of the Chief Executive Officer, the Committee will develop and recommend to Council the necessary steps to fill the vacancy in accordance with the requirements the *Local Government Act 1999*.
- 5.19 The Committee will act as the selection advisory group and make recommendations to the Council in accordance with the process developed and adopted in accordance with section 5.18.

Process to Source Appointment of Expert Members to section 41 Committees

- 5.20 This Committee and the Chief Executive Officer will act as the selection panel for all expert members to section 41 Committees.
- 5.21 This panel will be supported by the Manager Governance.
- 5.22 The process to be followed by the Committee is:
- Identification of potential candidates via an executive search rather than general advertisement.
 - Short list candidates for interviews/discussion.
 - Interviews with candidates to determine suitability for selection.
 - Determine a preferred candidate and confirm their preparedness to be nominated for appointment.
 - Make recommendation to Council on preferred candidate.

Process to Source Appointment of Expert Members to the Development Assessment Panel (DAP)

- 5.23 This Committee and the Chief Executive Officer will act as the selection panel for all expert members to the Development Assessment Panel.
- 5.24 This panel will be supported by the Manager Development Services
- 5.25 The process to be followed by the Committee is:
- Identification of potential candidates via general advertisement.
 - Short list candidates for interviews/discussion.
 - Interviews with candidates to determine suitability for selection.
 - Determine a preferred candidate and confirm their preparedness to be nominated for appointment.
 - Make recommendation to Council on preferred candidate.

Adopted by Council:	22 September 2015
Next Review:	December 2016
Previous Version:	Nil
Owner:	Manager Governance Manager Organisational Development
Applicable Legislation:	Local Government Act 1999

STRATEGIC ISSUES COMMITTEE TERMS OF REFERENCE



1. ESTABLISHMENT

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (The Act) the Council has established a Strategic Issues Committee.

2. OBJECTIVES

- 2.1 The Committee is established for the purposes of:
- Providing advice to Council regarding matters of strategic importance
 - The development and monitoring of Council's strategic management plans as defined under section 122 of the Act:
 - Providing advice to Council on the changing and emerging nature of the community, region and area in which it operates, and specifically the public policy objectives of other councils, State and Commonwealth governments
 - Providing advice to council on the extent or levels of service required to be provided by the Council to achieve its long-term objectives

3. MEMBERSHIP

- 3.1 The membership of the Committee will comprise of:
- The Mayor (ex officio)
 - Three other elected members
 - One expert member who is independent of Council
- 3.2 The Membership, term of appointment and the presiding member will be determined by resolution of the Council.

Elected Member Representatives

- 3.3 The Presiding Member will be one of the Elected Member Representatives. This member will receive the allowance prescribed in accordance with the Local Government Remuneration Tribunal determination.
- 3.4 The Elected Member Representatives will change during the term of Council however Council may resolve to re-appoint an Elected Member representative for consecutive terms if this provides continuity for the Committee.

Expert Member

- 3.5 The expert member will have experience in strategic management covering areas including business strategy and planning; integration and alignment of strategic directions and policies; foresight and critical analysis and thinking; systems development; change management principles and practice; and monitoring performance and outcomes,
- 3.6 The appointment of the expert member will be made by the Council for a term to be determined by the Council. Council may resolve to re-appoint an expert member for consecutive terms.
- 3.7 If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide the expert member with the opportunity to be heard at a council meeting which is open to the public, if the expert member so requests.
- 3.8 Remuneration will be paid to the expert member of the Committee to be set by Council from time to time. At a minimum, the remuneration paid to expert members will be reviewed within 12 months of a Council (periodic) election. The basis will be a set fee per meeting.

Process to source Expert Members

- 3.9 In accordance with sections 5.20 and 5.22 of the People and Culture Committee Terms of Reference, the People and Culture Committee will source and recommend to Council the appointment of the expert members on a Council committee

4. BASIS FOR OPERATION.

- 4.1 The Committee does not have any delegated powers of Council, and all decision of the Committee will constitute recommendations to the Council.
- 4.2 For the purposes of section 41(8) of the Local Government Act 1999, the Council does not impose any reporting and accounting ability requirements on the basis that all decisions of the Committee constitute recommendations to Council.
- 4.3 The Committee will meet bi-monthly between February and November each year.
- 4.4 A quorum for a meeting of the Committee shall be three members of the Committee.
- 4.5 In the absence of the presiding member from a meeting, the members present will determine who will preside at the meeting.
- 4.6 Each member present at a Committee meeting must, subject to the provision of the Local Government Act 1999, vote on a question arising for decision at that meeting.
- 4.7 Where the Local Government Act 1999, the Local Government (Procedures at meetings) Regulations 2000 and these Terms of Reference do not prescribe procedures to be observed in relation to the conduct of a meeting of the committee, the Committee may determine its own procedures.
- 4.8 Administrative support will be provided to the Committee as requested.

5. TERMS OF REFERENCE

- 5.1 Within the parameters of the Local Government Act 1999, and having regard to the powers, functions and responsibilities of the Chief Executive Officer, the Committee is charged with undertaking the following:
- 5.1.1 To advise Council regarding the development, implementation and review of its strategic management plans.
 - 5.1.2 To investigate and recommend to Council any boundary realignments required to benefit the community as a whole.
 - 5.1.3 To develop a process for Council to conduct a representation review as required by the Local Government Act 1999.
 - 5.1.4 To ensure that Council policy and strategies provide and promote Community 'wellbeing' through enhancing and sustaining economic, environmental and community development of the City of Marion
 - 5.1.5 To review any topic specific strategies or plans (not included within any other Committees Terms of Reference) prior to Council consideration and adoption.
 - 5.1.6 To investigate opportunities for City of Marion to participate in benchmarking programs in pursuit of continuous improvement
 - 5.1.7 To investigate and recommend to Council opportunities for the City of Marion to enter into cost sharing or co-operative arrangements with other stakeholders
 - 5.1.8 To monitor the process for Council to assess the current and future extent and levels of services required to be delivered by Council
 - 5.1.9 To advise Council regarding opportunities for community advocacy and issues management, and monitor progress of programs put in place in this respect

Adopted by Council: 22 September 2015

Next Review: December 2016

Previous Version: Nil

Owner: Manager Governance and Manager Strategy

Applicable Legislation: Local Government Act 1999

INFRASTRUCTURE COMMITTEE TERMS OF REFERENCE



1. ESTABLISHMENT

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (The Act) the Council has established an Infrastructure Committee.

2. OBJECTIVES

- 2.1 The Committee is established for the purposes of:
- Providing advice and recommendations to Council regarding the strategic management council assets.
 - Monitoring of major Council Projects that are in excess of \$4 million and / or are of a nature which pose significant risk or high community impact.
 - Aligning Council's management of assets and infrastructure to its long term strategic objectives.

3. MEMBERSHIP

- 3.1 The membership of the Committee will comprise of:
- The Mayor (ex officio)
 - Three other elected members
 - One expert member who is independent of Council
- 3.2 The Membership, term of appointment and the presiding member will be determined by resolution of the Council.

Elected Member Representatives

- 3.3 The Presiding Member will be one of the Elected Member Representatives. This member will receive the allowance prescribed in accordance with the Local Government Remuneration Tribunal determination.
- 3.4 The Elected Member Representatives will change during the term of Council however Council may resolve to re-appoint an Elected Member representative for consecutive terms if this provides continuity for the Committee.

Expert Member

- 3.5 The expert member will have experience in Asset/Facilities Management, Project Management and/or Civil/Structural engineering.

- 3.6 The appointment of the expert member will be made by the Council for a term to be determined by the Council. Council may resolve to re-appoint an expert member for consecutive terms.
- 3.7 If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide the expert member with the opportunity to be heard at a council meeting which is open to the public, if the expert member so requests.
- 3.8 Remuneration will be paid to the expert member of the Committee to be set by Council from time to time. At a minimum, the remuneration paid to expert members will be reviewed within 12 months of a Council (periodic) election. The basis will be a set fee per meeting.

Process to source Expert Members

- 3.9 In accordance with sections 5.20 and 5.22 of the People and Culture Committee Terms of Reference, the People and Culture Committee will source and recommend to Council the appointment of the expert members on a Council committee.

4. BASIS FOR OPERATION.

- 4.1 The Committee does not have any delegated powers of Council, and all decision of the Committee will constitute recommendations to the Council.
- 4.2 For the purposes of section 41(8) of the Local Government Act 1999, the Council does not impose any reporting and accounting ability requirements on the basis that all decisions of the Committee constitute recommendations to Council.
- 4.3 The Committee will meet bi-monthly between February and November each year.
- 4.4 A quorum for a meeting of the Committee shall be three members of the Committee.
- 4.5 In the absence of the presiding member from a meeting, the members present will determine who will preside at the meeting.
- 4.6 Each member present at a Committee meeting must, subject to the provision of the Local Government Act 1999, vote on a question arising for decision at that meeting.
- 4.7 Where the Local Government Act 1999, the Local Government (Procedures at meetings) Regulations 2000 and these Terms of Reference do not prescribe procedures to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedures.
- 4.8 Administrative support will be provided to the Committee as requested.

5. TERMS OF REFERENCE

- 5.1 Within the parameters of the Local Government Act 1999, and having regard to the powers, functions and responsibilities of the Chief Executive Officer, the Committee is charged with providing advice and recommendations to Council regarding:
 - 5.1.1 The development and implementation of Council policy relating to the management and utilisation of Council assets and infrastructure.
 - 5.1.2 The monitoring and potential implementation strategies for the sporting facilities priorities of the City of Marion.

- 5.1.3 The monitoring, development and implementation of Council's Strategic Asset Management Plans in accordance with Council's Asset Management Policy.
- 5.1.4 Opportunities to either acquire new assets or dispose of assets in accordance with Council's Disposal of Land and Assets Policy.
- 5.1.5 Monitoring of major projects of the City of Marion or within the City of Marion.
- 5.1.6 The opportunities to further develop strategic transport and integration of transport needs of the Community.

Adopted by Council:	22 September 2015
Next Review:	December 2016
Previous Version:	Nil
Owner:	Manager Governance and Manager Development Services
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at Meetings) Regulations 2013 Development Act 1993

URBAN PLANNING COMMITTEE TERMS OF REFERENCE



1. ESTABLISHMENT

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (The Act) and Section 101A of the Development Act, the Council has established an Urban Planning Committee.

2. OBJECTIVES

- 2.1 The Committee is established for the purposes of:
- Reviewing the Development Plan for the City of Marion,
 - Addressing aggregated planning matters or concerns raised by the community,
 - Fulfilling Council's responsibilities pursuant to section 101A of the *Development Act 1993* regarding strategic planning and development policy for the City of Marion.

3. MEMBERSHIP

- 3.1 The membership of the Committee will comprise of:
- The Mayor (ex officio)
 - Three other elected members
 - One expert member who is independent of Council
- 3.2 The Membership, term of appointment and the presiding member will be determined by resolution of the Council.

Elected Member Representatives

- 3.3 The Presiding Member will be one of the Elected Member Representatives. This member will receive the allowance prescribed in accordance with the Local Government Remuneration Tribunal determination.
- 3.4 The Elected Member Representatives will change during the term of Council however Council may resolve to re-appoint an Elected Member representative for consecutive terms if this provides continuity for the Committee.

Expert Member

- 3.5 The expert member will have experience in urban planning, development, and/or placemaking.

- 3.6 The appointment of the expert member will be made by the Council for a term to be determined by the Council. Council may resolve to re-appoint an expert member for consecutive terms.
- 3.7 If Council proposes to remove an expert member from the Committee, it must give written notice to the expert member of its intention to do so and provide the expert member with the opportunity to be heard at a council meeting which is open to the public, if the expert member so requests.
- 3.8 Remuneration will be paid to the expert member of the Committee to be set by Council from time to time. At a minimum, the remuneration paid to expert members will be reviewed within 12 months of a Council (periodic) election. The basis will be a set fee per meeting.

Process to source Expert Members

- 3.9 In accordance with sections 5.20 and 5.22 of the People and Culture Committee Terms of Reference, the People and Culture Committee will source and recommend to Council the appointment of the expert members on a Council committee.

4. BASIS FOR OPERATION.

- 4.1 The Committee does not have any delegated powers of Council, and all decision of the Committee will constitute recommendations to the Council.
- 4.2 For the purposes of section 41(8) of the Local Government Act 1999, the Council does not impose any reporting and accountability requirements on the basis that all decisions of the Committee constitute recommendations to Council.
- 4.3 The Committee will meet bi-monthly between February and November each year.
- 4.4 A quorum for a meeting of the Committee shall be three members of the Committee.
- 4.5 In the absence of the presiding member from a meeting, the members present will determine who will preside at the meeting.
- 4.6 Each member present at a Committee meeting must, subject to the provision of the Local Government Act 1999, vote on a question arising for decision at that meeting.
- 4.7 Where the Local Government Act 1999, the Local Government (Procedures at meetings) Regulations 2000 and these Terms of Reference do not prescribe procedures to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedures.
- 4.8 Administrative support will be provided to the Committee as requested.

5. TERMS OF REFERENCE

- 5.1 Within the parameters of the Local Government Act 1999, and having regard to the powers, functions and responsibilities of the Chief Executive Officer, the Committee is charged with undertaking the following:
 - 5.1.1 To provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy;

- 5.1.2 To develop and recommend to Council a revised Development Plan for the City of Marion that takes into consideration:
- Orderly and efficient development within the area of the council;
 - High levels of integration of transport and land use planning;
 - Relevant targets set out in the Planning Strategy within the City of Marion;
 - The implementation of affordable housing policies set out in the Planning Strategy for the City of Marion.
- 5.1.3 Broad resident planning matters causing problems within the community such as multiple complaints about the one subject matter unless that matter relates to a development application which must be delegated by the Council to the Development Assessment Panel or to staff;
- 5.1.4 The consideration and recommendation to Council of any Development Plan Amendments
- 5.1.5 To provide advice to the Council in relation to strategic planning and development policy issues where the council is preparing:
- (i) A Strategic Directions Report;
 - (ii) A Development Plan Amendment proposal either by the Council or by the Minister
- 5.1.6 To conduct public meetings pursuant to Section 25 of the Development Act 1993 in relation to a Development Plan Amendment and to consider any representations made in relation to that DPA.
- 5.1.7 The on-going review and monitoring of Council's Strategic Directions report.

Adopted by Council:	22 September 2015
Next Review:	December 2016
Previous Version:	Nil
Owner:	Manager Governance and Manager Development Services
Applicable Legislation:	Local Government Act 1999 Development Act 1993

**CITY OF MARION
GENERAL COUNCIL MEETING**

Originating Officer: Kate McKenzie, Manager Governance
Director: Kathy Jarrett
Subject: Code of Practice, Procedures at Meetings 2015
Report Reference: GC220915R08

REPORT OBJECTIVE:

The purpose of this report is to seek Council consideration and adoption of the proposed *Code of Practice, Procedures at Meetings 2015 (Appendix 1)*.

EXECUTIVE SUMMARY:

Section 86 of the Local Government Act 1999 (the Act), prescribes the procedures at meetings at a high level. Section 86(8) states:

Subject to this Act, the procedures to be observed at a meeting of a council will be:

(a) As prescribed by regulation

(b) Insofar as the procedure is not prescribed by regulation, as determined by the Council.

The relevant regulations are the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations). If Council determines to establish its own practices in certain matters, Council must prepare a Code of Practice or Policy.

Pursuant to section 6(1) of the Regulations, if Council establishes its own procedures it must be supported by resolution of at least two-thirds of the members of the Council as a whole.

RECOMMENDATIONS (1)

DUE DATES

That Council adopts the amended ‘Code of Practice – Procedures at Council Meetings 2015’ provided at Appendix 1 to this report, subject to the inclusion of identified changes.

**September
2015**

BACKGROUND

The Regulations allow for a Council to adopt a Code of Practice or Policy to vary procedures at meetings. The common practice is to adopt a Code of Practice as it can be a useful document that provides greater clarity (to both Elected Members and the public) in relation to the procedures used at General Council and Council Committee meetings. This allows Council to have a degree of flexibility in meeting procedures.

Section 4 of the Regulations provides guiding principles that should be applied with respect to the procedures to be observed at formal meetings as follows:

- Procedures should be fair and contribute to open, transparent and informed decision-making;
- Procedures should encourage appropriate community participation in the affairs of the council;
- Procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- Procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

DISCUSSION

The immediate past Council adopted a Code of Practice, Procedures at Meetings (the Code) and is attached as Appendix 1 with minor variations as follows:

- The Code has been updated to comply with the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations).
- Publication of Council agendas (1.3) has been varied to reflect current practice.
- Council Committee Reporting Obligations (1.4) has been varied to reflect current practice.
- The verbal report from Elected Members at Council Meetings has been deleted and only a written report will be accepted and included in the minutes (section 3.5).
- The time at which each item commences has been included (3.5(c))
-

CONCLUSION

The adoption of the Code provides clarity to Elected Members and the public on the procedures to be used at Council meetings.

Should Council endorse the revised Code, all Elected Members will be provided with a copy of the document, which will also be published on Council's website to enable public access to the Code.

The regulations require that the Code of Practice be reviewed once per financial year and hence the next review will be undertaken during the 2016/2017 financial year.



CODE OF PRACTICE

Procedures at Council Meetings

2015

Adopted by Council 22 September 2015

To be review: 2016/17

CODE OF PRACTICE – PROCEDURES AT COUNCIL MEETINGS

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PART 1 – PRELIMINARY

Introduction

The role of a council is to manage its local area by acting as an informed representative and responsible decision-maker in the best interests of its community. Council can only make decisions and act through a majority vote of the Council (or Committee). The effectiveness of Council Meetings directly contributes towards accountability to the community.

Council meeting procedures are largely determined by the Local Government (Procedures at Meetings) Regulations 2013 (the Regulations). In addition to the requirements of the Regulations, this Code of Practice identifies a number of discretionary procedures adopted by Council for Council meetings.

Guiding Principles

Council's approach to the conduct of its meetings adopts the **Guiding Principles** contained within the Local Government (Procedures at Meetings) Regulations 2013 which state:

- Procedures should be fair and contribute to open, transparent and informed decision-making;
- Procedures should encourage appropriate community participation in the affairs of the council;
- Procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- Procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Legislative Requirements and Policy Context

Procedures at Council meetings are regulated by the Local Government (Procedures at Meetings) Regulations 2013. In accordance with these Regulations, Council is able to set discretionary procedures pursuant to Regulation 6. This Code of Practice is made pursuant to this Regulation and has been passed by a two thirds majority of Elected Members.

The provisions set out in this Code of Practice reflect the provisions of the Regulations (including numbering) except where Council has utilised its discretionary powers. Regulations that have been varied by Council under these powers are highlighted in **bold** in this document.

Definitions

In these procedures, unless the contrary intention appears-

"**Act**" means the *Local Government Act 1999*;

"clear days" means days, inclusive of Saturdays, Sundays and public holidays, which do not include:

- the day on which the notice is given
- the day on which the meeting occurs

"deputation" means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

"formal motion" means a motion-

- (a) that the meeting proceed to the next business; or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned¹;

"member" means a member of the council or council committee (as the case may be);

"point of order" means a point raised to draw attention to an alleged breach of the Act, Regulations or this Code of Practice in relation to the proceedings of a meeting;

"presiding member" means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding/chairing at a particular meeting.

"written notice" includes a notice given in a manner or form determined by the council.

¹ See clause 13 for specific provisions about formal motions

PART 2 – PROCEDURES AT COUNCIL MEETINGS

1. City of Marion General Procedures

1.1 Council Meeting Close Time

Where Council meetings continue to 10.00pm, unless there is a specific motion adopted at the meeting to continue beyond this time, the meeting will be adjourned to a date and time specified as part of the motion.

1.2 Publication of Council Agenda

Council meeting Agendas will uploaded to Council's website at least three clear days before the meeting and available for inspection upon request.

1.3 Late Items (Reports)

Late items (reports) listed on a circulated Agenda will be emailed and/or delivered to members prior to the scheduled meeting. Late reports will only occur where information has not been provided in time for the delivery of the Agenda and where an urgent Council decision is required.

1.4 Council Committee Reporting Obligations

Council Committees will report to Council in the form of the minutes from each committee meeting. The minutes will be received and noted. Any matters discussed by the Committee where a Council resolution is required is to be considered as separate resolutions to the receiving and noting of the Committee minutes.

1.5 Moving Items “En Bloc”

Items listed on the Agenda for Council consideration may be “moved on block”.

2. Commencement of Meetings and Quorums

Regulation 7

- 2.1 A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- 2.2 If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- 2.3 If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the Chief Executive Officer, will adjourn the meeting to a specified day and time.
- 2.4 If a meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- 2.5 If a meeting is adjourned to another day, the Chief Executive Officer must-
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

3. Minutes

- 3.1 The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- 3.2 No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- 3.3 On the confirmation of the minutes, the presiding member will-
- (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- 3.4 The minutes of the proceedings of a meeting must include-
- (a) The names of the members present at the meeting; and
 - (b) in relation to each member present-
 - i. the time at which the person entered or left the meeting; and
 - ii. unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any amendment or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member; and
 - (g) an account of any personal explanation given by a member; and
 - (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and

- (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
- (j) details of any adjournment of business; and
- (k) any other matter required to be included in the minutes by or under the Act or any regulation including:
 - i. a question on notice asked by an Elected Member of which five clear days notice has been given together with the reply provided (refer also to Clause 4.2(b) of this Code of Practice).
 - ii. if resolved by Elected Members present at the meeting at which the question is asked, details of a question without notice together with the reply provided (refer also to Clause 4.5 of this Code of Practice).
 - iii. In the event that a division is called by a member, the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote) (refer also to Clause 12.4 of this Code of Practice)

3.5 The minutes of relevant Council meetings will also include:

- (a) **Elected Member communication reports to the following extent:**
 - i. **The Mayor's, Deputy Mayor's and Elected Member reports (only the subject matter) where those reports have been provided in writing to the minute taker by 12 noon on the Wednesday next following the meeting.**
 - ii. **Types of activities to be included in reports are those attended by Elected Members in their Representative or Civic capacity only. Examples include:**
 - **Civic activities (e.g. citizenship ceremonies)**
 - **Meetings with external bodies attended as Council Liaison**

- **Meetings with residents**
- **Training sessions attended**

Attendance at Council meetings will not be recorded. Attendance at Development Assessment Panel or Committee meetings will be recorded.

- (b) **The name of a person or persons (representor) making a deputation. However, the details of the content of the deputation will not be included (refer also to Clause 6.9 of this Code of Practice).**
- (c) **The time at which each item commences**

3.6 Minutes will be forwarded by email to Elected Members to confirm accuracy and then placed on Council's website by 5.00pm on the Friday next following the meeting, or at the latest, within five days after the meeting.

3.7 The minutes of the meetings will not include:

- (a) **Apologies received from Elected Members**
- (b) **Leave of Absences**
- (c) **Voting Patterns other than Divisions or as required by legislation**

4. Questions

- 4.1 A member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least five clear days before the date of the meeting at which the question is to be asked.
- 4.2 If notice of a question is given under Clause 4.1:
- (a) the Chief Executive Officer must ensure that the question and answer is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting (refer also to Clause 3.4(k)(i) of this Code of Practice).
- 4.3 A member may ask a question without notice at a meeting.
- 4.4 The presiding member may allow the reply to a question without notice to be given at the next meeting.
- 4.5 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 (refer also to Clause 3.4(k)(ii) of this Code of Practice).
- 4.6 The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.
- 4.7 **Members are able to ask a maximum of three Questions without Notice at a Council meeting except with the consent of the meeting.**
- 4.8 **Questions may be asked prior to the moving of a motion or during a debate on a motion for clarification purposes only. Such questions are not considered “questions without notice” as described in Clauses 4.3, 4.4, 4.5, and 4.7 of this Code of Practice.**
- 4.9 **In asking a clarification question a member will not be considered to be speaking to the motion.**
- 4.10 **A maximum of two clarification points may be asked by**

individual members in relation to each motion except with the consent of the presiding member.

4.11 Members are encouraged to seek answers to questions prior to the Council meeting.

4.12 In relation to Questions with Notice, all questions and answers will be included in the agenda papers and the minutes therefore will not be read out at the relevant meeting.

5. Petitions

Regulation 10

5.1 A petition to the council must-

- (a) be legibly written or typed or printed; and
- (b) clearly set out the request or submission of the petitioners; and
- (c) include the name and address of each person who signed or endorsed the petition.
- (d) be addressed to the council and delivered to the principal office of the council.

5.2 If a petition is received as detailed in 5.1, the Chief Executive Officer must ensure that the petition or a statement as to the nature of the request or submission and the number of signatures is placed on the agenda for the next ordinary meeting of the council.

5.3 Where further investigation is required on issues raised in a petition, the petition will be provided to the next meeting of Council from receipt of the petition to note the petition and a report providing further detail will be provided to Council once investigations have been completed.

5.4 On initial receipt of the petition, a summary and the first page only will be provided to Council. When the matter is considered the entire petition will be attached to the report.

6. Deputations

- 6.1 A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- 6.2 The chief executive officer must transmit a request received as detailed in Section 6.1 to the presiding member.
- 6.3 The presiding member may refuse to allow the deputation to appear at a meeting.
- 6.4 The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- 6.5 If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council.
- 6.6 The council may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- 6.7 A council may refer the hearing of a deputation to a council committee.
- 6.8 **A deputation must not exceed five minutes except with the consent of the meeting.**
- 6.9 **The name of the representor will be recorded in the minutes of a Council meeting however, the details of the content of the deputation will not be included (refer also to Clause 3.5(b) of this Code of Practice).**

7. Motions

- 7.1 A member may bring forward any business in the form of a written notice of motion.
- 7.2 The notice of motion must be given to the chief executive officer at least five clear days before the date of the meeting at which the motion is to be moved.
- 7.3 A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last periodic election of the council must be brought by written notice of motion.
- 7.4 If a motion as detailed in Clause 7.3 is lost, a motion to the same effect cannot be brought-
- (a) until after the expiration of 12 months; or
 - (b) until after the next periodic election,
- whichever is the sooner.
- 7.5 **Where a notice of motion has been given by a member who is not present at the meeting the notice of motion may be moved by any other member present at the meeting.**
- 7.6 **Notice of motions cannot be added to on the night of the meeting where the notice of motion is presented. Additions to notices of motions will be dealt with separately as a motion without notice.**
- 7.7 Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- 7.8 The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- 7.9 The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council.
- 7.10 **A motion without notice will not be accepted, where in the opinion of the presiding member, the motion relates to a significant issue or substantive information is required in order to make an informed decision on the motion (Refer**

Clause 7.8 above). Such issues should be provided as written notices of motion.

- 7.11 A motion will lapse if it is not seconded at the appropriate time.
- 7.12 **A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion for no longer than three minutes (clause 10.1). If further time is required, it will be considered by the presiding member and granted at their discretion to a total maximum of five minutes.**
- 7.13 **If the motion is seconded, the common practice of the meeting will be to put the motion without further debate/discussion unless there is a speaker against the motion.**
- 7.14 **The common practice of the meeting will be to alternate speakers for and against the motion until the debate is complete.**
- 7.15 **At the conclusion of the debate, if a member who has not already spoken wishes to raise a new matter that has not been covered in previous debate/discussion or a matter considered of high importance, they will be permitted to speak for a maximum of three minutes.**
- 7.16 A member may only speak once to a motion except-
- (a) To provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
 - (d) for the mover who may exercise a right to speak in closing the debate.
- for no longer than three minutes (Clause 10.1). The period of speaking may be extended with the consent of the presiding member.**
- 7.17 A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
- 7.18 A member who has not spoken in the debate on a question may move a formal motion.

7.19 A formal motion must be in the form of a motion set out in 7.17 (and no other formal motion to a different effect will be recognised).

7.20 If the formal motion is-

- (a) that the meeting proceed to the next business, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
- (b) that the question be put, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
- (c) that the question lie on the table, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
- (d) that the question be adjourned, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
- (e) that the meeting be adjourned, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.

7.21 If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).

7.22 A formal motion does not constitute an amendment to a substantive motion.

7.23 If a formal motion is lost-

- (a) the meeting will be resumed at the point at which it was interrupted; and

- (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e., a motion to the same effect) cannot be put until at least one member has spoken on the question.

7.24 A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

8. Amendments to Motions

Regulation 13

- 8.1 A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- 8.2 An amendment must be relevant to the motion and so framed that it forms a sensible alternative proposal. It must not be a direct negation of the original motion.
- 8.3 An amendment will lapse if it is not seconded at the appropriate time.
- 8.4 A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- 8.5 If an amendment is lost, only one further amendment may be moved to the original motion.
- 8.6 If an amendment is carried, only one further amendment may be moved to the original motion.
- 8.7 **Amendments are to be provided to the minute taker in writing to ensure accuracy of recording.**

9. Variations etc

Regulation 14

- 9.1 The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- 9.2 The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

10. Addresses by Members etc

Regulation 15

- 10.1 A member must not speak for longer than three minutes at any one time without leave of the meeting.
- 10.2 **Members are to speak through the Chair of the meeting when speaking to a motion.**
- 10.3 A member may, with leave of the meeting, raise a matter of urgency.
- 10.4 A member may, with leave of the meeting, make a personal explanation.
- 10.5 The subject matter of a personal explanation may not be debated.
- 10.6 The contribution of a member must be relevant to the subject matter of the debate.
- 10.7 **Members will address other members as Councillor during council meetings.**
- 10.8 **Members may choose to sit or stand when addressing the Council meeting.**

11. Voting

- 11.1 The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- 11.2 The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- 11.3 A person who is not in his or her seat is not permitted to vote **unless extenuating circumstances exist, in which case the Elected Member may be located elsewhere within the Chamber, but not in an area designated a public area.**
- 11.4 For the purpose of clause 11.3 extenuating circumstances are;
- infant or dependent care
 - injury
 - infirmity

12. Divisions

12.1 A division will be taken at the request of a member.

12.2 If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.

12.3 The division will be taken as follows-

- (a) the members voting in the affirmative will, until the vote is recorded, stand in their places; and
- (b) the members voting in the negative will, until the vote is recorded, sit in their seats; and
- (c) the presiding member will count the number of votes and then declare the outcome.

12.4 The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).

12.5 Members wishing to vote in the affirmative but are unable (to stand) due to extenuating circumstances, may indicate their affirmative vote by raising a hand or by indicating in some other unambiguous manner.

12.6 Members voting in the negative, who are not currently in their seats due to extenuating circumstances may indicate their negative vote by raising a hand or by indicating in some other unambiguous manner

13. Tabling of Information

Regulation 18

- 13.1 A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- 13.2 The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

14. Adjourned Business

Regulation 19

- 14.1 If a formal motion for a substantive motion to be adjourned is carried-
- (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- 14.2 If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- 14.3 Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

15. Short-term Suspension of Proceedings

15.1 If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.

15.2 The Guiding Principles must be taken into account when considering whether to act in accordance with Clause 15.1.

15.3 If a suspension occurs in accordance with Clause 15.1

- (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
- (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension-
 - (i) the provisions of the Act must continue to be observed; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
- (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
- (d) the period of suspension will come to an end if-
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

16. Points of Order

- 16.1 The presiding member may call to order a member who is in breach of the Act or these regulations.
- 16.2 A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- 16.3 A point of order takes precedence over all other business until determined.
- 16.4 The presiding member will rule on a point of order.
- 16.5 If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- 16.6 The presiding member is entitled to make a statement in support of the ruling before a motion under 16.5 is put.
- 16.7 A resolution under 16.5 binds the meeting and, if a ruling is not agreed with-
- (a) the ruling has no effect; and
 - (b) the point of order is annulled.

17. Interruption of Meetings by Members

17.1 A member of a council must not, while at a meeting-

- (a) behave in an improper or disorderly manner; or
- (b) cause an interruption or interrupt another member who is speaking.

17.2 Clause 17.1(b) does not apply to a member who is-

- (a) objecting to words used by a member who is speaking; or
- (b) calling attention to a point of order; or
- (c) calling attention to want of a quorum.

17.3 If the presiding member considers that a member may have acted in contravention of Clause 17.1, the member must be allowed to make a personal explanation.

17.4 Subject to complying with Clause 17.3, the relevant member must leave the meeting while the matter is considered by the meeting.

17.5 If the remaining members resolve that a contravention of Clause 17.1 has occurred, those members may, by resolution-

- (a) censure the member; or
- (b) suspend the member for a part, or for the remainder, of the meeting.

17.6 A member who-

- (a) refuses to leave a meeting in contravention of Clause 17.4; or
- (b) enters a meeting in contravention of a suspension under Clause 17.5,

is guilty of an offence and the Maximum penalty is \$1,250

18. Interruption of Meetings by Others

Regulation 30

18.1 A member of the public who is present at a meeting of a council must not-

- (a) behave in a disorderly manner; or
- (b) cause an interruption.

Maximum penalty: \$500

Adopted by Council:	22 September 2015
Next Review:	September 2016
Previous Version:	12 February 2013
Owner:	Manager Governance
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at Meetings) Regulations 2013

**CITY OF MARION
GENERAL COUNCIL MEETING
22 September 2015**

Originating Officer: David Harman, Financial Accountant
Corporate Manager: Ray Barnwell, Manager Finance
Director: Vincent Mifsud
Subject: Finance Report – August 2015
Report Reference: GC220915R09

REPORT OBJECTIVES AND EXECUTIVE SUMMARY:

This report provides Council with information relating to the management of financial resources under its control as at August 2015. This report is one of a series of reports designed to assist Council in achieving and maintaining a financially sustainable position. Other reports assisting in this process include the Quarterly Budget Reviews and the Long Term Financial Plan.

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

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

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

RECOMMENDATIONS (1)

DUE DATES

That Council:

- 1. Receive the report “Finance Report – August 2015”.**

22 September 2015

BACKGROUND

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

DISCUSSION:

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

The following reports are included:

(1) Major Projects

Section 48 approved Projects

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

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

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

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

	2015/16 Actual + Committ YTD 31/08/2015	2015/16 Budget	Project Cost At Completion
Income			
Federal Budget Grant 2011-12 Contribution			3,400,000
Total Income			3,400,000
Expenditure			
Operating	-	-	-
Capital Construction	(411,441)	(2,128,622)	(13,400,000)
Total Expenditure	(411,441)	(2,128,622)	(13,400,000)
Project Result Surplus/(Deficit)	(411,441)	(2,128,622)	(10,000,000)

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

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

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

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

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

(b) City Services Redevelopment

	2015/16 Actual + Committ YTD 31/08/2015	2015/16 Budget	Project Cost At Completion
Income			
Total Income			-
Expenditure			
Operating	-	-	-
Capital Construction	(1,121,393)	(5,388,133)	(14,332,000)
Total Expenditure	(1,121,393)	(5,388,133)	(14,332,000)
Project Result Surplus/(Deficit)	(1,121,393)	(5,388,133)	(14,332,000)

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

Funded By :	\$
(Over Project Life)	
Operating Revenue	1,732,000
Fixed Term Loan	12,600,000
	14,332,000

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

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

On the 25 March 2014 (GC250314R01) Council approved loan funding of up to \$12.6m to be taken out for this project. Council has also agreed that it will consider a report on the timing and methodology for disposal of any surplus land following completion of the project.

INTERNAL ANALYSIS

Financial Implications:

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

CONCLUSION:

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

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

Appendix 2: Sundry Debtors & Rates Debtors Report

(2) Funding Statement – Actual versus Budget

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

Statement of Comprehensive Income -

The operating result is recognised as one of Council's key financial indicators. The budget framework includes a commitment to maintaining a Category 3 Financial Sustainability rating, on average over each five year period, which for 2015/16 means a targeted operating surplus of between \$0 and \$3.424m.

Comment: Council currently has a net operating surplus result of \$2.920m before capital revenues, against a year to date forecast budget of \$1.697m 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 100.41% of the year to date Capital Renewal Budget has been spent or committed.

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

Loans -

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

Comment: New borrowings of up to \$7.370m are included in the 2015/16 budget as part of the funding for Council's Major Projects. Principal repayments of \$2.314m mean that the overall loan liability balance is forecast to increase by \$5.056m.

Reserves & Cash -

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

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

Comment: Major movements in Net Transfers from Reserve of \$7.608m include the following:

Transfers to Reserve

Urban Tree Fund	\$ 10k
Asset Sustainability Reserve	\$ 5,609k

Transfers from Reserve

Grants and Carryovers Reserve	(\$ 13,227k)
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A balanced funding position is forecast to occur in 2015/16.

Funding Statement

As at 31 August 2015

Original Adopted Budget \$'000		YTD Actual + Committ \$'000	YTD Budget \$'000	YTD Variance \$'000		Annual Budget \$'000	Note
	Operating Revenue						
70,058	Rates	12,146	12,176	(30)	U	70,058	
1,630	Statutory Charges	529	204	325	F	1,630	A
1,633	User Charges	165	180	(15)	U	1,633	
6,024	Operating Grants & Subsidies	1,087	341	746	F	4,887	B
270	Investment Income	-	-	-	-	270	
770	Reimbursements	83	87	(4)	U	770	
536	Other	102	46	56	F	536	
315	Net gain - SRWRA	-	-	-	-	315	
81,236		14,112	13,034	1,078	F	80,099	
	Operating Expenses						
32,139	Employee Costs	4,331	4,555	224	F	32,139	C
14,561	Contractual Services	3,173	3,131	(42)	U	16,183	
4,668	Materials	444	490	46	F	4,675	
1,343	Finance Charges	-	-	-	-	1,343	
13,821	Depreciation	2,303	2,303	-	-	13,821	
6,104	Other	941	858	(83)	U	6,160	
72,636		11,192	11,337	145	F	74,321	
8,600	Operating Surplus/(Deficit) before Capital Revenues	2,920	1,697	1,223	F	5,778	
	Capital Revenue						
-	Capital Grants & Subsidies	-	-	-	U	-	
1,500	Contributed Assets	-	-	-	U	1,500	
-	Gain/(Loss) on Asset Disposal	-	-	-	U	-	
1,500		-	-	-	U	1,500	
10,100	Net Surplus/(Deficit) resulting from operations	2,920	1,697	1,223	F	7,278	
13,821	add Depreciation	2,303	2,303	-		13,821	
(315)	less Share of Profit SRWRA (excluding dividend)	-	-	-		(315)	
23,606	Funding available for Capital Investment	5,223	4,000	1,223	F	20,784	
	Capital						
13,057	less Capital Expenditure - Renewal	3,391	3,377	(14)	U	17,077	
6,504	less Capital Expenditure - New	3,182	4,314	1,132	F	14,871	D
1,500	less Capital - contributed assets	-	-	-	U	1,500	
2,545	Net Overall lending/(borrowing)	(1,350)	(3,691)	2,341	F	(12,664)	

Original Adopted Budget \$'000		YTD Actual + Committ \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Note
Funded by						
Loans						
5,388	Loan Principal Receipts (Net)	-	-	-	-	7,370
-	Loan Receipts/(Payments) from Sporting Clubs (Net)	-	-	-	-	-
2,314	less Loan Principal Repayments	-	-	-	-	2,314
3,074	Loan Funding (Net)	-	-	-	-	5,056
Movement in level of cash, investments and accruals						
-	Cash Surplus/(Deficit) funding requirements	6,268	3,927	2,341	-	-
(5,619)	less Reserves (Net)	7,618	7,618	-	-	7,608
5,619	Cash/Investments/Accruals Funding	(1,350)	(3,691)	2,341	(7,608)	
(2,545)	Funding Transactions	1,350	3,691	(2,341)	F	12,664 E

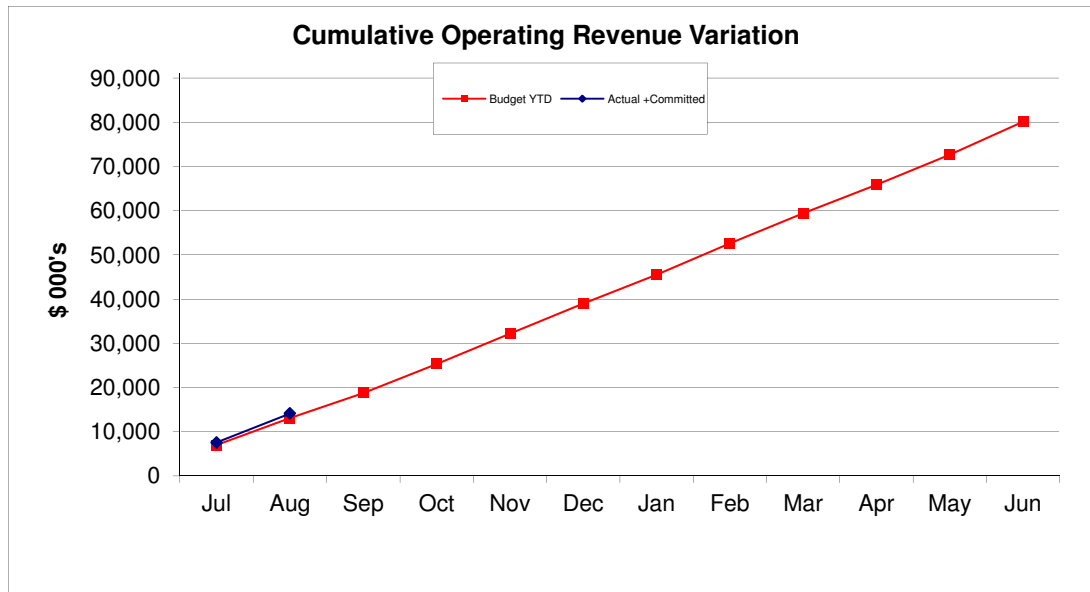
Variation Notes

A	Statutory Charges	Favourable \$325k	Reflects budgeted timing variations in relation to Dog Registration fees.
B	Operating Grants & Subsidies	Favourable \$746k	Reflects budget timing variations with regards to grants received for the HACC program (\$565k), and Neighbourhood Centre programs (\$142k).
C	Employee Costs	Favourable \$224k	Predominantly reflects budget timing variations.
D	Capital Expenditure (New)	Favourable \$1,132k	Reflects budget timing variations with regards to the completion of the Cove Civic Centre.
E	Funding Transactions	Favourable \$2,341k	The variance in cash/investments/accruals funding is attributable to the corresponding net overall lending/(borrowing) position.

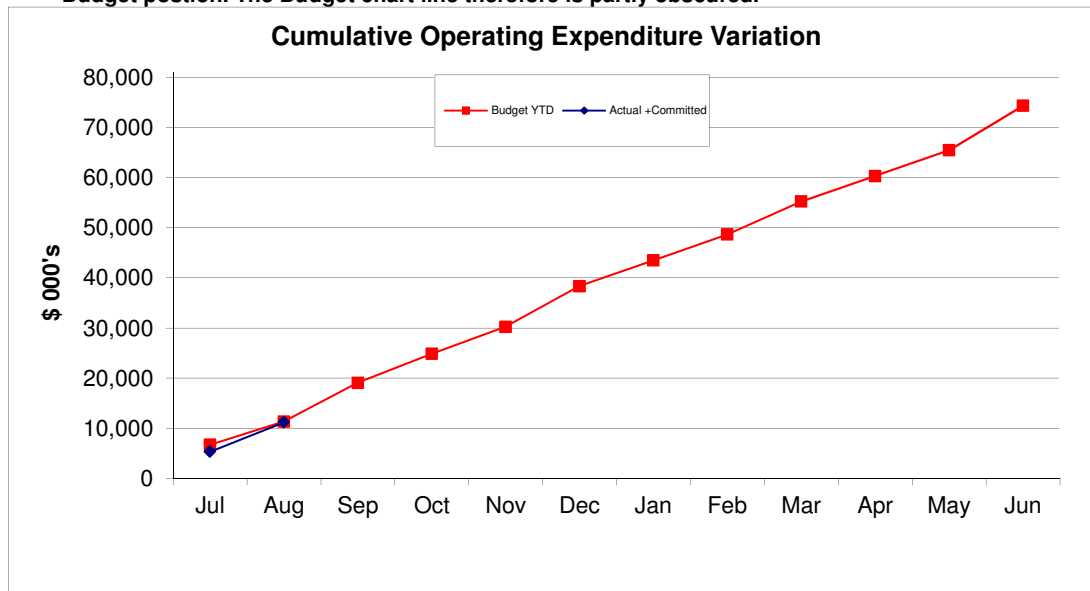
The above comments referring to budget timing variations are where some monthly budget estimates are not reflective of the actual expenditure patterns as at the reporting date.

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

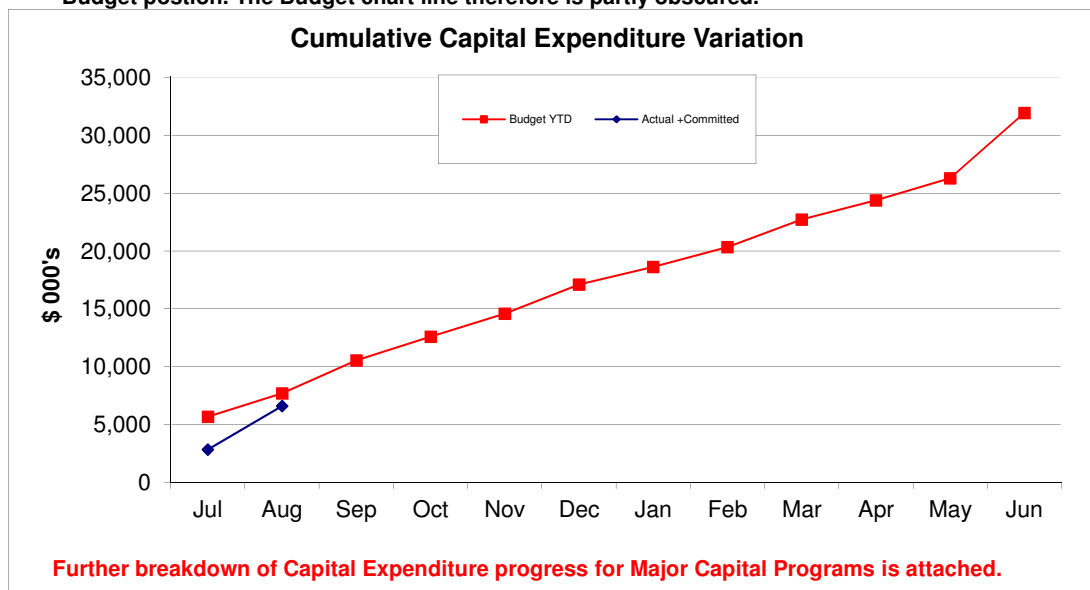
Funding Statement Cumulative Position - 2015/16

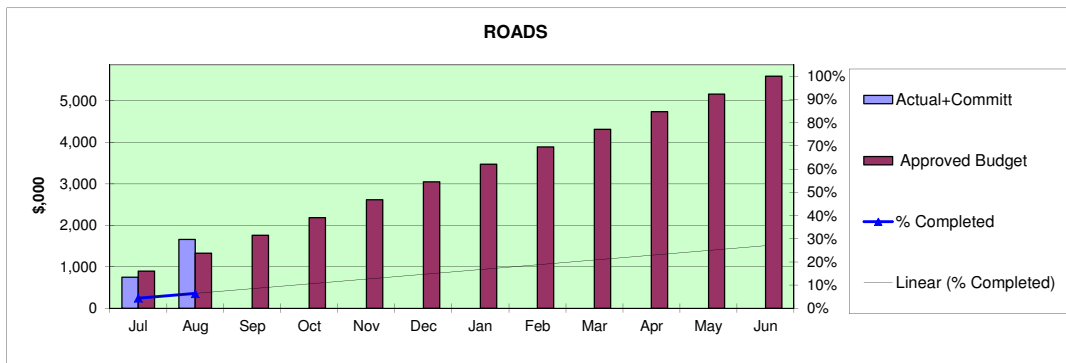


Note - The Year to Date Actual + Committed position result is accurately aligned to the Year to Date Budget position. The Budget chart line therefore is partly obscured.

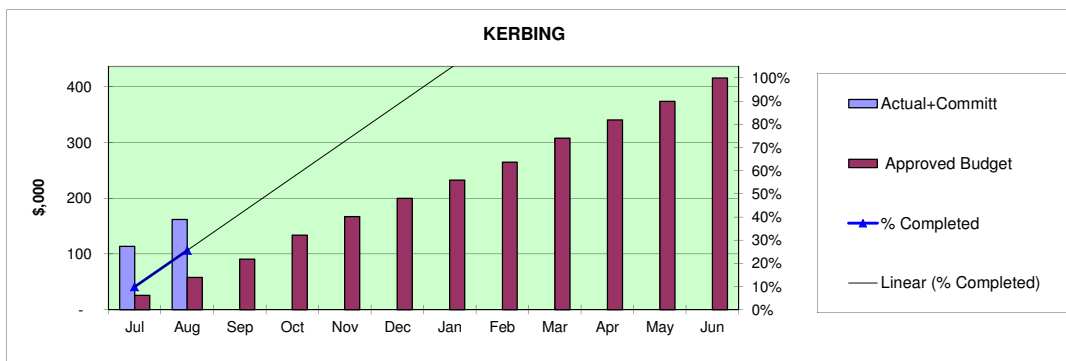


Note - The Year to Date Actual + Committed position result is accurately aligned to the Year to Date Budget position. The Budget chart line therefore is partly obscured.

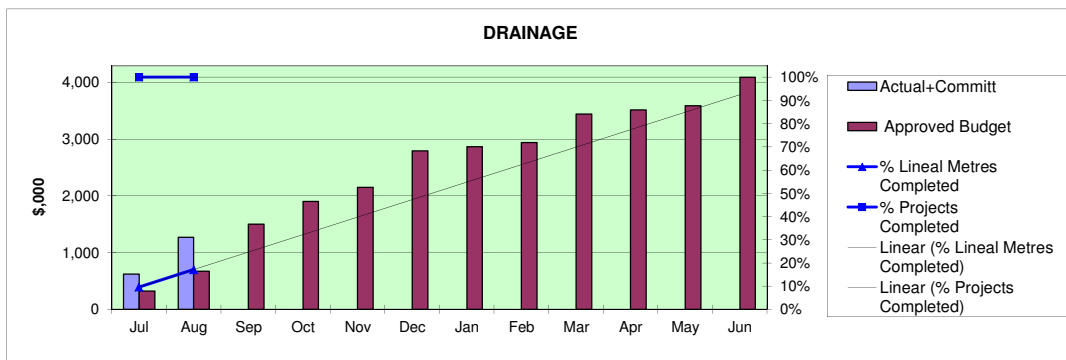




Program commenced, 6% complete.



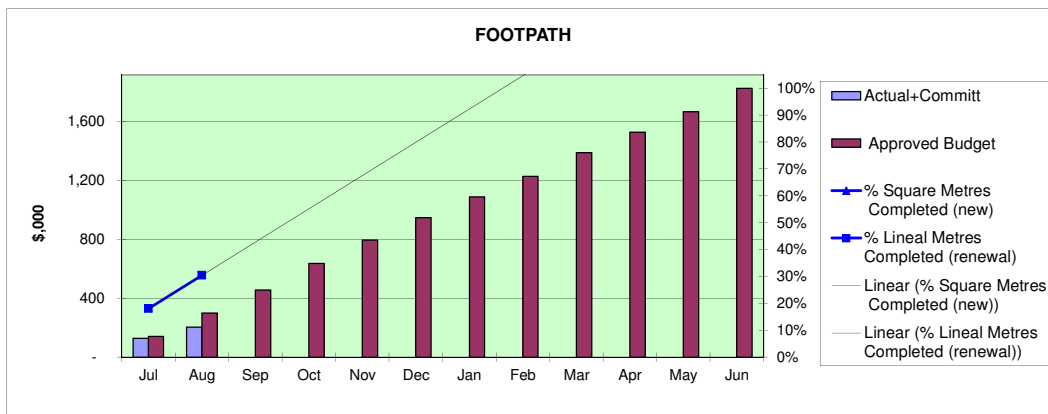
Program commenced, 26% complete.



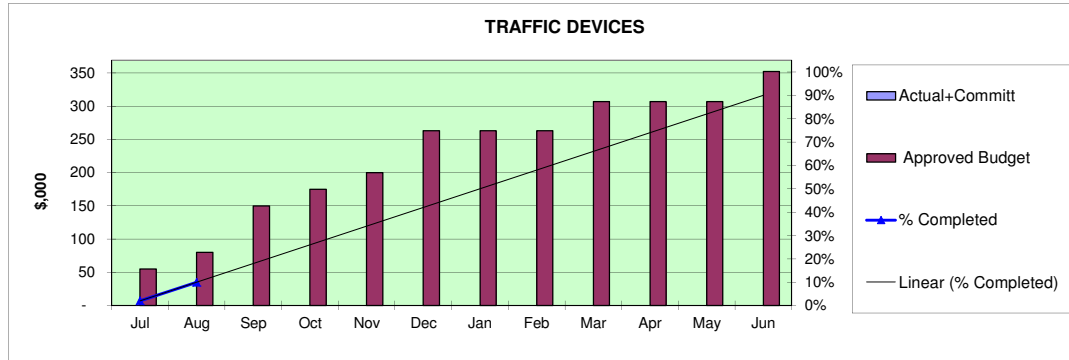
Program commenced, 17% complete.

West Street completed.

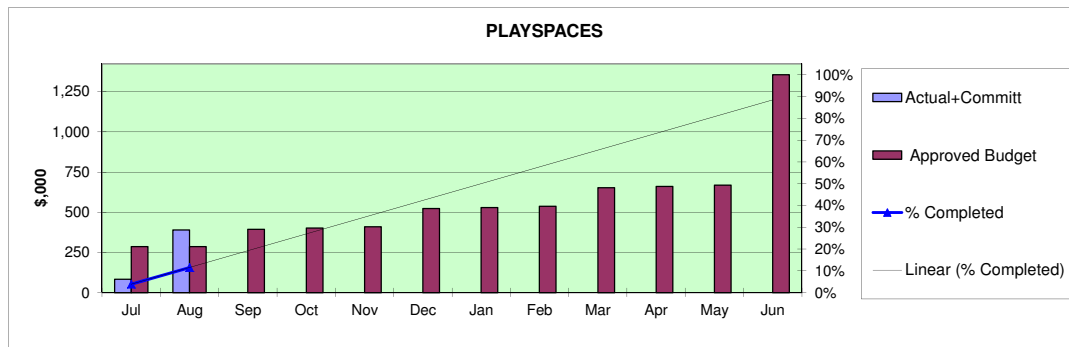
Farne Terrace, Maxwell Terrace, Nannagai Drive, Towers Terrace, Coolah Terrace, Pantom/Whiteleaf Crescent, Radstock Avenue Stage 2
Newland Avenue/Jervois Terrace, Crozier Terrace in progress.



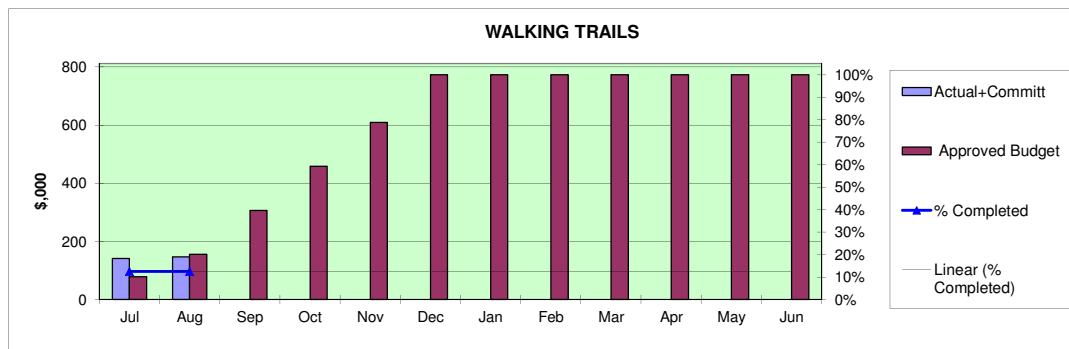
Proactive program commenced, 30% complete.



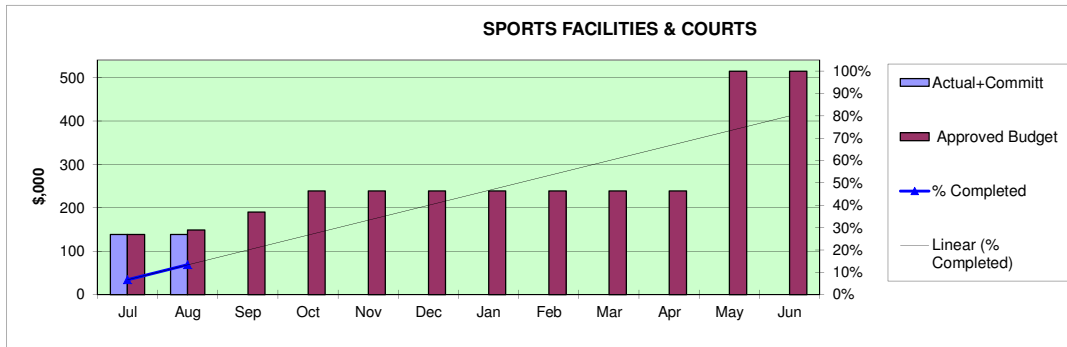
Program commenced, 10% complete.



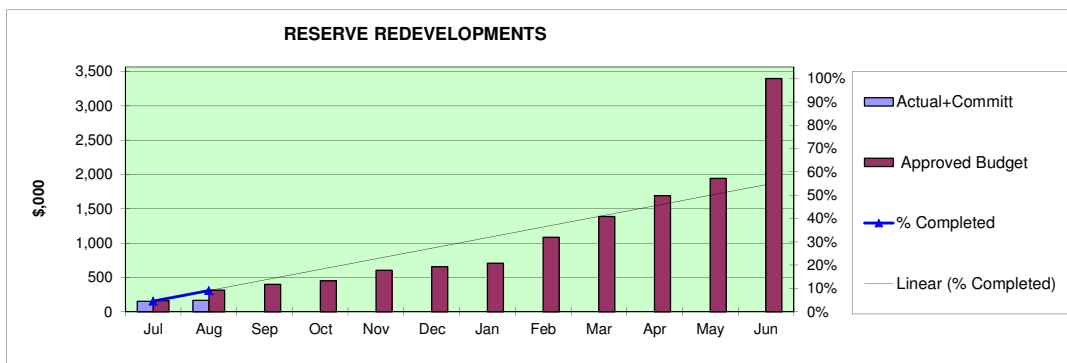
Program commenced, 12% complete.
Construction underway for Edwardstown Oval and Plympton Oval.
Letter sent to Minister regarding site relocation for Inclusive Playspace (Touched by Olivia Foundation).



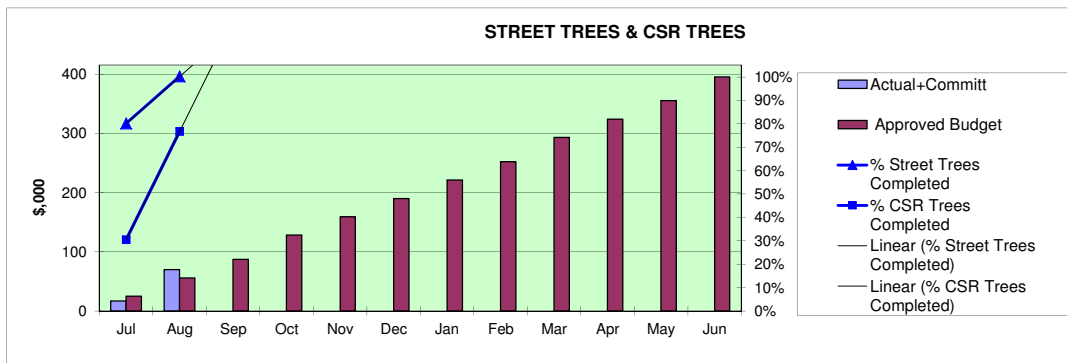
Program commenced, 13% complete.
Integrated Path Hallett Cove, Railway Tce in progress.



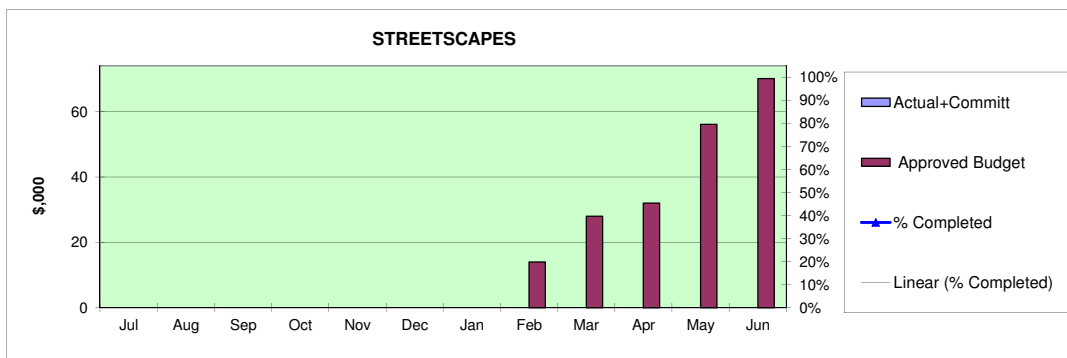
Program commenced, 13% complete.
Edwardstown Oval in progress.



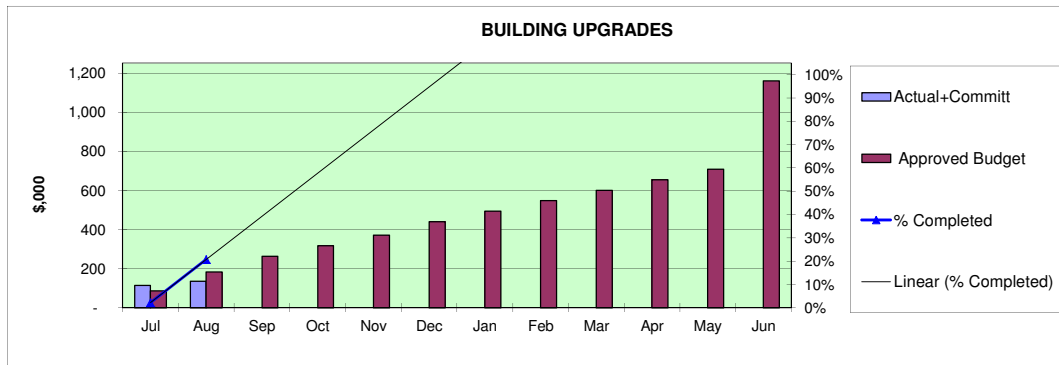
Program commenced, 9% complete.
Trott Park Dog Park, Jervois Street Reserve, Oaklands Recreation Park, Mitchell Park Fitness Trail in progress.



Program commenced, Street tree plantings 100%, CSR plantings 77% complete.
Target plantings, Street trees 1,400, CSR trees 400, total 1,800.
Significant plantings, including tube stock, has been carried out to reduce Nursery stock holdings.



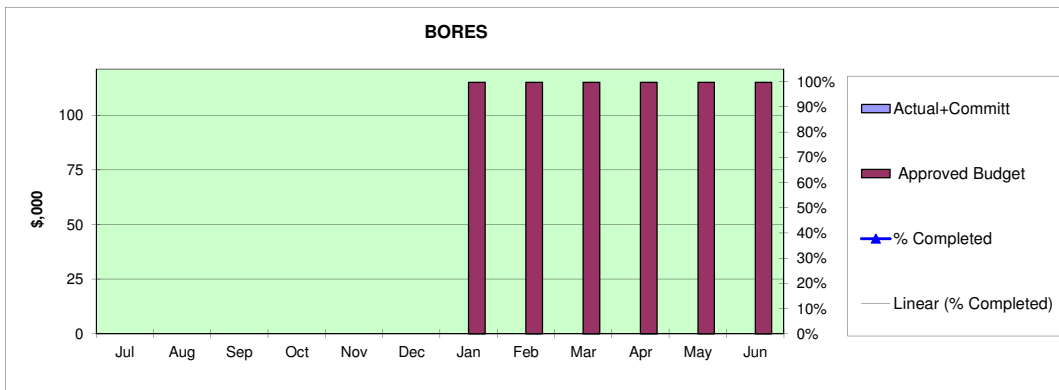
Works are scheduled to commence on this program in February.



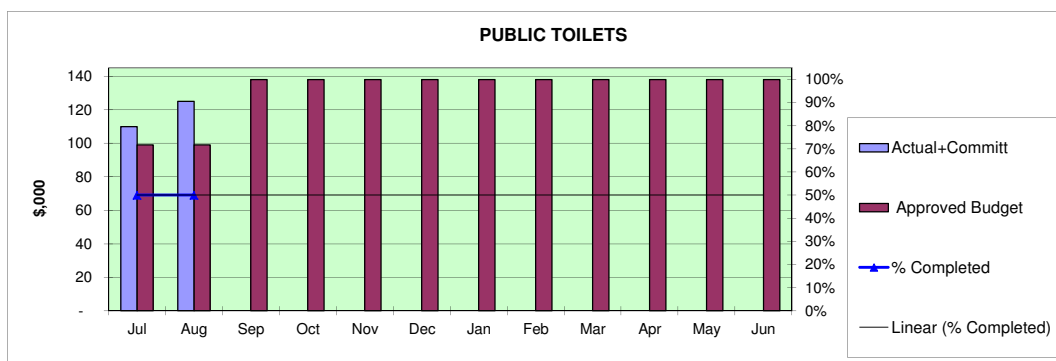
Program commenced, 21% complete.

In Progress

- Harcourt Gardens DDA.
- Warradale Tennis Club DDA and kitchen replacement.
- Marion Swimming Pool filtration pipe and compressor baffles.
- Glandore Community Centre fascia replacement.
- Active Elders toilet upgrade.
- MCC office fitout.
- MCC furniture.



Bore audit commenced, programmed works are dependant upon outcome and due to commence in January.



Program commenced, 50% complete.

Southbank Boulevard Exceloo expected to be installed in late September 2015.

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	17,925.87	3,751.52	1,618.69		.00	532.00	12,023.66	6% Predominantly relates to one debtor on an ongoing payment regarding illegal tree removal (repayment plan is in place).
Hire of Council Facilities Total	9,584.30	1,010.00	90.00	1,130.00	1,657.70	5,696.60	3%	Made up of 15 out of 23 debtors in this category, with none individually significant. \$195.00 has been subsequently settled in September.
Land Clearing Total	290.20	.00	.00	.00	.00	290.20	0%	Made up of 1 debtor.
Sporting Clubs & Other Leases Total	73,675.81	5,178.26	3,263.72	5,904.37	29,414.87	29,914.59	16%	Made up of 7 out of 23 debtors in this category with one debtor accountning for \$14,921.13. Two accounts totalling \$1,423.38 have settled in full in September, and two further accounts (totalling \$8,376.59) are on payment plans.
Extra Works Total	65,394.95	18,402.45	4,910.00	8,320.00	1,705.00	32,057.50	17%	Made up of 16 out of 27 debtors in this category, 7 of which totalling \$17,850 have been subsequently settled in September.
Swim Centre Debtors Total	1,296.90	.00	.00	.00	.00	1,296.90	1%	Made up of 4 debtors with none individually significant.
Grants & Subsidies Total	145,471.55	5,752.10	44,826.65	.00	.00	94,892.80	51%	\$86,780 relates to one specific debtor - related work will not commence until grant funding is received in full from the club. One other debtor totalling \$7,700 has since settled in full.
Environmental Health Total	11,933.80	2,813.20	1,035.60	334.00	1,537.20	6,213.80	3%	Made up of 47 out of 85 debtors in this category, with none individually significant. \$674.60 has been subsequently settled in September.
Impoundment	135.00	.00	.00	.00	.00	135.00	0%	Made up of one debtor on a payment plan. Vehicle will not be released until payment is finalised.
Supplier Refund Totals	1,012.50	.00	.00	1,012.50	.00	.00	0%	
Tree Funds Total	13,359.84	990.00	770.00	.00	8,980.00	2,619.84	1%	Made up of 9 out of 14 debtors in this category, with none individually significant.
Living Kaurna Cultural Centre	9,286.30	7,784.20	1,502.10	.00	.00	.00	0%	
Marion Cultural Centre Total	6,176.48	3,423.56	2,722.92	30.00	.00	.00	0%	
Total	355,543.50	49,105.29	60,739.68	16,730.87	43,826.77	185,140.89		
Total Aging Profile		14%	17%	5%	12%	52%		

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

Rates Report - Collection of Rates to 31 August 2015

ANALYSIS OF OUTSTANDING RATES AS AT 31 AUGUST 2015

	<u>Note</u>		% of Total Annual Rates
CURRENT	1	\$ 54,383,394	77.6%
OVERDUE	2	\$ 9,400	0.0%
ARREARS	3	\$ 1,482,188	2.1%
POSTPONED	4	\$ 102,777	0.1%
LEGALS	5	\$ 22,085	0.0%
		\$ 55,999,844	79.9%
TOTAL ANNUAL RATES FOR 2015/16		\$ 70,058,000	

Note 1: Current

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

Note 2: Overdue

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

Note 3: Arrears

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

Note 4: Postponed

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

Note 5: Legals

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

**CITY OF MARION
GENERAL COUNCIL MEETING
22 September 2015**

Notice Received from: Councillor Bruce Hull

Subject: Tonsley Train Line Service

Ref No: GC220915M01

File No: 9.24.1.4 & 9.33.3.27

MOTION:

That Council writes to the Transport Minister Stephen Mulligan and Annabel Digance MP requesting the introduction of a weekend train service on the Tonsley Line at hourly intervals, that Council believes that having no weekend train service on the Tonsley Line is not best practice in public transport and is a gross underutilisation of significant public funded infrastructure.

COMMENTS: Councillor Hull

Nil

COMMENTS: Rudy Tieman (Manager Infrastructure Projects)

The decision by the State Government not to run weekend trains on the upgraded Tonsley rail line is based on their argument that there would be insufficient weekend patronage to justify the cost of running this service. There is a community need nevertheless and the service would be used by residents who are unable or would prefer not to drive. Given the improvement to the rail network and service with the new electric trains, there will in all likelihood be an increase in weekend patronage if the service was provided.

The Tonsley line upgrade is also a critical element in the State Government's 30 Year Plan to encourage increase use of public transport and this applies equally to weekday and weekend travel. This is especially relevant in this area given the investment in and aspirations for Tonsley as a showcase for innovation and sustainable living.

A letter from Council to the Minister for Transport and Infrastructure supporting the local community in its endeavour to have a weekend train service and emphasising the benefit of promoting the widest use of this service in the area will hopefully encourage a review of operations by the Minister. It may be expedient to request the introduction of an hourly weekend service for a trial period (say 12 months) to allow patronage to be promoted and monitored. An appropriate letter to the Minister of Transport and Infrastructure, Stephen Mulligan and Annabel Digance MP, will be drafted accordingly should Council resolve to support this Motion.

**CITY OF MARION
GENERAL COUNCIL MEETING
22 September 2015**

Notice Received from: Councillor Jason Veliskou
Subject: Advertising on Bus Shelters
Ref No: GC220915M02
File No: 9.24.1.4 & 9.33.3.17

MOTION:

That council be provided a report on how council can prevent junk food advertising on bus shelters in immediate proximity to Schools and Kindergartens in the Marion council area.

That this report identify:

- the owners of the bus shelters,
- the providers of the advertising,
- the types of advertising currently in place
- the shelters with City of Marion branding of any sort and
- options available to regulate advertising in the different bus shelter arrangements with the Marion Council area.

COMMENTS: Councillor Veliskou

The SA Health Department has indicated to council that the biggest challenge and burden for our health system is the impact of chronic disease. This chronic disease includes illness as result of poor dietary choices.

A report in the Lancet Medical Journal found that 63% of Australian adults were Overweight and 25% of children*

In response to this report

"Professor Rob Moodie, former chair of the National Preventative Health Taskforce, says as other areas of Australian health improve, obesity rates are getting dramatically worse."

Unfortunately our diet has changed pretty dramatically over 30 years.

"The composition [of] what we're eating has changed, the really high levels of sugar and fat in our food."

Professor Moodie says the Government needs to regulate the fast food industry, and stop advertising unhealthy food to children."

The increase in prevalence in fast food outlets has a resulted in subsequent increases in the consumption of fast food and at the same time the rate of obesity has increased significantly.**

The rate of childhood overweight/obesity in NSW children has gone from around 12% in 1985 to about 25% in 2004 and this figure is not showing any signs of abating.***

So if we as a council can prevent some of the marketing of junk food aimed directly at children outside school we can make some attempt to reduce the risk and cost both to the community, individuals and our souring health liability.

*<http://www.abc.net.au/news/2014-05-29/australian-obesity-rates-climbing-fastest-in-the-world/5485724>

**<http://theconversation.com/fat-nation-why-so-many-australians-are-obese-and-how-to-fix-it-23783>

***<https://www.mja.com.au/journal/2009/190/3/childhood-obesity-australia-remains-widespread-health-concern-warrants-population>

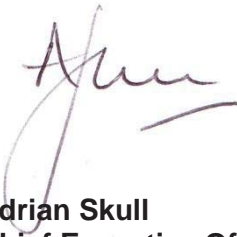
COMMENTS: Mathew Allen, Manager Infrastructure

Should Council resolve, a report can be presented to Council at the 24 November 2015 General Council Meeting. The report can identify the ownership of the bus shelters, contractual arrangements for advertising, types of advertising in place, shelters with City of Marion branding and options available to regulate advertising.

**CONFIDENTIAL REPORT
GENERAL COUNCIL MEETING
22 SEPTEMBER 2015**

Author Adrian Skull, Chief Executive Officer
Subject: Cove Civic Centre
Reference No: GC220915F01
File No: 13.60.1.1

If the Council so determines, this matter may be considered in confidence under Section 90(3)(b)(i)(ii) of the *Local Government Act 1999* on the grounds that the report contains information relating to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.



Adrian Skull
Chief Executive Officer

RECOMMENDATION:

1. That pursuant to Section 90(2) and (3)(b) and (d) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of the following persons: Adrian Skull, Geoff Whitbread, Vincent Mifsud, Abby Dickson, Kathy Jarrett, Kate McKenzie, Victoria Moritz, John Valentine and Craig Clarke be excluded from the meeting as the Council receives and considers information relating to the Cove Civic Centre, upon the basis that the Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential given the information relates to a matter that could confer a commercial advantage to a third party and prejudice the commercial position of Council.