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Contact Number for meeting venue: Ph: 8384 0614

21 August, 2014

## NOTICE OF COUNCIL AND COMMITTEE MEETINGS

NOTICE IS HEREBY GIVEN in accordance with Sections 83 and 87 of the *Local Government Act 1999* that an **Ordinary Meeting of Council** of the City of Onkaparinga will be held on **Tuesday 26 August, 2014** at the Council Chamber at the Civic Centre, Ramsay Place, Noarlunga Centre at 7pm for the purpose of considering the items included on the attached agenda.

*We recognise that the land on which we meet has considerable natural and cultural heritage, including thousands of years of traditional ownership by Kaurana.*

A handwritten signature in black ink, appearing to read "Mark Dowd".

Mark Dowd  
**Chief Executive Officer**

Disclaimer: Please note that the contents of the Council Agendas have yet to be considered by Council and recommendations contained herein may be altered or changed by the Council in the process of formally making decisions of Council.



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**City of Onkaparinga**  
**Agenda for the Council meeting**  
**to be held on 26 August 2014**

**Venue:** Council Chamber, Civic Centre  
Ramsay Place, Noarlunga Centre

**Meeting commenced:**

**Present:**

**Apologies:**

**Leave of absence:**

**Absent:**

**Pledge:**

*We recognise this City's considerable natural and cultural heritage, including thousands of years of traditional ownership by Kaurana, and the more recent contribution from people either born here or who have migrated here. As we meet together, we build on this heritage by respecting and listening to each other, thinking clearly, being receptive to new ideas, speaking honestly, and deciding wisely for the current and future well-being of those we serve.*

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1. **Opening of meeting**
2. **Confirmation of minutes of the Council meeting held on Tuesday 5 August 2014.**
3. **Adjourned business**
4. **Leave of absence**
5. **Mayor's Communication**
- 5.1 **Mayors report 26 August 2014**

**External audit management letter**

Our external auditors have provided the External Audit Management letter for the financial year ended 30 June 2014 (attachment 1). The letter contains a summary of observations and recommendations.

**Elected member briefings/workshops from 30 July – 18 August 2014**

There were no elected member briefings or workshops during this period.

**Elected member representation**

There were no representations during this period.

**Mayor's calendar**

My activities from 30 July – 18 August 2014 are reflected in attachment 2.

**Recommendation**

That Council note the 26 August 2014 Mayor's report.

Thank you



Lorraine Rosenberg

**Mayor**



Corresp. No.

11 August 2014

Mayor Lorraine Rosenberg  
City of Onkaparinga  
PO Box 1  
**NOARLUNGA CENTRE SA 5168**

Dear Mayor Rosenberg

**RE: External Audit Management Letter – Financial Year Ended 30 June 2014**  
**Local Government Act 1999 – Section 129(1)(a) Audit Opinion**

Our audit team recently attended Council's offices to undertake further audit transaction testing and review of internal controls in relation to the 2013/14 financial year external audit of your Council.

We have included the responses made by your Council to our findings and recommendations in the attached summary report.

There were no matters identified during our recent attendances which would have an adverse impact on our audit opinions for the 2013/14 financial year, however further transaction testing and review of the eventual 2013/14 Financial Statements will need to be completed during future audit attendance before finalising our audit opinion.

Please contact me on 8267 4777 or [sam@deannewbery.com.au](mailto:sam@deannewbery.com.au) if you require any additional information on matters raised above.

Yours sincerely  
**DEAN NEWBERY & PARTNERS**

**Samantha Allard**  
**Partner**

Enc. City of Onkaparinga – External Audit Management Report June 2014

C. Presiding Member, Audit Committee  
C. Chief Executive Officer

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Item Number	Area	Auditor Comments	Recommended Action	Management's Comments
1.	Land & Buildings - Revaluation	Council have engaged APV (external property valuation consultants) to undertake a revaluation of all Council owned Land & Building assets as at 1 July 2013.  We have communicated to the Administration that the valuation should be performed effective 1 July 2013 to ensure that depreciation is calculated accurately throughout the 2013/14 financial year.	We have recommended that the Administration ensure that the valuation is undertaken incorporating the new requirements under Australian Accounting Standard (AASB) 13 <i>Fair Value Measurement</i> .	To ensure compliance with AASB 13 <i>Fair Value Measurement</i> we have maintained an open dialogue and will continue to converse with Dean Newbery & Partners regarding the revaluation of Land and Building assets as carried out by APV. The result of the revaluation will be reflected for the 2013/14 financial year.  <b>Action owner:</b> Emil Bogatec / Daniel Jaensch <b>Due date:</b> 30 September 2014
2.	Infrastructure Assets - Unit Rate Revaluation	We note that the Administration are again this year engaging external consultants to provide assistance in reviewing and updating Replacement Cost Unit Rates where deemed necessary for all Infrastructure assets effective 30 June 2014.	Further work to be undertaken during future audit attendances to review work completed.	The 'desktop' valuation of infrastructure assets is part of our standard annual valuation processes. We will ensure all valuations are completed to inform the 2013/14 year end balance sheet position.  <b>Action owner:</b> Emil Bogatec <b>Due date:</b> 30 September 2014

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Item Number	Area	Auditor Comments	Recommended Action	Management's Comments
3.	Bridges Assets - Asset Condition Assessment	Council has engaged Parsons Brinkerhoff to perform a complete condition assessment of Spanning Road Bridges assets. The effective date of condition assessment (i.e. assessment of remaining useful life) will be 30 June 2014.	Further review of work completed to be undertaken during future audit attendances to ensure correct application of Accounting Standards to changes made to estimates and assumptions.	Through continued dialogue with Dean Newbery & Partners we will ensure the condition assessment on Spanning Road Bridges will be correctly reflected in the accounts in accordance with AASB 13 Fair Value Measurement and AASB 116 Property, Plant and Equipment.  <b>Action owner:</b> Emil Bogatec / Daniel Jaensch <b>Due date:</b> 30 September 2014
4.	Footpaths - Asset Condition Assessment	The condition assessment of Footpaths performed by Opus which involves the complete physical inspection and stocktake of assets in the field to ensure Council's asset register accurately reflect the assets held.	We have recommended to the Administration that the condition assessment should be recognised as from 1 July 2013 to ensure depreciation and valuation data reflected in the 2013/14 financial statements.	We will develop a condition assessment rating based on the observation data provided by Opus. The result of this assessment will be applied to the entire footpath asset class from 1 July 2013.  <b>Action owner:</b> Emil Bogatec / Daniel Jaensch <b>Due date:</b> 30 September 2014

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Item Number	Area	Auditor Comments	Recommended Action	Management's Comments
5.	Update to the Long Term Financial Plan (LTFP)	Significant asset valuation and condition assessment works have been completed on Council's Infrastructure assets over the last two financial years.	To ensure that Council's LTFP reflects the most up-to-date projections concerning asset replacement and maintenance, recommend updates to Council's Infrastructure & Asset Management Plan (IAMP) be undertaken to incorporate data from all recent condition assessments and valuation exercise completed.	Where new information is available regarding asset conditions and valuations, the resource model (Long Term Financial Plan) is updated accordingly to ensure correct budgeting for future period. We will ensure the Infrastructure & Asset Management Plan (IAMP) is updated accordingly.  <b>Action owner:</b> Britt Gowing <b>Due Date:</b> 30 September 2014
6.	Asset Management Database	Council have engaged Assetic Pty Ltd to implement the new corporate asset register database system myData during the 2014/15 financial year.	Appropriate planning of data migration exercises from existing asset register systems should be undertaken and factor in current asset valuation and condition assessment programs to ensure appropriate testing and validation of data in the new system can be achieved.	We have charted an extensive testing component as part of the data migration from JD Edwards to Assetic. In doing so ensuring integrity and completeness in the data.  <b>Action owner:</b> Britt Gowing / Jane Cremers / Emil Bogatec <b>Due date:</b> 31 December 2014

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Item Number	Area	Auditor Comments	Recommended Action	Management's Comments
7.	2013/14 Rates Generation	A review of the rates generation for the 2013/14 financial year was conducted and a manual recalculation of rates raised conducted.  Testing confirmed Council has complied with the applicable statutory requirements and we successfully recalculated the 2013/14 rates generation using the Valuer General's capital land values, fixed charge and the rates in the dollar adopted by Council.	No further action required.	Noted
8.	Accounts Payable – Substantive Testing	A sample of paid invoices relating to payments made between July 2013 and June 2014 was undertaken.  There were no material matters identified that required further investigation.	Further transaction testing to be undertaken during future audit attendances.	Noted

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Item Number	Area	Auditor Comments	Recommended Action	Management's Comments
9.	Payroll – Sample Testing	Sample transaction testing of payroll transactions was undertaken during our recent attendance to encompass transactions processed in the current 2013/14 financial year.	No further action required at this time.	Noted
10.	Council Property Leases	A review of a sample of property leases was conducted and queries raised with the Administration to ensure leases were up-to-date and terms under leases being met.	Recommend that a review over all property leases held with Council and external parties be undertaken and any leases which have expired and being held in 'holding-over' stages, be reviewed and renewed as required.  A formal work program that sets out appropriate deadlines for each agreement should be developed and internally monitored to ensure all leases are renewed as required.	As previously communicated an extensive review was undertaken by Karen Reed and Fiona Daillimore concluding in December 2013. The issue of expiring leases and updating registers will be a continuing situation that we will monitor. Priority will be put to ensuring appropriate management prior to termination of the lease.  <b>Action owner:</b> Karen Peake / Daniel Jaensch <b>Due date:</b> 31 December 2014

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Item Number	Area	Auditor Comments	Recommended Action	Management's Comments
11.	General Ledger Reconciliations – Balance Date Audit	We have highlighted to the Administration a selection of Balance Sheet General Ledger accounts (i.e. Retentions and Bonds, Aged debtors and Creditors, Prepayments, etc.) that contain transactions that are greater than one year old and relate to previous financial year transactions/events.	Recommended that a complete review of all Balance Sheet General Ledger accounts be undertaken and any transactions found to no longer be relevant to the 2013/14 financial year be cleared as deemed appropriate.  We are aware that Council's Financial staff have been actively monitoring this and have made provisions to attend to this matter as part of the Balance Date audit preparation.	We continue to look at aged balances through the general ledger accounts to ensure their appropriateness. As part of this review consideration is given to the legal requirements under the relevant acts of law as to the required treatment. The result of which will be communicated to Dean Newbery & Partners as part of their 2013/14 year end audit.  <b>Action owner:</b> Daniel Jaensch <b>Due date:</b> 30 September 2014

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## **Meetings and events attended by the Mayor**

### **30 July – 19 August 2014**

#### **July 2014**

30	Meeting with Mayor's Prayer Breakfast committee
31	Meeting with staff
	Activate Ramsay Place event with presentation
	Meeting of Community Civic Awards Committee

#### **August 2014**

2	South Adelaide Football Club chairman's lunch
	South Adelaide Football Club football match
	Onkaparinga Rugby Union Football Club sponsor day
	Willunga Almond Blossom Ball
4	Southern Vales Christian College welcome
	Meeting of Southern Districts Baseball Club Committee
5	Meeting with resident
	Meeting with chief executive officer
	Meeting with deputy mayor
	Meeting of Council
6	Meeting of projects reference group
	Meeting with the Hon Jon Rau
	Meeting of Arts, Culture, Community capacity, Events and Heritage Committee
8	Meeting of Chief Executive Officer Performance Management Committee
	AWA SA Branch Regional Conference – opening
11	Meeting of Audit, Risk Value and Efficiency Committee
	Media interview



## Meetings and events attended by the Mayor

**30 July – 19 August 2014**

	Meeting with community organisation and staff
	Meeting of Clarendon Community Association
12	Training
	Meals on Wheels Happy Valley AGM
	LGA meeting via teleconference
13	Willunga Meals on Wheels 40 year celebration, service awards and AGM
	Montessori parent information evening
	Coromandel Valley National Trust AGM
14	Coast FM radio interview
	Meeting of World Heritage Bid project reference group
15	Training
	Meeting with state member for Mitchell
	Retirement celebration for member of Christie Downs Community House
16	Meeting with state member for Reynell and organisation
17	Kangarilla Belonging Together Community Program
18	RSL Port Noarlunga/Christies Beach - Commemoration Long Tan Day
	LGA Planning Reform Consultation
	Onkaparinga Northern Community Forum

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**6. Presentation**

Nil

**7. Deputation**

Nil

**8. Presentation by Committee Chairpersons and reports to Council by Council Committees.**

**8.1 Chief Executive Officer Performance Management Committee minutes**

This is a regular or standard report.

Director: Alison Hancock, Director People, Governance and Regulatory Services

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments: 1. Chief Executive Officer Performance Management Committee minutes of meeting held 8 August 2014 (3 pages)

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A meeting of the Chief Executive Officer Performance Management Committee was held on 8 August 2014.

Item 5.1 of the minutes is a confidential item requiring resolutions of Council and will be considered at item 15.2 of this agenda.

The remaining business of the meeting is to be noted by Council and is included in the minutes of the meeting at attachment 1.

**Recommendation**

**That Council note the minutes of the Chief Executive Officer Performance Management Committee meeting held on 8 August 2014 as attached to the agenda report.**

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**City of Onkaparinga**  
**Minutes of the Chief Executive Officer Performance**  
**Management Committee meeting**  
**held on 08 August 2014**

**Venue:** Meeting Room 1  
Civic Centre, Ramsay Place, Noarlunga Centre

**Meeting commenced:** 9.02am

**Present:** Mayor L Rosenberg  
Cr G Kilby  
Cr H Merritt  
Cr S Nash  
Cr D Parslow

**Apologies:**

**Leave of absence:**

**Absent:**

**In attendance:** Adam Kennedy, AME Recruitment

City of Onkaparinga  
Minutes of the Chief Executive Officer Performance Management Committee meeting held on 08 August 2014.

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**1. Opening of meeting**

Mayor Rosenberg officially declared the meeting open at 9.02am.

**2. Confirmation of minutes of the Chief Executive Officer Performance Management Committee meeting held on 22 July 2014.**

**Cr Kilby** *MOVED* that the Minutes of the proceedings of the Chief Executive Officer Performance Management Committee meeting held on 22 July 2014 be received and confirmed as an accurate record of those proceedings.

*Seconded by Cr Merritt.*

*CARRIED*

**3. Reports of officers**

Nil.

**4. Other business**

Nil.

**5. Confidential items**

**5.1 Final draft Chief Executive Officer Contract of Employment**

*MOVED Cr Nash.*

*1. That:*

- a. under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public be excluded from attendance at the meeting in order to consider this item in confidence.*
- b. the Chief Executive Officer Performance Management Committee is satisfied that it is necessary that the public be excluded to enable the Committee to receive and consider the information/report at the meeting on the following grounds:*

*Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), in this instance being the employment of the Chief Executive Officer.*

*The Chief Executive Officer Performance Management Committee is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the employment performance of a person at the meeting would be inconsistent with accepted principles of professional human resource management.*

- c. on this basis, the principle that this meeting of the Chief Executive Officer Performance Management Committee should be conducted in a place open to the public has been outweighed by the need to keep the information and/or discussion confidential.*

*Seconded by Cr Merritt.*

*CARRIED*

**MOVED Cr Parslow.**

4. *That the matter of the Final draft Chief Executive Officer Contract of Employment and Performance Review 2013-14, having been considered in confidence under Sections 90(2) and 90(3)(a) of the Local Government Act 1999 an Order be made under the provisions of Section 91(7) and (9) of the Local Government Act 1999 that the Final draft Chief Executive Officer Contract of Employment and Performance Review report and the minutes of the Chief Executive Officer Performance Management Committee relating to discussion of the subject matter be kept confidential until 30 April 2015, including to be kept confidential from all staff except the Manager Culture and People.*

*Seconded by Cr Nash.*

*CARRIED*

**6. Closure**

Mayor Rosenberg officially declared the meeting closed at 10.30am.

*Certified Correct .....Chair*

*/ /2014*

## **8.2 Arts, Culture, Community Capacity, Events and Heritage Committee minutes**

This is a regular or standard report.

Director:	Alison Hancock, Director People, Governance and Regulatory Services
Report Author:	Matthew Lawrence, Governance Officer
Contact Number:	8384 0126
Attachments:	<ol style="list-style-type: none"><li>1. Minutes of the Arts, Culture, Community Capacity, Events and Heritage Committee meeting held 7 August 2014 (5 pages)</li><li>2. Secondary Schools Community Service Awards amended draft nomination form (5 pages)</li><li>3. Secondary Schools Community Service Awards amended draft guidelines (4 pages)</li><li>4. Minutes of the Community Civic Awards and Australia Day Awards Sub-Committee meeting held on 31 July 2014 (2 pages)</li></ol>

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A meeting of the Arts, Culture, Community Capacity, Events and Heritage Committee was held on 7 August 2014.

The following items require a resolution of Council.

### **Recommendations**

#### **1. 7.2 Secondary Schools Community Service Award**

**That the draft Guidelines and draft Nomination form for the 2014 Secondary School Community Service Awards, as amended and attached to the agenda, be approved.**

#### **2. 7.4 Grant application for heritage grants through Local Heritage Incentive Scheme (LHIS) for works at 12 Radiata Place, Aberfoyle Park**

**That Council approve the funding application for \$7,500 through 2014-2015 Projects and Capital Works program for Council's Local Heritage Incentive Scheme for works at 12 Radiata Place, Aberfoyle Park (Local Heritage item ID No. 2).**

#### **3. 7.5 Funding for heritage grants through Local Heritage Incentive Scheme**

**That Council at this time continue to administer the grant scheme through its established budget but with the introduction of more rigorous assessment of grant applications based on revised criteria (such as below) and prioritisation of applications based on:**

- **urgency of proposed conservation works**
- **physical extent of proposed conservation works**
- **nature of works (eg. maintenance, restorations, enhancements, etc.).**

- 4. That Council note the remaining minutes of the Arts, Culture, Community Capacity, Events and Heritage meeting held on 7 August 2014 and the minutes of Community Civic Awards and Australia Day Awards Sub-Committee held on 31 July 2014, as attached to the agenda.**



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**City of Onkaparinga**  
**Minutes of the Arts, Culture, Community Capacity, Events & Heritage Committee**  
**meeting held on 7 August 2014**

**Venue:** Civic Area, Civic Centre  
Ramsay Place, Noarlunga Centre

**Meeting commenced:** 5.00pm

**Present:** Mayor L Rosenberg  
Cr D Chapman  
Cr W Jamieson (5.06pm)  
Cr H Merritt  
Cr S Nash (Chairperson)  
Cr D Parslow

**Apologies:**

**Leave of absence:**

City of Onkaparinga  
Minutes of the Arts, Culture, Community Capacity, Events and Heritage Committee meeting held on 7 August 2014.

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**1. Opening of meeting**

**Cr Nash** officially declared the meeting open at 5.00pm.

**2. Confirmation of minutes of the Arts, Culture, Community Capacity, Events & Heritage Committee meeting held on Thursday 15 May 2014.**

**Cr Parslow** *MOVED* that the Minutes of the proceedings of the Arts, Culture, Community Capacity, Events and Heritage Committee meeting held on 15 May 2014, be received and confirmed as an accurate record of those proceedings.

*Seconded by Cr Chapman.*

*CARRIED*

**3. Adjourned business**

Nil.

**4. Chairperson's report**

Nil.

**5. Presentation**

Nil.

**6. Deputation**

Nil.

**7. Reports of officers**

**Cr Jamieson** entered the meeting at 5.06pm.

**Cr Nash** brought forward Item 7.5 Funding for heritage grants through Local Heritage Incentive Scheme at this point.

City of Onkaparinga  
Minutes of the Arts, Culture, Community Capacity, Events and Heritage Committee meeting held on 7 August 2014.

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**7.5 Funding for heritage grants through Local Heritage Incentive Scheme**

***MOVED Cr Chapman.***

*That the Arts, Culture, Community Capacity, Events and Heritage Committee recommends to Council:*

*That Council at this time continue to administer the grant scheme through its established budget but with the introduction of more rigorous assessment of grant applications based on revised criteria (such as below) and prioritisation of applications based on:*

- *urgency of proposed conservation works*
- *physical extent of proposed conservation works*
- *nature of works (eg. maintenance, restorations, enhancements, etc.).*

*Seconded by Cr Jamieson.*

*CARRIED*

**Cr Nash** bought forward Item 7.4 Grant application for heritage grants through Local Heritage Incentive Scheme (LHIS) for works at 12 Radiata Place, Aberfoyle Park at this point.

**7.4 Grant application for heritage grants through Local Heritage Incentive Scheme (LHIS) for works at 12 Radiata Place, Aberfoyle Park**

***MOVED Cr Merritt.***

*That the Arts, Culture, Community Capacity, Events and Heritage Committee recommend to Council that Council approve the funding application for \$7,500 through 2014–2015 Projects and Capital Works program for Council's Local Heritage Incentive Scheme for works at 12 Radiata Place, Aberfoyle Park (Local Heritage item ID No. 2).*

*Seconded by Cr Jamieson.*

*CARRIED*

**Cr Nash** bought forward Item 7.2 Secondary Schools Community Service Award at this point.

**7.2 Secondary Schools Community Service Award**

***MOVED Cr Parslow.***

*That the Arts, Culture, Community Capacity, Events and Heritage Committee recommend to Council that the draft Guidelines and draft Nomination form, as amended, for the 2014 Secondary School Community Service Awards, be approved.*

*Seconded by Cr Merritt.*

*CARRIED*

City of Onkaparinga  
Minutes of the Arts, Culture, Community Capacity, Events and Heritage Committee meeting held on 7 August 2014.

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**7.1 Review of City of Onkaparinga Australia Day Awards nomination form**

*MOVED Mayor Rosenberg.*

*That:*

- 1. the Arts, Culture, Community Capacity, Events and Heritage Committee recommend to Council the updated City of Onkaparinga Australia Day Awards nomination form, as attached to the agenda.*
- 2. staff contact nominators/referees when it is identified that more information on the nominee is required.*

*Seconded by Cr Chapman.*

*CARRIED*

**7.3 Arts and Cultural Development Strategic Management Plan**

**Cr Parslow** declared an interest as a member of the Rotary Club of Flagstaff Hill, organisers of the Flagstaff Hill Art Exhibition.

*MOVED Cr Merritt.*

- 1. That the Arts, Culture, Community Capacity, Events and Heritage Committee notes this report.*
- 2. That a further report including the community engagement outcomes and the updated draft Arts and Cultural Development Strategic Management Plan 2014–19 incorporating future visions be presented to the Arts, Culture, Community Capacity, Events and Heritage Committee in September 2014.*

*Seconded by Cr Chapman.*

*CARRIED*

**7.6 Updated work program**

*MOVED Cr Parslow.*

- 1. That the Arts, Culture, Community Capacity, Events and Heritage Committee approve the Arts, Culture, Community Capacity, Events and Heritage Committee work plan as attached to the agenda.*
- 2. That a September 2014 meeting of the Arts Committee be included in the work plan.*
- 3. That the Committee note that on the advice of the Economic Development Forum no further action on the Business Excellence Award be taken.*

*Seconded by Cr Chapman.*

*CARRIED*

**8. Questions on notice**

Nil.

City of Onkaparinga  
Minutes of the Arts, Culture, Community Capacity, Events and Heritage Committee meeting held on 7 August 2014.

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**9. Motions**

Nil.

**10. Petitions**

Nil.

**11. Urgent business**

*MOVED **Mayor Rosenberg.***

*That a community arts forum be conducted with all arts, performance and cultural groups, including the Kaurna community, on either Monday 8 September or Friday 12 September 2014 to consult on the need or otherwise of an arts warehouse for our city.*

*The forum to explore the following but not to be limited to:*

- *what arts community need*
- *where would it be located*
- *level of usage/interest*
- *range of activities it could be used for*
- *management models.*

*The information collected from this forum be presented to Council for implementation through the Arts and Cultural Development Strategic Management Plan and budget process.*

*Seconded by **Cr Merritt.***

*CARRIED*

**12. Confidential items**

Nil.

**13. Closure**

**Cr Nash** officially declared the meeting closed at 6.21pm.

Certified Correct .....Chair  
/ /2014



## SECONDARY SCHOOLS COMMUNITY SERVICE AWARDS 2014

Awarding secondary school students for outstanding contributions to Onkaparinga's strong, vibrant communities beyond academic pursuits.

Draft



**Nominations must be received by 5pm Friday 26 September 2014**  
**Late nominations will not be considered**

**COMMUNITIES STRONG VIBRANT COMMUNITIES**  
**VIBRANT COMMUNITIES STRONG VIBRANT**

## CRITERIA

The City of Onkaparinga Secondary School Community Service Awards (SSCSA) have been presented annually at the graduation ceremonies high schools in the City of Onkaparinga since 2001.

To be eligible for these awards, nominees must be enrolled in Year 11, 12 or 13 at a secondary school within the City of Onkaparinga.

One male and one female recipient from each school are awarded for outstanding contributions to community beyond their academic pursuits. A student is eligible if their voluntary efforts contribute to Onkaparinga's strong vibrant communities. This may include working in a voluntary capacity, sharing skills or time, raising money, actively promoting, participating and supporting causes for the betterment of the wider community.

Recipients are awarded a framed certificate, a medal and a book voucher to the value of \$50 presented at their school valedictory or graduation ceremony.

School principals select recipients of the award based upon alignment with eligibility criteria and their own rationale.

### Nominators details (contact person for school)

School

Contact person

First name

Last name

Position

Telephone

Email

### Presentation Ceremony Details

Event name

Day

Date

Time

Location

Nominee Name: \_\_\_\_\_

**Nominee 1**

First name	_____	Last name	_____
Address	_____		
Phone (mob)	_____	Home	_____
Email	_____		
Country of birth	_____		

1. Please outline the contribution, service or achievement to the local community made by the nominee.

\_\_\_\_\_  
\_\_\_\_\_

2. When did this commence and approximately how many hours a week are involved?

\_\_\_\_\_  
\_\_\_\_\_

3. Why is this contribution outstanding?

\_\_\_\_\_  
\_\_\_\_\_

4. Who has benefited most from the work of the nominee?

\_\_\_\_\_  
\_\_\_\_\_

5. How is this contribution benefiting the wider community?

\_\_\_\_\_  
\_\_\_\_\_



Nominee Name: \_\_\_\_\_

**Nominee 2**

First name	_____	Last name	_____
Address	_____		
Phone (mob)	_____	Home	_____
Email	_____		
Country of birth	_____		

1. Please outline the contribution, service or achievement to the local community made by the nominee.

\_\_\_\_\_  
\_\_\_\_\_

2. When did this commence and approximately how many hours a week are involved?

\_\_\_\_\_  
\_\_\_\_\_

3. Why is this contribution outstanding?

\_\_\_\_\_  
\_\_\_\_\_

4. Who has benefited most from the work of the nominee?

\_\_\_\_\_  
\_\_\_\_\_

5. How is this contribution benefiting the wider community?

\_\_\_\_\_  
\_\_\_\_\_

Nominee Name: \_\_\_\_\_

*Signed by principal or delegated staff*

I have read and support these nominations for the SSCSA

Signature .....

Date .....

Name .....

Position/title .....

If you need any further information or would like to discuss your nomination, please contact Emma Cadd, Community Development Officer–Youth on (08) 8384 0597 or via email at [emmcad@onkaparinga.sa.gov.au](mailto:emmcad@onkaparinga.sa.gov.au) or visit our website at [www.onkaparingacity.com/onka/living\\_here/community/youth\\_development.jsp](http://www.onkaparingacity.com/onka/living_here/community/youth_development.jsp)

**Please send nominations to:**

Emma Cadd  
Community Development Officer–Youth  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168

or hand deliver to Aberfoyle Park, Woodcroft, Noarlunga or Willunga council offices  
or email [emmcad@onkaparinga.sa.gov.au](mailto:emmcad@onkaparinga.sa.gov.au)  
or fax 8382 8744



## 2014 SECONDARY SCHOOLS COMMUNITY SERVICE AWARD

DRAFT

Nominations close at 5pm on Friday 26 September 2014

GUIDELINES





## 2014 Secondary Schools Community Service Award Guidelines

- Nominations must be completed on the 2014 Secondary Schools Community Service Awards (SSCSA) nomination form.
- Each school/institution may select one male and one female recipient.
- One award will be presented to each recipient. Recipients will be presented with a framed certificate of recognition, medallion and a book voucher at their school graduation or valedictory event.
- To be eligible, nominations for these awards must meet the criteria and guiding principles as outlined in these guidelines.
- Nominations must provide supporting documentation with their nomination form.
- The City of Onkaparinga reserves the right to decline a nominee if supporting evidence is inadequate.
- Nominations close at **5pm on Friday 26 September 2014. Late nominations will not be considered.**
- **We encourage you to contact Emma Cadd, Community Development Officer–Youth on 8384 0597 to discuss your nomination.**

### ELIGIBILITY CRITERIA

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- Nominees must be enrolled in year 11, 12 or 13 at a secondary education institution within the City of Onkaparinga, although their contributions may extend outside of the City of Onkaparinga.
- Individuals who reside outside our area can be nominated if the school they attend is within the City of Onkaparinga.
- Students whose work as a volunteer is outside of the City of Onkaparinga area can be nominated.
- The achievements or contributions on which the nomination is based cannot be connected with the employment of the nominee, unless their contribution is beyond the reasonable call of duty and it can be demonstrated that their contribution has an obvious direct benefit to their community.
- Community service must impact on or be undertaken in the community, beyond their school and academic involvement.



## **PURPOSE**

The Secondary School Community Service Awards (SSCSA) are intended to celebrate the significant contributions and outstanding achievements made by two senior students from each of our high schools in the community service field.

Young people are a vital part of our city for what they bring to our communities today and not just what they will be in the future. We recognise that young people want to be respected, valued and positively portrayed and it is important that communities acknowledge and celebrate the achievements and value of their young people.

It is important that we play a role in promoting the positive contributions that young people make to our communities through their involvement in decision making and community leadership, but also through the wide range of positive activities that comprise their daily lives.

Young people often go unrecognised and these awards seek to empower and raise the youth voice to celebrate their unique perspectives, talents and vibrancy, which benefit the broader communities in our region.

The SSCSA are open to senior secondary students (years 11–13) and directly acknowledge and encourage valuable contributions to communities from this age group.

The presentation of the awards amongst peers aims to further encourage young people's participation in community service as a valuable and significant contribution.

## **GUIDING PRINCIPLES**

1. The Secondary Schools Community Service Awards are open to young people that have made a significant voluntary contribution to activities that benefit community through:
  - working in a voluntary capacity
  - sharing skills or time
  - raising money
  - being inspirational role models and instilling pride in communities
  - reaching an outstanding level of achievement in any field
  - actively promoting, participating and supporting causes for the betterment of the wider community.
2. A volunteer is a person who:
  - benefits the community and themselves by participating in volunteer programs
  - provides a service of their own free will
  - does not receive any monetary reward (reimbursements of out of pocket expenses are not regarded as monetary reward)
  - undertakes activities which complement the services provided by paid staff.
3. Factors that make the nominee's contribution 'extra' special may include:
  - a significant number of hours contributed and length of time spent in their role(s)
  - passion, sacrifice, commitment and dedication for unconditionally giving their time (including challenges presented by disability or ill health)
  - what makes them stand out from others





- recognition received elsewhere (eg in the media, by other awards etc).
- 4. For what reasons does the nominee volunteer their time and resources, for example:
  - for the pure love of it and to simply help people and the community
  - that they are generous, kind, caring or compassionate.
- 5. For how long has the nominee been volunteering, for example consider:
  - what role(s) have they undertaken
  - what date(s) did they start and how long have they spent in the role(s).

#### **ASSESSMENT PROCESS**

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##### **Once a nomination has been received**

- the nominator(s) will receive written acknowledgement of the nomination and will be contacted to make arrangements for the presentation at the schools valedictory. The nominator may also be asked to provide further information about the nomination
- the nominee will receive written acknowledgement of the nomination and will be asked to confirm their acceptance of the nomination.

#### **AWARDS PRESENTATION CEREMONY**

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The SSCSA Award presentation process is coordinated by council staff in consultation with each of the participating secondary schools. It is presented by the Mayor, an Elected Member or council staff member at the school's valedictory or graduation ceremony.

Recipients receive a medal, a framed certificate and a book voucher to the value of \$50.

#### **NOMINATIONS AND FURTHER INFORMATION**

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If you need any further information or would like to discuss your nomination, please contact Emma Cadd, Community Development Officer–Youth on (08) 8384 0597 or via email at [emmcad@onkaparinga.sa.gov.au](mailto:emmcad@onkaparinga.sa.gov.au) or visit our website at [www.onkaparingacity.com/onka/living\\_here/community/youth\\_development.jsp](http://www.onkaparingacity.com/onka/living_here/community/youth_development.jsp)

##### **Please send nominations to:**

Emma Cadd  
Community Development Officer–Youth  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168

or hand deliver to Aberfoyle Park, Woodcroft, Noarlunga or Willunga council offices  
or email [emmcad@onkaparinga.sa.gov.au](mailto:emmcad@onkaparinga.sa.gov.au)  
or fax 8382 8744

**Nominations must be received by 5pm Friday 26 September 2014**

**Late nominations will not be considered**

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## **City of Onkaparinga**

### **Minutes of the Community Civic Awards and Australia Day Awards Sub-Committee meeting held on 31 July 2014**

**Venue:** Meeting Room, Commonwealth House  
Beach Road, Noarlunga Centre

**Meeting commenced:** 4.10pm

**Present:** Mayor Lorraine Rosenberg (Chairperson)  
Cr Heather Merritt  
Cr Darryl Parslow  
Cr Sharon Nash  
Karl Strenge

**Apologies:**

**Leave of absence:**

**Absent:**

City of Onkaparinga  
Minutes of the Community Civic Awards and Australia Day Awards Sub-Committee meeting held on 31 July 2014.

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**1. Opening of meeting**

**Mayor Rosenberg** officially opened the meeting at 4.10pm.

**2. Reports of officers**

**2.1 Community Civic Awards 2014**

***MOVED Cr Nash.***

*That the Community Civic Awards and Australia Day Awards Sub-Committee award the 2014 Community Civic Awards to:*

- Christina Davison for Community service - individual*
- Robyn Melville for Community service – individual*
- City of Onkaparinga Community Bus Volunteers for Community service – group*
- City of Onkaparinga Volunteer Graffiti Removal Mobile Team for Community service – group*
- Community service by a young person (12-25 years) – no award given*
- Michael Victory for Outstanding personal achievement*
- Jimmy Harrington for Outstanding personal achievement by a young person (12-25years)*
- Sport – no award given*
- Education – no award given*
- Outstanding bravery – no award given*
- Willunga Primary School Envirokids for Environment.*

*SECONDED by **Cr Merritt.***

*CARRIED*

**3. Other business**

Nil.

**4. Closure**

**Mayor Rosenberg** officially declared the meeting closed 5.15pm.

Certified Correct .....Chair

/ /2014



### **8.3 Audit, Risk, Value and Efficiency Committee minutes**

This is a regular or standard report.

Director: Alison Hancock, Director People, Governance and Regulatory Services

Report Author: Matthew Lawrence, Governance Officer

Contact Number: 8384 0126

Attachments: 1. Minutes of the Audit, Risk, Value and Efficiency Committee held 11 August 2014 (4 pages)

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A meeting of the Audit, Risk, Value and Efficiency Committee was held on 11 August 2014.

There were no items that require a resolution of Council.

#### **Recommendation**

**That Council note the minutes of the Audit, Risk, Value and Efficiency Committee meeting held on 11 August 2014, as attached to the agenda.**

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## **City of Onkaparinga**

### **Minutes of the Audit, Risk, Value and Efficiency Committee meeting held on 11 August 2014**

**Venue:** Meeting Room 1, Civic Centre  
Ramsay Place, Noarlunga Centre

**Meeting commenced:** 10.04am

**Present:** Mayor L Rosenberg  
Cr J Gunn  
Cr S Nash  
Mr P Mendo  
Mr D Powell (Chairperson)

**Apologies:**

**Leave of absence:**

City of Onkaparinga  
Minutes of the Audit, Risk, Value and Efficiency Committee meeting held on 11 August 2014.

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**1. Opening of meeting**

**Mr Powell** officially declared the meeting open at 10.04am.

**2. Confirmation of minutes of Audit, Risk, Value and Efficiency Committee meeting held on 30 June 2014.**

**Mayor Rosenberg** *MOVED* that the Minutes of the proceedings of the Audit, Risk, Value and Efficiency Committee meeting held on 30 June 2014 be received and confirmed as an accurate record of those proceedings.

*Seconded by Cr Gunn.*

*CARRIED*

**3. Adjourned business**

Nil.

**4. Chairperson's report**

Nil.

**5. Presentation**

Nil.

**6. Deputation**

Nil.

**7. Reports of officers**

**7.1 2014 Risk Management Review - Results report**

*MOVED Cr Nash.*

*That the Audit Risk Value and Efficiency Committee note the status of the annual Local Government Association Mutual Liability Scheme Risk Management Review and the bonuses achieved by the City of Onkaparinga for 2014-15.*

*Seconded by Mr Mendo.*

*CARRIED*

City of Onkaparinga  
Minutes of the Audit, Risk, Value and Efficiency Committee meeting held on 11 August 2014.

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**7.2 Placement of Council Insurances**

*MOVED **Cr Gunn.***

- 1. That the Audit, Risk Value and Efficiency Committee note the City of Onkaparinga's Summary of Council Insurances, as attached to the agenda.*
- 2. That a report or presentation on trends in workers compensation claims and actions related to building a safety culture be presented to the Audit, Risk, Value and Efficiency Committee.*

*Seconded by **Cr Nash.***

*CARRIED*

**7.3 2013-14 Financial Statement Assumptions and Progress Report**

*MOVED **Cr Gunn.***

*That the Audit, Risk, Value and Efficiency Committee note the Financial Statement assumptions and progress as detailed in this report and the 2014 Financial Statement assumptions and progress report, as attached to the agenda.*

*Seconded by **Mr Mendo.***

*CARRIED*

**7.4 Internal audit quarterly update report**

*MOVED **Cr Nash.***

*That the Audit, Risk, Value and Efficiency Committee notes the Internal Audit Quarterly Update report, including the status of actions arising from internal audits as provided in the Internal Audit Action Implementation Report attached to the agenda.*

*Seconded by **Mr Mendo.***

*CARRIED*

**7.5 Audit, Risk, Value and Efficiency Committee Work Plan**

*MOVED **Mayor Rosenberg.***

*That the Audit, Risk, Value and Efficiency Committee note the work plan as amended and attached to the agenda.*

*Seconded by **Cr Gunn.***

*CARRIED*

**8. Questions on notice**

Nil.

**9. Motions**

Nil.

City of Onkaparinga  
Minutes of the Audit, Risk, Value and Efficiency Committee meeting held on 11 August 2014.

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**10. Petitions**

Nil.

**11. Urgent business**

Nil.

**12. Confidential items**

Nil.

**13. Closure**

**Mr Powell** officially declared the meeting closed at 11.12am.

*Certified Correct* .....Chair

/ /2014

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#### **8.4 Strategic Directions Committee minutes**

This is a regular or standard report.

Director:	Alison Hancock, Director People, Governance and Regulatory Services
Report Author:	Matthew Lawrence, Governance Officer
Contact Number:	8384 0126
Attachments:	1. Minutes of the Strategic Directions Committee meeting held 19 August 2014 (6 pages)

---

A meeting of the Strategic Directions Committee was held on 19 August 2014.

There were no items that require a resolution of Council.

#### **Recommendation**

**That Council note the minutes of the Strategic Directions Committee meeting held on 19 August 2014, as attached to the agenda.**

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**City of Onkaparinga**  
**Minutes of the Strategic Directions Committee meeting**  
**held on 19 August 2014**

**Venue:** Civic Area, Civic Centre  
Ramsay Place, Noarlunga Centre

**Meeting commenced:** 7.00pm

**Present:** Mayor L F Rosenberg  
Cr M Bray  
Cr S Brown  
Cr D Chapman (7.01pm)  
Cr R de Jonge (7.03pm)  
Cr H Greaves  
Cr J Gunn  
Cr W Jamieson  
Cr G Kilby  
Cr H Merritt  
Cr S Nash  
Cr W Olsen  
Cr D Parslow  
Cr P Schulze  
Cr N Swann

**Apologies:** Cr K Richardson  
Cr P Sutherland  
Cr S Webster  
Cr Y Wenham

**Leave of absence:**

**Absent:** Cr C Knight  
Cr R Brown



City of Onkaparinga  
Minutes of the Strategic Directions Committee meeting held on 19 August 2014.

---

**1. Opening of meeting**

**Cr Parslow** officially declared the meeting open at 7.00pm.

**2. Confirmation of minutes of the Strategic Directions Committee meeting held on 29 July 2014.**

**Cr Nash** *MOVED* that the Minutes of the proceedings of the Strategic Directions Committee meeting held on 29 July 2014 be received and confirmed as an accurate record of those proceedings.

*Seconded by Cr Swann.*

*CARRIED*

**Cr Chapman** entered the meeting at 7.01pm.

**3. Adjourned business**

Nil.

**4. Chairperson's report**

Nil.

**5. Presentation**

**5.1 Resilient South Regional Climate Change Adaptation Plan (Mark Siebentritt, Seed Consulting)**

**Cr de Jonge** entered the meeting at 7.03pm.

Mark Siebentritt, Seed Consulting, gave a presentation and answered questions from elected members in relation to the Resilient South Regional Climate Change Adaptation Plan.

**6. Deputation**

Nil.

**7. Reports of officers**

**7.1 Resilient South Regional Climate Change Adaptation Plan**

*MOVED **Cr Nash.***

*That the Strategic Directions Committee:*

- 1. adopt the Resilient South Regional Climate Change Adaptation Plan noting that it is a regional plan that will require the support and commitment of all levels of government, business, communities and individuals, as attached to the agenda.*
- 2. note the Resilient South Engagement Feedback Report, as attached to the agenda.*
- 3. approve the continuation of the Resilient South project in 2014–15 noting the following project objectives for this period:*
  - update the Resilient South Heads of Agreement between the four partner councils for the period 2014-15 to be signed by each Chief Executive.*
  - engage partner councils and the South Australian Government in a process to prioritise and cost the regional Adaptation Plan's regional and local adaptation options.*
  - develop a new Sector Agreement with the South Australian Government for endorsement by August 2015 to progress priority adaptation options and assist in winning new grant funding.*

*Seconded by **Cr Merritt.***

*CARRIED*

**7.2 Policy Principles**

*MOVED **Cr Nash.***

*That Strategic Directions Committee:*

- 1. approve the Policy Principles 2014-18, as attached to the agenda.*
- 2. note that the Policy Principles will be up-loaded to the online version of the Community Plan 2035 by 15 September 2014 and that guidelines for their use will be progressively developed before the end of 2014.*
- 3. note that the Policy Principles will be reviewed again as part of the next Community Plan development process in 2016-17.*

*Seconded by **Cr Chapman.***

*CARRIED*

**7.3 Healthy Lifestyles Strategy 2014-19**

**Cr Olsen** left his seat in the meeting at 7.21pm.

**Cr Olsen** resumed his seat in the meeting at 7.22pm.

*MOVED **Cr Schulze**.*

*That the Strategic Directions Committee approve the Healthy Lifestyles Strategy 2014-19, as attached to agenda, renamed as the Healthy Active Lifestyles Strategy 2014-19.*

*Seconded by **Cr de Jonge**.*

**Cr Chapman** *MOVED an AMENDMENT.*

- 1. That the Strategic Directions Committee note the draft Healthy Lifestyles Strategy 2014-19, as attached to agenda.*
- 2. That the draft be further amended to include a vision, including key issues as per the community plan.*
- 3. That the draft be renamed the Healthy Active Lifestyle Strategy 2014-19.*

*Seconded by **Cr Olsen**.*

*LOST*

*The original MOTION was PUT and CARRIED.*

**7.4 Seaford District Centre Strategic Management Plan 2014-35**

Chantal Milton, Principal Project Manager, gave a presentation and answered questions from elected members in relation to the Seaford District Centre Strategic Management Plan.

*MOVED **Cr de Jonge**.*

*That the Strategic Directions Committee:*

- 1. note the Seaford District Centre Phase 2 Engagement Plan.*
- 2. note the Draft Southfront Seaford District Centre Stormwater Report.*
- 3. note the Draft Seaford District Centre 3 Park Reserve Precinct Masterplan.*
- 4. endorse the Seaford District Centre Strategic Management Plan 2014-2035 (attachment 2 as attached to the agenda).*
- 5. endorse the Seaford District Centre Action Plan 2014-2019 (attachment 3 as attached to the agenda).*
- 6. note that an annual update will be provided to Strategic Directions Committee on the status of actions contained within the plan and any changes necessary as a result of private investment decisions, the outcome of further investigations and Council policy changes.*

*Seconded by **Cr Swann**.*

*CARRIED*

**Cr de Jonge** left the meeting at 8.17pm

City of Onkaparinga  
Minutes of the Strategic Directions Committee meeting held on 19 August 2014.

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**7.5 Draft Urban Renewal Regulations and Guidelines**

**Cr Jamieson** left his seat in the meeting at 8.17pm.

**Cr Chapman** left his seat in the meeting at 8.18pm.

**Cr Jamieson** resumed his seat in the meeting at 8.19pm.

**Cr Chapman** resumed his seat in the meeting at 8.19pm.

**Cr Olsen** left his seat in the meeting at 8.21pm.

**Cr Olsen** resumed his seat in the meeting at 8.24pm.

*MOVED **Cr Nash.***

*That the Strategic Directions Committee:*

- 1. approve the draft submission, as attached to this report, to the Department of Planning, Transport and Infrastructure subject to any changes made during consideration of this report.*
- 2. note the Combined Council and Local Government Association's review of the draft Urban Renewal Regulations and Guidelines, as attached to this report, to be provided as an attachment to the draft submission.*
- 3. note that council administration will continue to identify opportunities for potential designation of Noarlunga Regional Centre, Christie Downs, Hackham South East and other strategic areas as Precincts, pursuant to the Urban Renewal Act 1995.*
- 4. That council administration review the Minister's second reading speech and include any promises in relation to provisions to be included in the Urban Renewal Regulations in the submission to the Department of Planning, Transport and Infrastructure.*

*Seconded by **Cr Greaves.***

*CARRIED*

**7.6 Updated Work Program**

*MOVED **Cr Kilby.***

- 1. That the Strategic Directions Committee note the Work Program as attached to the agenda, updated for the next 12 months (incorporating any amendments resolved by the Strategic Directions Committee).*
- 2. That the Strategic Directions Committee note the verbal updates provided for the following:*
  - Hackham South East DPA (update on the progress of engineering investigations and next steps).*
  - Research Project Outcomes (overview of recent report outcomes/implications, including Southern Residential Market Supply Report, Social Housing Divestment Discussion Paper and Noarlunga Regional Centre Supply and Demand Study).*

*Seconded by **Cr Swann.***

*CARRIED*

City of Onkaparinga  
Minutes of the Strategic Directions Committee meeting held on 19 August 2014.

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**8. Questions on notice**

Nil.

**9. Motions**

Nil.

**10. Petitions**

Nil.

**11. Urgent business**

Nil.

**Cr Chapman** left the meeting at 8.48pm.

**12. Confidential items**

Nil.

**13. Closure**

**Cr Parslow** officially declared the meeting closed at 8.55pm.

*Certified Correct .....Chair*

/ /2014

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## 9.1 Review of Chief Executive Officer Financial Delegation

This is part of an update to Council on a previously reported subject, concept or issue.

Director: Steve Mathewson, Director Finance and Commercial

Report Author: Les Tulloch, Team Leader Procurement Services

Contact Number: 8384 0669 (lestul@onkaparinga.sa.gov.au)

Attachments: 1. Opportunities and Risks associated the authorisation of the CEO's unlimited financial delegation (5 pages)

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### 1. Purpose

This report presents a summary for Council consideration of the risks and opportunities associated with Council authorising the Chief Executive Officer (CEO) (or his delegate) unlimited financial delegation so as to inform its consideration of such an authorisation.

### 2. Recommendations

**That Council having given due consideration to the risks and opportunities outlined in this report:**

- 1. Revokes its previous financial delegation levels to the Chief Executive Officer to enter into and discharge contracts (sections 36 and 37) and to expend funds (section 137) under the *Local Government Act 1999 (the Act)*.**
- 2. Exercises the power contained in section 44 of the Act and delegates the following financial authorisation limits to the person occupying the office of the Chief Executive Officer and to any person acting in that office, subject to the conditions and limitations specified:**
  - 2.1 pursuant to sections 36 and 37 of the Act to enter into contracts not requiring the common seal without limit provided the funds are contained within current Council approved budgets for the provision of such works, goods and/or services**
  - 2.2 pursuant to section 137 of the Act to expend monies without limit on items contained within current Council approved budget funds.**
- 3. Authorises the Chief Executive Officer to further delegate this financial authorisation, in accordance with sections 44 and 101 of the *Local Government Act 1999*, as the Chief Executive Officer sees fit, unless otherwise specified in this.**

### 3. Background

Council adopted a new Procurement Policy on 29 April 2014 and in doing so considered the above recommendations and **resolved "that a further report be presented to the next meeting of Council explaining the risk and opportunity of unlimited financial delegations"**.

In preparing this report we have sought legal advice to ensure that all legislative constraints and implications were considered in the assessment of risks and opportunities. As a result, additional risks were identified requiring further consideration and time in preparing this report.

#### 4. Financial Implications

The financial implications (and opportunities) associated with the authorisation of **the Chief Executive Officer's (CEO's) unlimited financial delegation** are presented through the risks and opportunities summarised within the following sections of this.

#### 5. Risk and Opportunity Management

The risks and opportunities associated with Council's authorisation of an unlimited delegation for the CEO along with the risks associated with Council electing not to authorise the delegation are summarised in the following and discussed in greater detail in attachment 1:

Risk	
Identify	Risk
Risks associated with <b>the CEO's unlimited</b> financial delegation	<ul style="list-style-type: none"> <li>• Potential lack of comfort of CEO to make procurement decisions on key initiatives</li> <li>• Potential conflict of interest of CEO (perceived or actual)</li> <li>• Perceived loss of <b>Council's decision making</b> capacity on key initiatives of interest</li> <li>• Loss of opportunity to communicate information regarding the status of a project into the chamber</li> <li>• Potential expenditure outside of an approved budget</li> <li>• Alignment with relevant legislation</li> </ul>
Risks associated with <b>the CEO's current</b> financial delegation	<ul style="list-style-type: none"> <li>• Schedule inefficiency through procurement processes</li> </ul>

Opportunity	
Identify	Opportunity
Opportunities associated with the <b>CEO's unlimited</b> financial delegation	<ul style="list-style-type: none"> <li>• Schedule efficiency in procurement</li> <li>• Resource efficiency in procurement</li> <li>• Efficiency through the chamber</li> <li>• Surety of probity - the fairness and transparency of decision making in procurement</li> <li>• <b>Reinforcing the City of Onkaparinga as a 'client of choice' and as an organisation with</b> capability to deliver projects</li> <li>• Commercial offer savings</li> </ul>



## 6. Discussion

The CEO's current level of financial delegation is:

- unlimited for expenditure of funds for procurement made through aggregated procurement mechanisms such as Council Solutions (formally G6 Purchasing Group) contracts
- restricted to \$500,000 for any other purchase.

On 29 April 2014 Council adopted a procurement policy which provides for more efficient and contemporary procurement reinforcing the City of Onkaparinga as a leader in the industry regarding its practices in this area.

It is proposed that Council authorise a financial delegation to the CEO without limit (unlimited) provided the funds are contained within approved budgets for the provision of such works, goods and/or services to:

- support the efficient management of our procurement functions
- **align the CEO's delegation for general purchases with his** current authority for aggregated purchases
- reflect what is demonstrated through the following table as the industry standard to support a significant program of work.

The following table presents a summary of CEO financial delegations across the six member councils of Council Solutions (formerly G6 Purchasing Group) compared against the capital value of their Project and Capital Works (PCW) programs:

<b>Council</b>	<b>PCW expenditure 2014/15</b>	<b>CEO financial delegation</b>
Adelaide	\$48.6 million	\$1,000,000
<i>Onkaparinga</i>	<i>\$47.9 million</i>	<i>\$500,000</i>
Charles Sturt	\$34.6 million	Unlimited
Marion	\$28.43 million	Unlimited
Salisbury	\$25.2 million	Unlimited
Tea Tree Gully	\$12.5 million	\$500,000

Attachment 1

Opportunities associated with the CEO's unlimited financial delegation

Key opportunities	Discussion/Outcome
Schedule efficiency in procurement	<p><b>Discussion:</b> Unlimited financial delegation supports the implementation of the contemporary procurement practices incorporated in the recently adopted policy which in itself aims to support efficient and effective procurement.</p> <p>As our programs grow steadily in size they will reach levels of expenditure where the number of contracts that are required to be referred to Council for decision will increase - adding to the schedule for the delivery of each initiative and our capital works program in its entirety leading to increased potential of carry-forwards.</p> <p>Further, the CEO's current delegation constrains our decision making where it is required to be respond quickly to realise opportunities. By way of example our externally funded community education programs are implemented at very short notice (approximately 1 month). These programs are expanding rapidly with one program in Northern Adelaide now exceeding \$1 million - which for us would require a report to Council under the current delegation.</p> <p><b>Outcome:</b> Unlimited delegation to the CEO will support the timely delivery of our capital works program (which for the 2014-15 financial year equates to \$47.90 million (excluding carry-forwards)) and enable the efficient response to short lead-time opportunities.</p>
Resource efficiency in procurement	<p><b>Discussion:</b> The preparation of associated Council reports and the underpinning review process requires a resource commitment that would otherwise not be required should the CEO be the ultimate decision maker in the award of a contract. It is estimated that for any given purchase this equates to approximately 20-30 hours subject to the complexity of the matter.</p> <p><b>Outcome:</b> Reduce the resources required to finalise the evaluation and award of contract process.</p>
Efficiency through the chamber	<p><b>Discussion:</b> award of contract reports are always considered in confidence as they are commercial in nature. The late timing of these reports on any given agenda requires that both elected members and relevant staff remain at council meetings for extended periods.</p> <p><b>Outcome:</b> Reduction in time and resources in processing business through the chamber which is otherwise appropriately controlled through procurement administrative procedures.</p>
Surety of probity - the fairness and	<p><b>Discussion:</b> Should the Council resolve not to appoint a recommended contractor, this decision may be contrary with pre-determined evaluation criteria which are developed to guide our evaluation panels and ensure value for</p>

Key opportunities	Discussion/Outcome
transparency of decision making in procurement.	<p>money recommendations.</p> <p><b>Outcome:</b> all decision making in procurement will be made by an officer with a detailed knowledge of the tender evaluation criteria and a detailed understanding of each procurement ensuring surety of probity.</p>
Reinforcing the City of Onkaparinga as a 'client of choice' and as an organisation with capability to deliver projects	<p><b>Discussion:</b> the current process for contracts results in tendering contractors being held in a 'holding pattern' for up to 12 weeks following the closure of tender – this process may be longer for more complex purchases. Typically, once a tender is submitted, contractors either wish to commence works as soon as possible as relevant resources are available for use and/or lead time is required to procure necessary materials and sub-contractors. The more swiftly our decision making can take place, the greater levels of satisfaction we see in our contractors.</p> <p><b>Outcome:</b> the council will be more efficient in its decision making allowing for a smooth and timely transition from tender to commencement of work. This also demonstrates to our project stakeholders and where relevant funding partners a proactive approach to project delivery.</p>
Commercial offer savings	<p><b>Discussion:</b> Efficient decision making may result in the realisation of cost savings. Tenders remain valid for a fixed period of time (usually 90 days) in which time tenderers cannot increase price even if driven by market forces.</p> <p>Subject to the roster of Council meetings, and the time taken for the evaluation of a tender, there have been instances where we have exceeded the 90 day price validity period. These instances have been managed through re-conformation of tendered prices prior to reports being presented to Council – but we are nevertheless exposed to cost escalation.</p> <p><b>Outcome:</b> it will assist council to ensure tenders are accepted within the tender validity period. Also during this period we can validly reject any proposals by tenderers to increase costs and potentially realise offered savings for early commencement.</p>

**Risks associated with the CEO's unlimited financial delegation**

Key risks	Discussion, Mitigation and Residual Risk Rating
Potential CEO's lack of comfort of CEO to make procurement decisions on key initiatives	<p><b>Discussion:</b> given the nature of some initiatives (eg: high-levels of community interest) the CEO may deem it appropriate to present an item for Council's consideration and approval.</p> <p><b>Mitigation:</b> the CEO will not be obliged to apply his delegation and may (at his discretion) elect to refer a decision through to the Council.</p>
Potential conflict of interest of CEO (perceived or actual)	<p><b>Discussion:</b> through each procurement process, officers involved are required to declare any perceived or actual conflict of interest. Should a real or perceived conflict of interest become apparent for the CEO, the CEO may be unable to make a decision in line with his delegated authority</p> <p><b>Mitigation:</b> the CEO may either choose to refer the decision making responsibility through to a delegate of his choosing or refer the decision through to the Council for its consideration and approval consistent with our current processes.</p>
Perceived loss of Council's decision making capacity on key initiatives of interest	<p><b>Discussion:</b> the Council has long played a role in the final award of contract prior to the delivery of a project. This proposed change in the CEO's financial delegation may create a perceived loss of decision making responsibility by Council.</p> <p>Legal advice suggests that the delegation (if in place) is revocable at will and does not prevent the Council from acting in a matter (section 44(4)(c)). This means that if the Council had a desire it can still retain such control and be the decision maker in such circumstances.</p> <p><b>Mitigation:</b> the Council can decide to retain a particular decision should it see the need to do so. Notwithstanding throughout the life of a project, the Council maintains its decision making autonomy through a range of mechanisms including but not limited to:</p> <ul style="list-style-type: none"> <li>• Budget approval</li> <li>• Prudential management reports (Section 48 of the <i>Local Government Act</i>)</li> <li>• Consideration of community consultation outcomes</li> <li>• Council's role as a regulatory authority eg: Development Approval.</li> </ul>
Loss of opportunity to communicate	<p><b>Discussion:</b> the contract award report is the final formal project report to the Council prior to the commencement</p>

Key risks	Discussion, Mitigation and Residual Risk Rating
<p>information regarding the status of a project into the chamber</p>	<p>of works, noting that these reports given their commercial nature are always considered in confidence.</p> <p><b>Mitigation:</b> throughout the life of the project, there are a number of ways through which Council is informed regarding the status of a project:</p> <ul style="list-style-type: none"> <li>• Quarterly reporting</li> <li>• Elected Member Workshops</li> <li>• Quarterly budget reviews</li> <li>• Weekly News</li> <li>• Stakeholder specific focussed communications</li> <li>• Specific reporting as requested</li> </ul>
<p>Potential expenditure outside of an approved budget</p>	<p><b>Discussion:</b> it is proposed that the CEO's unlimited delegation be constrained to the approved budget.</p> <p>Section 44(3)(e) of the <i>Local Government Act 1999</i> provides protection that any expenditure of money on works services or operations of the Council must be contained within an approved budget adopted by the Council</p> <p><b>Mitigation:</b> Administrative procedures are in place that do not allow for the award of contract to be recommended for approval prior to the identification of an approved budget for the performance of the works.</p> <p>Should tendered prices exceed the allocated budget, and additional funds are required, the decision to award a contract (and vary the budget) is reported through to Council through a number of mechanisms.</p>
<p>Alignment with relevant legislation</p>	<p><b>Discussion:</b> Legal advice suggests that:</p> <ul style="list-style-type: none"> <li>• regardless of whether the Council chooses to impose a financial limitation on the exercise of the delegation under section 137 of the Act (or not), there remains a requirement to have the delegation in place</li> <li>• an advantage is that the legislation does not require a financial limitation be imposed, so the legislation recognises the flexibility that be achieved by having unlimited powers of expenditure (that are within budget)</li> </ul> <p><b>Mitigation:</b> the governing legislation permits the authorisation of the unlimited financial delegation.</p>

Risks associated with the CEO's current financial delegation

Key risks	Discussion, Risk Rating
Schedule inefficiency through procurement processes.	<p><b>Discussion:</b> The key risk associated with the CEO's current financial delegation lead ultimately to impacts on the individual and overall project schedule of Council. Some of the potential causes of delay arise through:</p> <ul style="list-style-type: none"> <li>• <i>Inconsistency in our approach to purchasing and procurement:</i> The procurement approach of some programs of work (such as the Road Resealing program) is inconsistent due to differing level of financial delegation to the CEO. The early stages of a program is within the financial delegation of officers throughout the administration, but as the program continues the aggregated value of a purchase through our panel contractors over a 12 month period exceeds the current financial delegation of the CEO, with purchases through the latter part of the year then requiring reports to Council - extending the completion of the program.</li> <li>• <i>Reports being referred to Council for approval and decision which may not occur as planned should there be a lack of a quorum or a decision to defer consideration of a matter.</i> In order for Council to make a decision, a quorum must be present. In the event that a quorum is not present, a report would then be referred to the next available Council meeting delaying the decision making by a further 2 weeks. Alternatively, Council may simply elect to defer its consideration of a matter to a later date for reasons apparent at that point in time. The associated impacts of this delay include:                         <ul style="list-style-type: none"> <li>▪ potential increase in cost due to expiry of the associated tender validity period</li> <li>▪ lost opportunity to commence work in a timely manner due to contractor commitments</li> <li>▪ a perceived lack of action by Council through the eyes of the public.</li> </ul> </li> </ul>

## 9.2 Proposal to close and sell Walker and Patterson Street within the Seaford District Centre

This is a new proposal, concept or issue.

Director:	Steve Mathewson, Director Finance & Commercial
Report Author:	Jenny Tardrew, Property Officer (Transactions)
Contact Number:	8384 0016
Attachments:	<ol style="list-style-type: none"><li>1. Aerial photograph of Walker and Patterson Streets and adjacent council reserve (1 page)</li><li>2. Aerial photograph of privately owned land adjacent to council road (1 page)</li><li>3. An outline of the legislative processes that relate to the proposal (1 page)</li></ol>

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### 1. Purpose

This report seeks Council's consideration and approval to commence the road process to close Walker Street and Patterson Street within the Seaford District Centre, and if closure occurs, to sell the closed road to the adjoining landowners.

### 2. Recommendations

**That, in respect to the roads bordered red on Attachment 1 to this agenda report, being Allotments 2114 and 2115 in Deposited Plan 45911, Certificate of Title Volume 5374 Folio 425 known as Walker Street and Patterson Street, Seaford respectively, Council:**

- 1. Resolves to commence the road closure process (including undertaking public consultation) pursuant to the *Roads (Opening and Closing) Act 1991* (Act); and**
- 2. Authorises the Chief Executive Officer to negotiate and, if agreed, enter into a preliminary agreement under section 12 of the Act for transfer of the road, if closed, to the adjoining owners on the following terms:**
  - a. Sale at commercial market value or equivalent development outcomes (as determined by the Chief Executive Officer)**
  - b. Road process to be undertaken at the cost of the purchaser, including all stamp duty, survey and Lands Titles Office fees**
  - c. Closed road to be amalgamated with the purchaser's adjoining land**
  - d. Requiring acceptable development outcomes to be agreed.**
- 3. Resolves that a further report be tabled for Council's consideration and determination following completion of the required public consultation process.**

### 3. Background

Over the last two years, Council has committed to a 20 Year Vision and Planning process across the Seaford District Centre. This project has involved significant

community and stakeholder engagement to identify opportunities and barriers that exist to future development and improvement of public roads and spaces across the centre. The Public Road parcels identified within this report are considered to be surplus to **council's strategic requirements**. **The current configuration of Public Roads north of Main Street** is creating a barrier that limits development opportunities within this precinct that would be better achieved through a consolidated land parcel.

As part of this process, existing landowners with an interest in acquiring council land that bisects and/or sits adjacent their existing land parcels, have approached council with a view to facilitate an improved development outcome (owners of adjacent land bordered yellow on attachment 2). This report addresses the area of the centre north of Main Street.

The recommendations contained in this report relate to the closure of the legal and open public roads, Patterson Street and Walker Street (part of which is unformed) immediately north of Main Street.

#### 4. Financial Implications

If approved by Council it is proposed that all costs associated with the road closure and amalgamation with the purchasers existing adjoining land titles including the market value of the land will be borne by the purchasers.

#### 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
The subject roads are not approved for closure and disposal.	Walker and Patterson Streets will continue to constrain development opportunities within the precinct north of Main Street that would be better achieved through a consolidated parcel.  <b>Delivery of the communities' vision to activate the Seaford District Centre</b> and Main Street are reliant on <b>Council's approval for disposal of both the</b> subject roads and the adjoining car parking reserve located north of Main Street, Seaford (the subject of a separate report on this agenda). A review of both disposal proposals will be undertaken if support is not gained for either proposal through the public consultation process
Adverse stakeholder & community response to subject land disposal	A communication plan will be prepared, as part of the existing approved engagement plan that exists over the Seaford District Centre Project and will utilise the relationships and consistent messaging that has informed the strategic management plan project to date.



Objections to the proposed road closure process from third parties	If any objections are received from third parties in relation to the road closure process, a description of the reasons will be prepared and presented in a further report to Council to consider based on merit.
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Opportunity	
Identify	Maximising the opportunity
Roads closed and merged with adjoining land forming a consolidated parcel.	A consolidated parcel will enable a quality development outcome and construction timeline to the satisfaction of council to be achieved and enable activation of northern side of Main Street and inject the town centre with further retail, employment and residential opportunities.

## 6. Discussion

### Walker and Patterson Streets, Seaford

Walker and Patterson Streets are legal public roads, described as Allotments 2115 and 2114 in Deposited Plan 45911, held by council under Certificate of Title Volume 5374 Folio 425 (bordered red on attachment 1) (the road corridor). Walker Street is partially constructed for approximately half of its length and Patterson Street is unmade.

The constructed portion of Walker Street provides access to a 27 space car park, which is located on the adjoining council reserve comprised in Allotment 1110 in Deposited Plan 45911 (bordered blue on attachment 1) which is the subject of a separate report on this agenda for Council to also consider its revocation and sale.

The road corridor is **considered surplus to Council's strategic needs from the** perspective of the 20 Year Strategic Management Plan, and has been identified as a barrier to the development potential of the northern side of Main Street. The current configuration limits the adjacent landowners ability to develop Main Street **consistently with the communities' vision. The adjacent landowners**, who have been the main contributor to Main Street remaining vacant, have confirmed it is not commercially viable in the current market.

**Council's consideration and approval to close the road corridor (the subject of this report)** and to revoke other adjacent land from its community land classification (the subject of another report on this agenda) will permit the consolidation of land parcels and facilitate development. Once the precinct is developed, it is proposed that new developments will provide adequate car parking in convenient locations that supports a mix of uses and maximises the shared use of parking areas.

### Internal investigation regarding the strategic use of Walker and Patterson Streets

Internal investigations were carried out across the organisation regarding the proposal to close and dispose of the roads to the adjoining landowners. No objections were raised to the proposal.

Development Projects advised they support the proposal as it is considered to be in line and integral to the work occurring to date on the Seaford District Centre – 20 Year Strategic Management Plan Project.

Community Assets advised that the Seaford Meadows Trail located on Allotment 2126 is adjacent to the car park and closure of the road corridor will not affect access to, from and across the trail.

Infrastructure Asset Management indicated that other than servicing the car park on Allotment 1110, the disposal of the road closure would not affect the asset network.

### **Proposal**

The proposal to close the subject land is as a result of a direct request. A further report will be presented to Council, in the event of any objections or requests for easements received through the public consultation phase of the road closure process. Assuming the outcomes of the public consultation phase are in support of the intended sale, the report will also address the desired disposal method in accordance with the Disposal of Land and Other Assets Policy and conditions of any **sale and seek Council's approval to make a road process order in relation to the subject land.**

### **Legislative and Policy Requirements – Road Closure**

An outline of the legislative processes and council disposal policy that relate to the road closure process under the *Roads (Opening and Closing) Act 1991* is in attachment 3.

## Proposed road closures for disposal

## Attachment 1



### Description of Land:

Statements, Annotations and  
 Amendments concerning  
 Easements:

### Legend

- Proposed road closures for disposal
- Council car park reserve



**Subject land -Walker and  
 Patterson Streets Seaford**

**Attachment 2**



Description of Land:

Statements, Annotations and  
 Amendments concerning  
 Easements:

**Legend**



Adjoining Landowners - Seaford District Centre



Subject land - Walker and  
 Patterson Streets Seaford

## Attachment 3

### Attachment 3

### Report pursuant to the *Local Government Act 1999*

#### Road closing process pursuant to the *Roads (Opening and Closing) Act 1991*

Closure of roads is legislated under the *Roads (Opening and Closing) Act 1991* by means of a legal procedure known as a 'Road Process'. For this to commence, Council must first resolve to close the road, notwithstanding the ability of Council to reassess this decision throughout the process.

It is a requirement that council lodges a plan of the proposed closure with the Surveyor General together with a statement setting out the names of parties affected and council's proposals for the closed road, namely disposal or for some other purpose.

Public consultation must be undertaken to provide an opportunity for parties affected by the proposal to lodge an objection to the closure or make application for an easement over the land to be closed.

Council is required to further meet and consider any submissions and applications for easement made during the public consultation phase of the process. This is Council's opportunity to pass a final resolution to either close the road or to determine that no road process order is to be made and that all parties affected are to be notified that the process has been terminated.

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### **9.3 Update report on the proposal to revoke a portion of Council reserve land on Flinders Avenue adjoining Seaford Day and Night Clinic**

This is an update on a previously reported subject, concept or issue.

Director:	Steve Mathewson, Director Finance and Commercial
Report Author:	David Haslam, Property Officer Transactions
Contact Number:	8301 7227
Attachments:	<ol style="list-style-type: none"><li>1. Aerial photograph of the subject land and balance land (1 page).</li><li>2. Aerial photograph of landowner's notified by letter (1 page).</li><li>3. Supporting information letter from Seaford Day and Night Clinic (2 pages).</li></ol>

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#### **1. Purpose**

This report outlines the outcomes from the public consultation phase to revoke the community land classification of portion of Allotment 624 in Deposited Plan 7973 and recommends a request be forwarded to the Minister for Planning for consent to revoke the subject land in accordance with the legislative procedure.

#### **2. Recommendations**

**That, for the reserve described as portion of Allotment 624 in Deposited Plan 7973, and comprised in portion of Certificate of Title Volume 3507 Folio 178 located on Flinders Avenue, Seaford and bordered in red on attachment 1 to this agenda report, Council:**

- 1. Notes that nineteen (19) submissions were received during the public consultation phase of the community land revocation process.**
- 2. Having considered the submissions received, recommends that a request be submitted to the Minister for Planning for approval to revoke the subject land from its community land classification on the basis that:**
  - 2.1 The subject land is to be sold direct to Seaford Day and Night Clinic at no less than the current market value as determined by two licensed valuers.**
  - 2.2 The subject land is to be consolidated with the existing medical clinic title.**
  - 2.3 Sale of the subject land will be conditioned with the requirement for the Seaford Day and Night Clinic to obtain prior planning approval for the development of the land as a medical clinic and agrees to enter into a Land Management Agreement to limit the development of the land for uses associated with expanded medical facilities.**
- 3. With regard to the net proceeds from the sale of the subject land, and**
  - a. In consideration of the responses received during the public consultation process, dedicates up to \$50,000 funding from the sale of the portion of reserve for reinvestment back into the development and upgrade of the remaining reserve, and**

- a. Consistent with the Annual Business Plan 2014-15 budget balancing options, the balance of the proceeds from the sale of the reserve to be assigned to general revenue to meet the agreed budget amendments endorsed by Council at its meeting on 24 June 2014, unless**
  - b. If, at the time of the eventual sale, the budget amendment commitments have been met, net proceeds will be assigned to the commercial activity reserve fund to assist with the funding of future projects and strategic acquisitions.**
- 4. Notes a final report will be presented to Council once the Minister's decision regarding the proposed revocation has been received, to enable finalisation of the revocation process.**

### **3. Background**

At its meeting on 11 March 2014, Council declared the subject portion of reserve surplus to requirements and suitable for disposal and approved the commencement of the public consultation phase of the revocation process.

The proposal arose from an application by Seaford Day and Night Clinic (SDNC) to purchase a portion of the adjoining Council reserve (bordered in red in attachment 1) for addition to its property. SDNC has advised that its existing site is limited in size and does not have the capacity to meet the future expansion requirements associated with the increasing community demands on the medical clinic.

### **4. Financial Implications**

All cost associated with the sale and consolidation of the subject land with the **purchaser's land, together with the market value of the land, will be borne by the purchaser.**

In recognition of the formal responses received during the public consultation process, it is proposed that Council dedicates up to \$50,000 funding from the sale of the portion of reserve (if approved by Council) for reinvestment back into the development and upgrade of the remaining reserve.

Our Community Assets Team advises that an amount of up to \$50,000 is a sufficient budget to upgrade a reserve of this type and location taking into account the open space offerings for the surrounding community located in close proximity to the subject reserve. To complement the existing playground on the reserve, it is suggested that the allocated funding be used for a picnic shelter and tree planting to provide future shade, together with an upgrade to the existing irrigation system to provide an improved irrigated green space adjacent to the playground for further amenity.

It is proposed that, consistent with the Annual Business Plan 2014-15 budget balancing options, the balance of the proceeds from the sale of the portion of the reserve (if approved by Council) be assigned to general revenue to meet the agreed budget amendments endorsed by Council at its meeting on 24 June 2014. If, at the time of the eventual sale, the budget amendment commitments have been met, proceeds will be assigned to the commercial activity reserve fund to assist with the funding of future projects and strategic acquisitions.



## 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Community dissatisfaction that the subject land is approved for direct disposal to SDNC.	<p>Whilst there may be some resultant concerns expressed by members of the public who have opposed the disposal to SDNC, on balance this decision can be justified by the level of supportive responses received for the overall long term benefit to the community.</p> <p>To ensure that a market value is received through direct negotiation, as outlined in Section 6 of this report (Valuation Procedure), it is intended to obtain two independent valuations to guide direct negotiations.</p>
Concern that this recommendation will set a precedent for future disposals.	<p>All applications to revoke and dispose of community land are considered on their individual merits and are decided upon based on the particular circumstances that exist. It is not considered that a precedent is being set by proceeding with this revocation and disposal.</p>

Opportunity	
Identify	Maximising the opportunity
The land revocation process is progressed and the land ultimately sold to SDNC.	<p>Support for a sale is in recognition of the identified public demand for expanded medical facilities in this location and reflects that the land has not been identified as strategically or operationally necessary (in its entirety) for retention by council.</p> <p>Such a decision would recognise the health needs of the community and reflect Council's progressive attitude towards recognising areas of community need, by critically assessing the strategic need to retain ownership of community land versus the broader benefits of disposal.</p>

On balance, and having due regard for the community feedback received on this particular occasion, it is considered appropriate to further progress the revocation of community land process to enable direct disposal of this land to SDNC for the purpose of expanding their medical facilities.

## **6. Discussion**

### **Public Consultation for Revocation**

The public consultation process closed on 23 May 2014 and involved:

- The placement of a notice in the Southern Times Messenger newspaper on 30 April 2014 outlining the relevant details of the proposal, inviting written submissions and providing contact officer details.
- The placement of folders at our 4 Customer Service Centres at Woodcroft, Aberfoyle Park, Noarlunga and Willunga outlining relevant details of the proposal, inviting written submissions and providing officer contact details.
- Letters of explanation being posted to 107 nearby landowners inviting comment (refer attachment 2 for the location of those notified by letter).
- The erection of a sign on the subject land extending past the duration of the public consultation period (24 days).

As a result of that process, eighteen (18) written submissions were received by the due date of 23 May 2014 and a further letter was received from the Member for Kaurua, Chris Picton dated 2 June 2014 bringing the total number of submissions received to nineteen (19) which reflects an approximate 18% rate of return. Sixteen of the nineteen responses received were as a result of the mail outs.

In summarising the comments made in the written submissions received and in descending order of numbers:

- Sixteen (16) responses recognised the need for retention of open space land.
- Thirteen (13) responses indicated that if sale was proposed it should only be to SDNC.
- Eleven (11) responses requested that funds realised should be used for improvements to the balance of the reserve.
- Eleven (11) responses expressed concern that a sale may set a precedent and be the thin edge of the wedge.
- Six (6) responses objected to the sale of any portion of the reserve and requested it be retained in total as open space.
- One (1) objected to additional commercial activity in the area.
- One (1) objected to alienation for the benefit of a single party.
- One (1) expressed concern regarding the sale price and a competitive process
- One (1) supported placement of the subject land on the open market.

Note that the number of comments above exceeds the number of written submissions received due to most responses expressing more than a single comment.

### **Site**

The reserve is council owned land and is legally described as Allotment 624 in Deposited Plan 7973 comprised in Certificate of Title Volume 3507 Folio 178 located between Quadrant Terrace and Flinders Avenue, Seaford. The area of land proposed for revocation and disposal is bordered in red on attachment 1 and

measures approximately 1600 m<sup>2</sup> (approx. 40m x 40m) and is a projection of the existing SDNC side boundary.

The total area of the council reserve is 1.4 hectares (bordered in blue on attachment 2). The 1600 m<sup>2</sup> equates to approximately 11.4% of the current reserve area.

The area being considered for revocation and disposal is relatively level open space with three mature eucalypts. The reserve is classified as a developed reserve in **council's generic management plan for reserves**.

### **Internal investigations regarding the strategic use of the reserve**

Disposal of the subject portion of land (if approved by Council) will not significantly change the overall continued public use of the reserve. The Community Assets Team has advised that the reserve is of a size where some loss of open space is not considered to affect functionality as a local reserve.

### **Recreation and Open Space Implications**

**Council's Community Assets Unit (responsible for open space planning)** has advised that the suburb of Seaford is well serviced with open space. Not including the beaches, there are 8.43 hectares of open space per 1000 head of population, which exceeds the average for the City of 4.2 to 5.0 hectares per 1000.

### **Proposal**

The public consultation process was undertaken on the basis that the final disposal method was left open to provide the community with the opportunity to include **additional information to assist Council's consideration**.

As the subject land is of a suitable size to represent a stand-alone parcel, it was suggested in the initial revocation proposal report that Council decide on the most appropriate method of disposal taking into account any representations resulting from the community consultation process.

As a result of that process thirteen (13) of the nineteen (19) submissions received supported a direct sale to SDNC in the event that a sale was the eventual decision. Therefore this report recommends a directly negotiated sale to SDNC at the current market value, if approval to the revocation is received from the Minister for Planning.

### **Valuation Procedure**

The revocation process has the expectation that Council will consider revoking the classification of community land on an objective basis and determine, on balance, what is in the best interests of the community without the financial outcome of the process in mind. For this reason a market valuation by an independent licensed valuer is not sought at the commencement of the process.

A valuation is only valid for a short period of time and due to the timeframes associated with a revocation process, these valuations become out of date prior to completion of the process, therefore they would be required to be done more than once, which duplicates expenditure unnecessarily.

A valuation is generally sought at the end of the revocation process, once the **outcome of Council's determination on the merits of removing the land from the** classification of community land and a final decision on its disposal is known.

As the parcel is of a suitable size to hold as a stand-alone parcel, but is being consolidated with the adjoining land parcel for medical centre use, it is intended

that we engage two licensed valuers to perform independent valuations. This will help to satisfy our communities that the valuation is reasonable and demonstrate our processes are both open and transparent.

### **Planning Advice**

The Development Plan currently restricts development of the subject area as an expanded medical clinic. Notwithstanding, it is suggested that any consideration of a development application and options is premature unless Council first agrees to continue the revocation process by seeking the approval of the Minister for Planning.

The planning restrictions may ultimately require a non-complying development application to be lodged and considered.

### **Conditions of Sale**

If revocation is approved by Council and the Minister for Planning, a pre-requisite to sale of the land will require SDNC to first secure Development Approval to the development of the land for an expanded medical facility. If development approval cannot be obtained by SDNC it is not proposed to progress the revocation and sale of the subject land.

In recognition of the responses received during the public consultation process it is also considered appropriate to require the intending purchaser to enter into a Land Management Agreement to ensure that the land can only be developed as a medical facility.

### **Applicants submission**

SDNC has provided additional information in support of their application to purchase the subject land (refer attachment 3). This information indicates that the medical clinic growth over the preceding 12 months has been at an approximate rate of 400 patients per month and that doctor space is almost at 100% capacity.

They have further indicated that they are committed to maintaining affordable health services to the community, and without the capacity to grow, the prospect for ongoing patient care is severely limited.

**Update report on the proposal to revoke  
 a portion of Council reserve land on Flinders Ave  
 adjoining Seaford Day and Night Clinic**

**Attachment 1**



**Description of Land:**

**Statements, Annotations and  
 Amendments concerning  
 Easements:**

**Legend**

- Area of reserve proposed for sale and consolidation  
 with Seaford Day and Night Clinic land
- Seaford Day and Night Clinic land
- Balance of Council reserve land parcel



**Update report on the proposal to revoke a portion of Council reserve land on Flinders Avenue adjoining Seaford Day and Night Clinic**

Attachment 2



Description of Land:

Statements, Annotations and Amendments concerning Easements:

**Legend**

- Area of reserve proposed for sale and consolidation with Seaford Day and Night Clinic land
- 107 Landowners notified by letter



16<sup>th</sup> June 2014

Onkaparinga City  
David Haslam  
Property Officer Transactions  
Financial & Commercial

**Re: Seaford Day and Night Clinic**

Dear David,

I am enclosing the information you requested in your email of the 26<sup>th</sup> May. The Medical Clinic continues to grow setting new records every month for the numbers of patients coming to the clinic for their medical care. I have collated following figures to provide the direct comparison from May 2013 to May 2014.

- The number of patients in the period grew from 17,649 to 22,443 an increase of 4794 or 27.16%. This equates to an average of 399 new patients per month or the number of 13 new patients per day.
- The number of Doctors (Full time equivalent) has increased from 8 to 11 a 37.5% increase.
- The practice has an absolute ceiling of 15 doctors. We have recruited two more doctors and they are still waiting for their Medicare provider numbers. This leaves us just two spaces to fill and the clinic is at 100% capacity.
- As you are aware the operation is open from 8.00am to 11.00pm Monday to Saturday and 10.00am to 10.00pm Sunday. On last Thursday by 11.00am every available appointment for Thursday and Friday was taken and there was a standby list of 9 patients waiting for cancellations on Thursday and 4 for Friday.
- Sunday was totally booked out by Saturday night.
- Twelve months ago the practice provided 132 consultations per day now it is 206. This is the difference between 4,092 and 6,379 or an increase of 2,237 consultations per month. This is a 55.89% increase.
- The Council is no doubt aware we have received Development Approval for a new clinic at Seaford Meadows last week. When completed this new facility is certainly going to assist in reducing the current demand. Having said that the tsunami is still coming. The medium age of our patient is 29 and female. She currently comes 1.6 times per year with the average age of women giving birth for the first time is 30 and then with a new born she will come 6 times per year. Today the 60 year olds come twice per year on average but the seventy year olds

238 Seaford Road, Seaford SA 5169

Phone 08 8327 2022

Fax 08 8327 2133



will come six times per year 80 year olds come 25 times per year. For us being in an urban sprawl area the time bomb is ticking. If clinics cannot cope with the demand when the patient base is young how will it manage in twenty or thirty years?

- Our clinic received a \$50,000 grant in 2013 to increase the after hour services. This financial support was granted to take the load off the emergency services of the Noarlunga Hospital. We provided the additional resources and advertised our after hour times. In the first year the clinic's after hour's capacity was totally absorbed and the surplus demand generated by the population growth will now have to go back to the hospital.
- The purchase of additional land to enable future expansion of the clinic is an exercise in future proofing the ongoing medical services for the population that reside in Seaford and surrounding districts.

The directors of the Seaford Day and Night Clinic are very concerned the current clinic is land locked without any capacity to service the relentless growth in the current demand. This is at a time while the numbers of consultations per patient per year is low. Without having an expansion capacity, the prospects for ongoing patient care for our existing patients is going to be severely limited. We are committed to doing whatever is necessary to maintain affordable health services for the community.

In our opinion irrespective of what happens in the payment of medical services into the future the demand is still going to outpace the supply.

We appreciate the opportunity to put our case before the council members.

Kind Regards



John McMahon

Clinic Director.



#### **9.4 Proposal to revoke a council reserve adjoining the Seaford Shopping Centre from its community land classification to enable the eventual sale of the land**

This is a new proposal, concept or issue.

Director:	Steve Mathewson, Director Finance & Commercial
Report Author:	Jenny Tardrew, Property Officer Transactions
Contact Number:	8384 0016
Attachments:	<ol style="list-style-type: none"><li>1. Aerial photograph of subject council land (1 page)</li><li>2. Aerial photograph of land ownership adjacent to the subject land (1 page)</li><li>3. A copy of the certificate title for the subject land (1 page)</li><li>4. An outline of the legislative processes that relate to the proposal (2 pages)</li></ol>

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#### **1. Purpose**

This report seeks Council approval to commence the process to revoke a council reserve with frontages to Grand Boulevard and The Parade, Seaford and adjoining the Seaford Shopping Centre, Seaford (the subject land) from its Community Land classification to enable the eventual sale of the land to the adjoining landowner.

#### **2. Recommendations**

**That, for the reserve described as Allotment 1198 in Deposited Plan 41755, and comprised in Certificate of Title Volume 5243 Folio 436 and bordered in red on attachment 1 to this agenda, Council:**

- 1. Resolves to commence the process to revoke the subject land from its community land classification and authorises the Chief Executive Officer to prepare the report and undertake public consultation as required by Section 194(2) of the *Local Government Act 1999***
- 2. Requests a further report be presented to Council following the outcome of the public consultation phase of the revocation process.**

#### **3. Background**

The owner of the Seaford Shopping Centre (applicant) has approached Council with a request to acquire the subject reserve land in the south-eastern corner of the Seaford Shopping Centre to facilitate the creation of a regular connected land parcel to support additional car parking and future shopping centre expansion.

The subject reserve land is bordered in red on attachment 1 and the adjoining land parcels owned by the applicant are bordered in yellow on attachment 2.

Over the last two years, Council has committed to a 20 Year Vision and Planning process across the Seaford District Centre. This process has considered the role of open space across the District Centre and the future use and level of open space required to meet the needs of existing and future population growth.

The Seaford 3 Park Reserve Precinct Masterplan and the 20 Year Vision and Strategic Management Plan identified that the subject land is not required for open space due to the close proximity of the proposed Seaford Town Square development.

**There are two other related matters** which are the subject of separate reports on this agenda for Council to also consider, which **supports the 20 Year Vision for the Seaford District Centre, but they are not connected with the subject land discussed in this report.** They include a request for Council's approval to commence the process to revoke a council reserve and to commence a road closure process also within the Seaford District Centre.

#### 4. Financial Implications

All costs associated with the revocation and disposal (if ultimately approved by Council) including payment of the market value of the land will be borne by the purchasers.

##### Valuation Procedure

The revocation process has the expectation that Council will consider revoking the classification of community land on an objective basis and determine, on balance, what is in the best interests of the community without the financial outcome of the process in mind. For this reason, a market valuation by an independent licensed valuer is not sought at the commencement of the process.

A valuation is only valid for a short period of time and due to the timeframes associated with a revocation process, these valuations become out of date prior to completion of the process, therefore they would be required to be done more than once, which duplicates expenditure unnecessarily.

A valuation is generally sought at the end of the revocation process, once the outcome of Council's determination on the merits of removing the land from the classification of community land and a final decision on its disposal is known.

#### 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
The subject reserve land is not approved for disposal	<b>A component of the communities' vision to activate the Seaford District Centre with future retail development may not be delivered due to the development constraints created by the current configuration of the shopping centres' land holdings.</b>

Opportunity	
Identify	Maximising the opportunity
The subject reserve land is considered suitable for disposal and is revoked from its community classification	A consolidated parcel will enable a quality development outcome and construction timeline to the satisfaction of council to be achieved and enable activation and inject the town centre with further retail, employment and residential opportunities

## 6. Additional information

### Council Reserve (subject land)

The subject reserve land is council owned and is legally described as Allotment 1198 in Deposited Plan 41755 comprised in Certificate of Title Volume 5243 Folio 436 (refer to attachment 3) with frontages to Grand Boulevard and The Parade, Seaford. The subject land (bordered in red on attachment 1) comprises a triangular area of 3,453 square metres that divides and separates the adjoining **landowners' holdings** (bordered in yellow on attachment 2).

The subject land **is classified as a linear reserve in council's generic management plan for reserves**. It is planted with deciduous trees and a variety of shrubs located adjacent to low stone decorative walls and paved pathways that would require upgrade to improve the current quality if retained. Amenities on the subject land include a timber gazebo, overhead lights and paved pathways that provide a pedestrian link to the Seaford Shopping Centre and the Seaford Rail Station. There is a multi-use path running diagonally across the centre of the subject land that provides a link to the Seaford Meadows Trail between Grand Boulevard and The Parade roads.

A council owned 900 mm stormwater pipe is located approximately seven metres inside the western parcel boundary and will require protection by a drainage easement in favour of Council if the land is approved for sale.

There are two easements registered on the title that protect sewerage and electricity supply infrastructure located within the reserve and owned by external utility providers.

### Internal investigation regarding the use of the subject reserve land

Consistent with Council's strategic goals of walkability and connectivity in the Community Plan 2035, an essential requirement of any future sale of the subject land (if approved by Council) will be that future land development options provide:

- adequate pedestrian connectivity and linkage from the multi-use Seaford Meadows Trail to the shopping centre entrance, and
- connection to the Seaford Rail Station.

The development options will be determined in the sale negotiations.

Whilst the shelter and lighting provides some amenity, it duplicates the role of the proposed redevelopment of the Town Square and is therefore considered surplus to

strategic operational needs as documented in the Seaford 3 Park Reserve Precinct Masterplan.

Internal investigations were carried out across the organisation regarding the **proposal. No objections were raised to the proposal provided Council's** infrastructure is protected with appropriate easements.

### **Proposal**

The proposal to revoke the subject land is as a result of a direct request. The public consultation (if this report is approved by Council) will be on the basis that the revocation of the subject land is proposed to enable eventual sale to the applicant. It is, however, considered appropriate to first consider the community response to the consultation process.

A further report will be presented to Council, presenting the representations received through the public consultation phase of the revocation process. Assuming the outcomes of the public consultation phase are in support of the intended sale, the report will also address the desired disposal method in accordance with the Disposal of Land and Other Assets Policy, conditions of any sale and seek Council's approval to submit a request to the Minister for Planning for approval to revoke the subject land from its community land classification.

### **Public Report Requirements under the *Local Government Act 1999***

A requirement under the *Local Government Act 1999*, is that before revoking the classification of land as community land, Council must prepare and make publicly available a report summarising its reasons and providing information about the proposal.

Details of the information that will be addressed in the report have been provided in attachment 4.

### **Recreation and Open Space Network Framework – disposal principles**

The subject reserve land is classified as community land as a linear reserve and forms part of the open space considerations contained in the Recreation and Open Space Network (ROSN).

The ROSN contains a strategic framework for the consideration of the disposal of community land. The ROSN (and the disposal framework) was approved by Council at its meeting of 19 February 2008.

**'Disposal' refers to the process used where recreation open space is considered surplus to the ROSN.**

The proposal to dispose of the subject reserve land has been tested against the ROSN disposal criteria. The outcome of this process has determined that the sale of the subject reserve land will have little effect on the open space availability in the area. If Council approves the sale of the subject reserve land in a future report, alternative open space will be provided in the proposed redevelopment of the nearby Seaford Town Centre.

**Council reserve land fronting Grand  
 Boulevard & The Parade Seaford**

**Attachment 1**



**Description of Land:**

**Statements, Annotations and  
 Amendments concerning  
 Easements:**

**Legend**



Council Reserve land, Seaford



**Seaford Shopping Centre  
 (Applicant) current land holding**

**Attachment 2**



**Description of Land:**

Statements, Annotations and  
 Amendments concerning  
 Easements:

**Legend**



Seaford Shopping Centre land  
 adjoining Council Reserve



Council Reserve (subject land)



# Title Register Search

## LANDS TITLES OFFICE, ADELAIDE

For a Certificate of Title issued pursuant to the Real Property Act 1886

REGISTER SEARCH OF CERTIFICATE OF TITLE \* VOLUME 5243 FOLIO 436 \*

COST : \$25.75 (GST exempt )	PARENT TITLE : CT 5195/722
REGION : EMAIL	AUTHORITY : RTD 7837125
AGENT : ONK1P BOX NO : 000	DATE OF ISSUE : 23/01/1995
SEARCHED ON : 26/06/2014 AT : 14:39:42	EDITION : 1
CLIENT REF JENTAR	

### REGISTERED PROPRIETOR IN FEE SIMPLE

CITY OF ONKAPARINGA OF PO BOX 1 NOARLUNGA CENTRE SA 5168

### DESCRIPTION OF LAND (RESERVE)

ALLOTMENT 1198 DEPOSITED PLAN 41755  
IN THE AREA NAMED SEAFORD  
HUNDRED OF WILLUNGA

BEING A RESERVE

### EASEMENTS

SUBJECT TO THE EASEMENT FOR SEWERAGE PURPOSES AS PROVIDED FOR BY SECTION 223 1g (1) OF THE REAL PROPERTY ACT 1886 OVER THE LAND MARKED E ON DP 41755

SUBJECT TO THE EASEMENT FOR ELECTRICITY SUPPLY PURPOSES AS PROVIDED FOR BY SECTION 223 1g (3) OF THE REAL PROPERTY ACT 1886 TO DISTRIBUTION LESSOR CORPORATION (SUBJECT TO LEASE 8890000) OVER THE LAND MARKED C(T/F) ON DP 41755

### SCHEDULE OF ENDORSEMENTS

NIL

### NOTATIONS

DOCUMENTS AFFECTING THIS TITLE

NIL

REGISTRAR-GENERAL'S NOTES

NIL

END OF TEXT.

Page 1 of 1

The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.

Registrar-General



### **Report pursuant to the *Local Government Act 1999***

Proposal to revoke council reserve with frontages to Grand Boulevard and The Parade, Seaford and adjoins the Seaford Shopping Centre from its community land classification to enable the eventual sale of the land.

#### **Additional Information Summary**

##### **Revocation of Community Land**

##### **Revocation Process**

The *Local Government Act 1999* states that all council land (excluding roads) is classified as Community Land and that Council may only sell or otherwise dispose of an interest in community land after revocation of this classification.

To commence that process, Council must first resolve to commence the process to revoke the land from its community land classification and authorise public consultation to be undertaken and the preparation of a report on the outcomes of the public consultation as required under the *Local Government Act 1999*.

As part of the public consultation process, Council follows the requirements of the *Local Government Act 1999* by placing a notice in the local Messenger newspaper in addition to giving written notice to the adjoining landowners. If relevant, Council may also erect a sign on the land during the consultation period noting that the land is proposed to be offered for sale and disposal.

A further report is provided to Council on the outcomes of the public consultation.

### **Report pursuant to the *Local Government Act 1999***

The Act prescribes that Council must prepare a report before it revokes the classification of land as community land. The report must address the following:

**1. Summary of the reasons:**

It is proposed to dispose of Allotment 1198 to be consolidated with adjoining land to enable broader development outcomes across the District Centre consistent with the Seaford 3 Park Reserve Precinct Masterplan and the 20 Year Vision & Strategic Management Plan.

**2. A statement of any dedication, reservation or trust to which the land is subject:**

The South Australian Housing Trust and South Australian Urban Land Trust vested Allotment 1198 in Council as a reserve for open space as part of a land division development in 1995. The subject land is not subject to any additional dedication, reservation or trust.

**3. Proposal to sell**

The subject of this report proposes to commence the process to revoke the reserve land from its community land classification to enable the sale and transfer of the land at commercial market value.



**4. Summary of effect on community**

**Disposal of the subject land will have regard to use by the community. Any future terms of negotiation to sell Allotment 1198 will include the provision of adequate pedestrian connectivity to the Seaford Shopping Centre and the Seaford Rail Station and linkage to the multi-use Seaford Meadows Trail between Grand Boulevard and The Parade.**

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## **9.5 Proposal to revoke council car parking reserve from its community land classification in the Seaford District Centre to enable the eventual sale of the land**

This is a new proposal, concept or issue.

Director:	Steve Mathewson, Director Finance & Commercial
Report Author:	Jenny Tardrew, Property Officer Transactions
Contact Number:	8384 0016
Attachments:	<ol style="list-style-type: none"><li>1. Aerial photograph of subject land and adjoining portion of made road (1 page)</li><li>2. Aerial photograph of land ownership adjacent to the subject land (1 page)</li><li>3. A copy of the certificate of title over the subject land (2 pages)</li><li>4. The 1995 Car Parking Agreement (5 pages)</li><li>5. The 2001 Car Parking Agreement (3 pages)</li><li>6. An outline of the legislative processes that relate to the proposal (2 pages)</li></ol>

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### **1. Purpose**

This report seeks Council approval to commence the process to revoke a council reserve fronting Walker Street, Seaford (the subject land) from its Community Land classification to enable the eventual sale of the land to facilitate development opportunities consistent with the **communities' vision to** activate the Seaford District Centre.

### **2. Recommendations**

**That, for the reserve described as Allotment 1110 in Deposited Plan 45911, comprised in Certificate of Title Volume 5374 Folio 422 (the subject land) and bordered in red on attachment 1 to this agenda, Council:**

- 1. Resolves to commence the process to revoke the subject land from its community land classification and authorises the Chief Executive Officer to prepare the report and undertake public consultation as required by Section 194(2) of the *Local Government Act 1999***
- 2. Requests a further report be presented to Council following the outcome of the public consultation phase of the revocation process.**

### **3. Background**

Over the last two years, Council has committed to a 20 Year Vision & Planning process across the Seaford District Centre. This project has involved significant community and stakeholder engagement to identify opportunities and barriers that exist to future development and improvement of public roads and spaces across the centre. The subject land identified within this report is considered to be surplus to

Council's strategic requirements. The current configuration of land parcels north of Main Street, Seaford, and adjacent to the unmade Walker Street, is creating a barrier that is limiting development opportunities within this precinct that would be better achieved through a consolidated land parcel.

As part of this process, existing landowners with an interest in acquiring council land (bordered in red on attachment 1) that bisects and/or sits adjacent to their existing land parcels, have approached council with a view to facilitate an improved development outcome (owners of the adjacent land are bordered in yellow on attachment 2).

The recommendations contained in this report relate to the revocation of council reserve (currently used as a car park) immediately north of Main Street, Seaford from its community land classification to enable the eventual sale of the land.

**Council's consideration and approval to revoke the council reserve** (the subject of this report) and to close the adjacent road corridor (the subject of another report on this agenda) will permit the consolidation of land parcels and facilitate development. Once the precinct is developed, it is proposed that new developments will provide adequate car parking in convenient locations that supports a mix of uses and maximises the shared use of parking areas.

#### **4. Financial Implications**

All costs associated with the revocation and disposal (if ultimately approved by Council) including the market value of the land will be borne by the purchaser.

##### **Valuation Procedure**

The revocation process has the expectation that Council will consider revoking the classification of community land on an objective basis and determine, on balance, what is in the best interests of the community without the financial outcome of the process in mind. For this reason, a market valuation by an independent licensed valuer is not sought at the commencement of the process.

A valuation is only valid for a short period of time and due to the timeframes associated with a revocation process, these valuations become out of date prior to completion of the process, therefore they are required to be done more than once, which duplicates expenditure unnecessarily.

A valuation is generally sought at the end of the revocation process, once the **outcome of Council's determination on the merits of removing the land from the** classification of community land and a final decision on its disposal are known.

## 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
The subject land is not approved for disposal	<p>A major component of the communities' vision to activate the Seaford District Centre and Main Street with future retail development may not be delivered within the short to medium term due to the development constraints created by the land tenure in this area.</p> <p><b>Delivery of the communities' vision to activate the Seaford District Centre and Main Street are reliant on Council's approval for disposal of both the subject land and the adjoining Walker and Patterson Streets (the subject of a separate report on this agenda). A review of both disposal proposals will be undertaken if support is not gained for either proposal through the public consultation process.</b></p> <p>The council as the landowner will remain liable for maintenance costs, asset renewal, actions and injury that occur on the subject land.</p>
Adverse stakeholder & community response to subject land disposal	<p>A communication plan will be prepared, as part of the existing approved engagement plan that exists over the Seaford District Centre Project and will utilise the relationships and consistent messaging that has informed the strategic management plan project to date.</p>

Opportunity	
Identify	Maximising the opportunity
The land is considered suitable for disposal and is revoked from its community classification	<p>A consolidated parcel will enable a quality development outcome and construction timeline to the satisfaction of council to be achieved and enable activation and inject the town centre with further retail, employment and residential opportunities.</p>

## 6. Discussion

### Council Reserve (subject land)

The subject land is council owned and is legally described as Allotment 1110 in Deposited Plan 45911 (bordered in red on attachment 1) comprised in Certificate of Title Volume 5374 Folio 422 (a copy of the title is on attachment 3). The subject

land is located off Walker Street, Seaford and comprises an area of 1,064 square metres. A 27 space car park is located on the subject land with vehicle access available via a constructed portion of adjoining Walker Street (the road is bordered in blue on attachment 1).

**The known users of the car park on the subject land are the adjacent 'All Saints Catholic Primary School' and the 'Seaford Uniting Church/Church of Christ Combined Congregation'.** Through stakeholder engagement, we have been working with All Saints Catholic School, which is in the process of preparing a site master plan for its premises, which includes enhancements and improvements to their on-site car parking and drop off/pick up arrangement on school property accessed via Grand Boulevard.

Pedestrian access from the car park to the establishments is via a bridge over the adjoining drainage reserve (Allotment 2126). The usage does not seem to be overly high (ordinarily) with predominate use by parents of school students during the peak drop-off and pick-up times only, sitting mostly vacant for the rest of the day. Through the public consultation process we may identify further unknown usage of the subject land.

### **1995 and 2001 Car Parking Agreements**

The subject land is affected by the 1995 and 2001 Car Parking Agreements (for which council is a party) (see attachments 4 and 5 respectively). The objectives of the agreements are to ensure that commercial development in the area has integrated car parking facilities that will assist in promoting the development of the Seaford District Centre. The particular obligations of each agreement are discussed in the following sections:

#### **1995 Car Parking Agreement**

Under the 1995 Car Parking Agreement, council has residual obligations to the South Australian Housing Trust and the South Australian Urban Land Trust (or their successors) to maintain the car park on Allotment 1110 until 2025.

The Director of Strategic Assets, Renewal SA (the successor to the South Australian Urban Trust Lands) has indicated by e-mail that he supports the proposal to revoke and sell the subject land as long as adequate alternative car parking is provided and that the function of the Seaford District Centre is not disadvantaged. The Director of Strategic Assets will seek formal approval from Renewal SA and Housing SA (as successor to the South Australian Housing Trust) if council proceeds with the proposal to revoke and dispose of the subject land. **For Council's information,** should formal approval not be forthcoming, the revocation of the subject land may not be able to proceed, unless Renewal SA and Housing SA agree to release council from the agreement.

#### **2001 Car Parking Agreement**

The 2001 Car Parking Agreement between Leasecorp Group No. 8 Pty Ltd and Chalfont No. 2 Pty Ltd (the developers) and council over land owned by the developers will be affected by the proposal. The agreement covers the obligations of the developers to construct a total of 260 car parking spaces (this includes the 108 car parking spaces constructed under the 1995 agreement) and for council to take over the ongoing ownership and maintenance of car parks on land abutting both sides of Main Street until 2025. The agreement, as currently written, does not allow council to raise revenue from the management of the car parking.

It is proposed that any future terms of negotiation to sell the subject land to achieve improved development of the precinct will include a requirement to provide adequate car parking and acceptable outcomes in relation to the renegotiation of council's obligations in respect to the 2001 Car Parking Agreement.

### **Internal investigation regarding the strategic use of the subject land**

The subject land is affected by the Seaford District Centre Development Plan Amendment (DPA), which was considered and approved by Strategic Directions Committee on 11 February 2014 and approved by the Minister for Planning on 31 July 2014 (as advertised in the government gazette). The potential sale of the land is not inconsistent with the policy and concept plans contained within the DPA.

Future sale of the subject land will facilitate development that supports council's strategic vision for the Seaford District Centre. The planning work completed to date over the Seaford District Centre indicates that the subject land identified within this report is considered to be surplus to council strategic requirements. It is considered that there is a strong strategic basis for pursuing the revocation and sale of the subject land, which will help achieve improved urban design and economic outcomes for the centre, consistent with Key Actions set out in the Community Plan 2035 and vision developed by the local community.

### **Internal investigation regarding the operational use of the subject land**

Internal investigations were carried out across the organisation regarding the proposal to revoke and dispose of the council subject land. No objections were raised to the proposal provided alternative, adequate car parking is catered for and that suitable community engagement is undertaken.

The car park on the subject land is a council asset and will be an ongoing maintenance/replacement liability. The disposal of this car park is supported given its indicatively low patronage (in its current format) and the proposal to provide alternative off-street car parking via future development.

### **Proposal**

The proposal to revoke and dispose of the subject land is as a result of a direct applicant request. The public consultation (if approved by Council) will be on the basis that the revocation of the subject land is proposed to enable eventual sale to the applicants. However, it is considered appropriate to first consider the community response to the consultation process.

A further report will be presented to Council, presenting the representations received through the public consultation phase of the revocation process. Assuming the outcomes of the public consultation phase are in support of the intended sale, the report will also address the desired disposal method in accordance with the Disposal of Land and Other Assets Policy, conditions of any sale and seek Council's approval to submit a request to the Minister for Planning for approval to revoke the subject land from its community land classification.

### **Report Preparation Requirements under the *Local Government Act 1999***

A requirement under the *Local Government Act 1999* is that before revoking the classification of land as community land council must prepare and make publicly available a report summarising its reasons for the revocation and providing information about the proposal.

Details of the information that will be addressed in the report have been provided in attachment 6.

### **Recreation and Open Space Network Framework**

Allotment 1110 is classified as Community Land as a leisure facility and forms part of the open space considerations contained in the Recreation and Open Space Network (ROSN). The ROSN contains a strategic framework for the consideration of the disposal of community land. The ROSN (and the disposal framework) was approved by Council at its meeting of 19 February 2008.

**'Disposal' refers to the process used where recreation open space is considered surplus to the ROSN.**

The proposal to dispose of this land has been tested against the ROSN disposal criteria. The outcome of this process has determined that the sale of the land will have little effect on the open space availability in the area. If Council approves the sale of the reserve land in a future report, the provision of temporary alternative adequate car parking for the duration of construction works associated with the precinct development will be addressed in the negotiations to sell Allotment 1110.



**Council land (car park reserve)  
 Seaford District Centre**

**Attachment 1**



Description of Land:

Statements, Annotations and  
 Amendments concerning  
 Easements:

**Legend**



Council land (car park reserve)  
 Seaford District Centre



Proposed road closures for disposal  
 (subject to another report)



**Subject land - Council  
 owned car park reserve**

**Attachment 2**



**Description of Land:**

Statements, Annotations and  
 Amendments concerning  
 Easements:

**Legend**

- Adjoining Landowners - Seaford District Centre
- Subject land - Walker and  
 Patterson Streets Seaford



# Title Register Search

## LANDS TITLES OFFICE, ADELAIDE

For a Certificate of Title issued pursuant to the Real Property Act 1886

REGISTER SEARCH OF CERTIFICATE OF TITLE \* VOLUME 5374 FOLIO 422 \*

COST : \$26.50 (GST exempt )	PARENT TITLE : CT 5334/264
REGION : EMAIL	AUTHORITY : RTU 8137004
AGENT : ONK1P BOX NO : 000	DATE OF ISSUE : 01/11/1996
SEARCHED ON : 18/07/2014 AT : 13:57:36	EDITION : 3
CLIENT REF JENTAR	

### REGISTERED PROPRIETOR IN FEE SIMPLE

CITY OF ONKAPARINGA OF PO BOX 1 NOARLUNGA CENTRE SA 5168

### DESCRIPTION OF LAND

ALLOTMENT 1110 DEPOSITED PLAN 45911  
IN THE AREA NAMED SEAFORD  
HUNDRED OF WILLUNGA

### EASEMENTS

NIL

### SCHEDULE OF ENDORSEMENTS

NIL

### NOTATIONS

DOCUMENTS AFFECTING THIS TITLE

NIL

### REGISTRAR-GENERAL'S NOTES

NIL

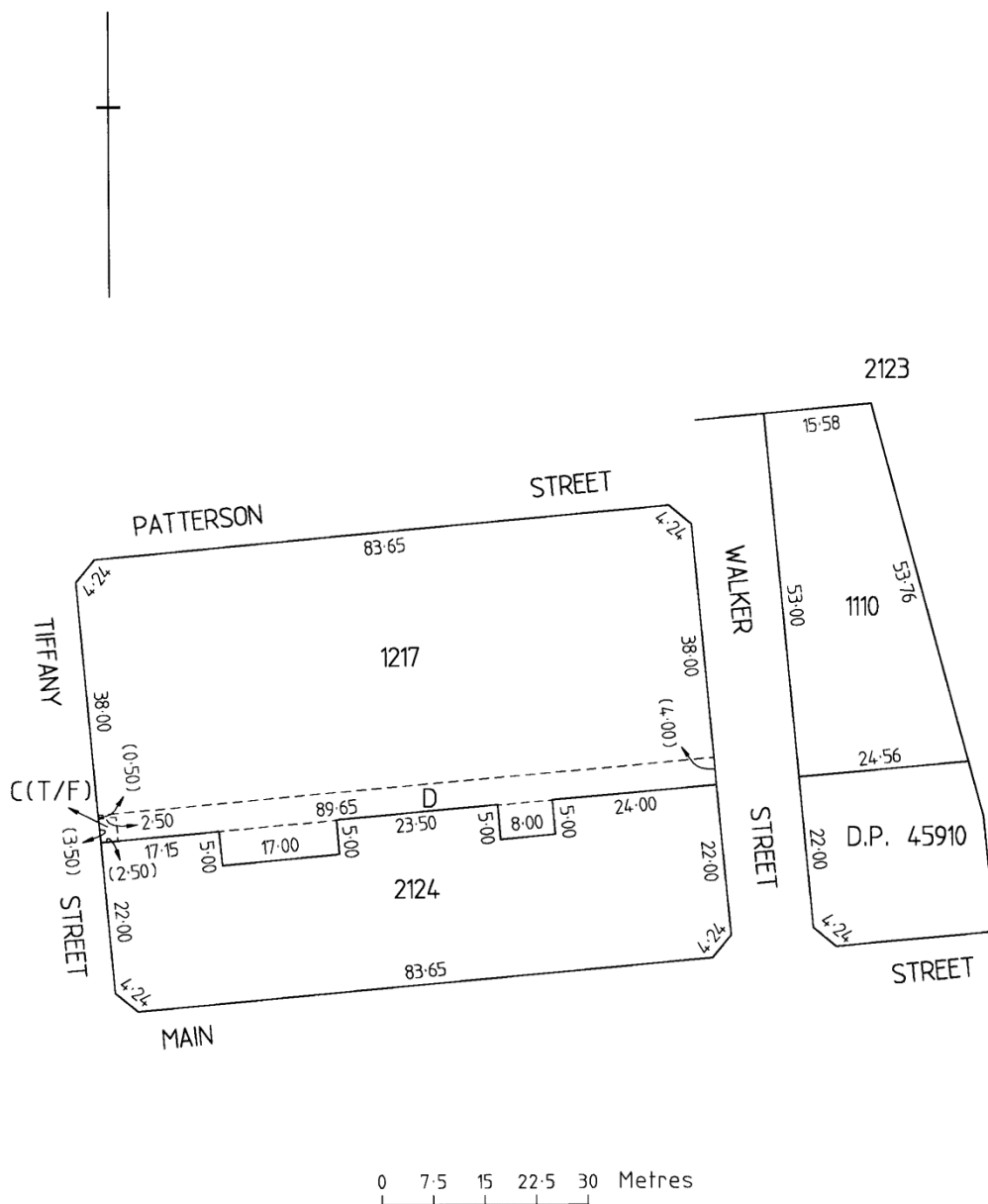
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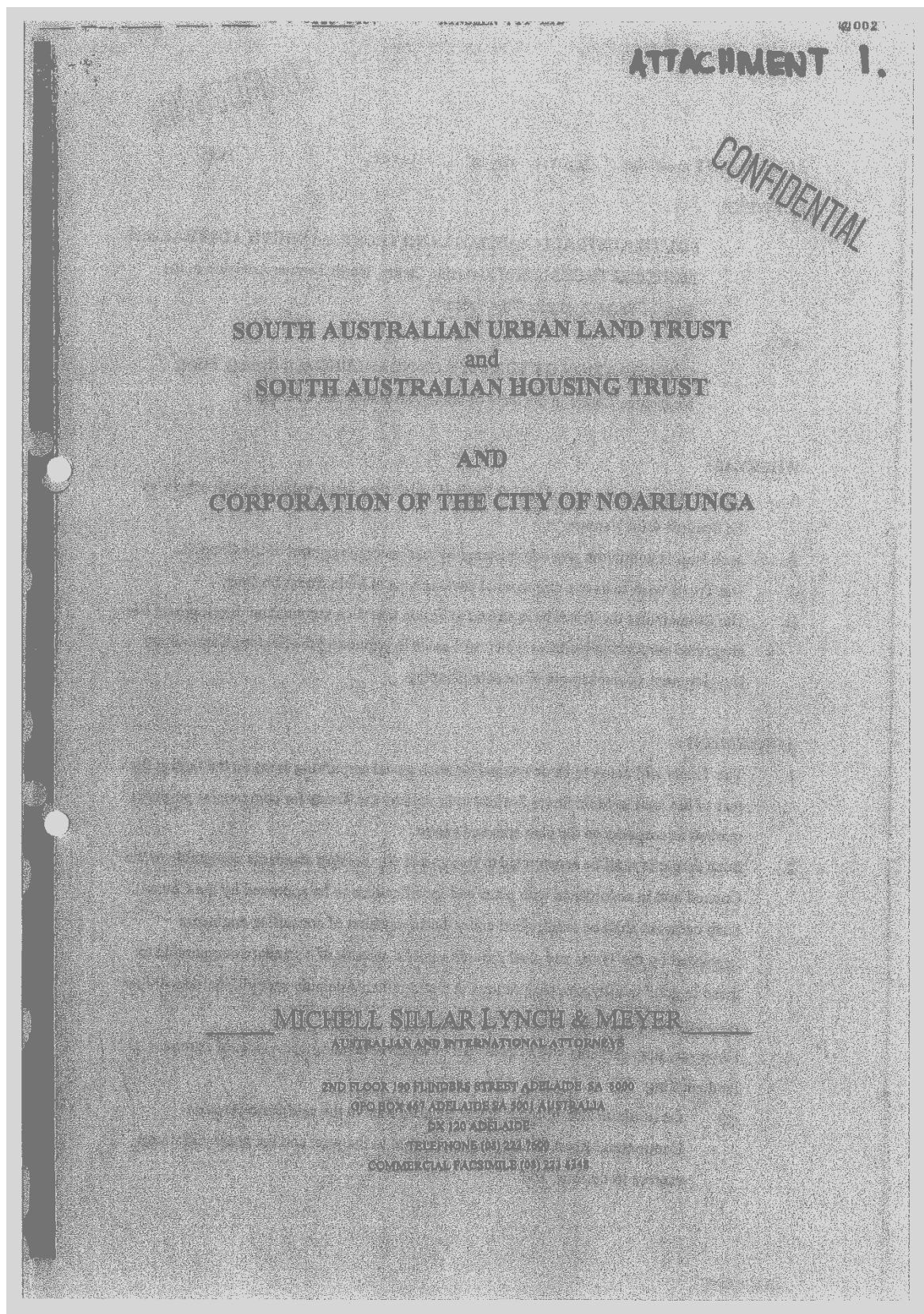
Page 1 of 2

The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.

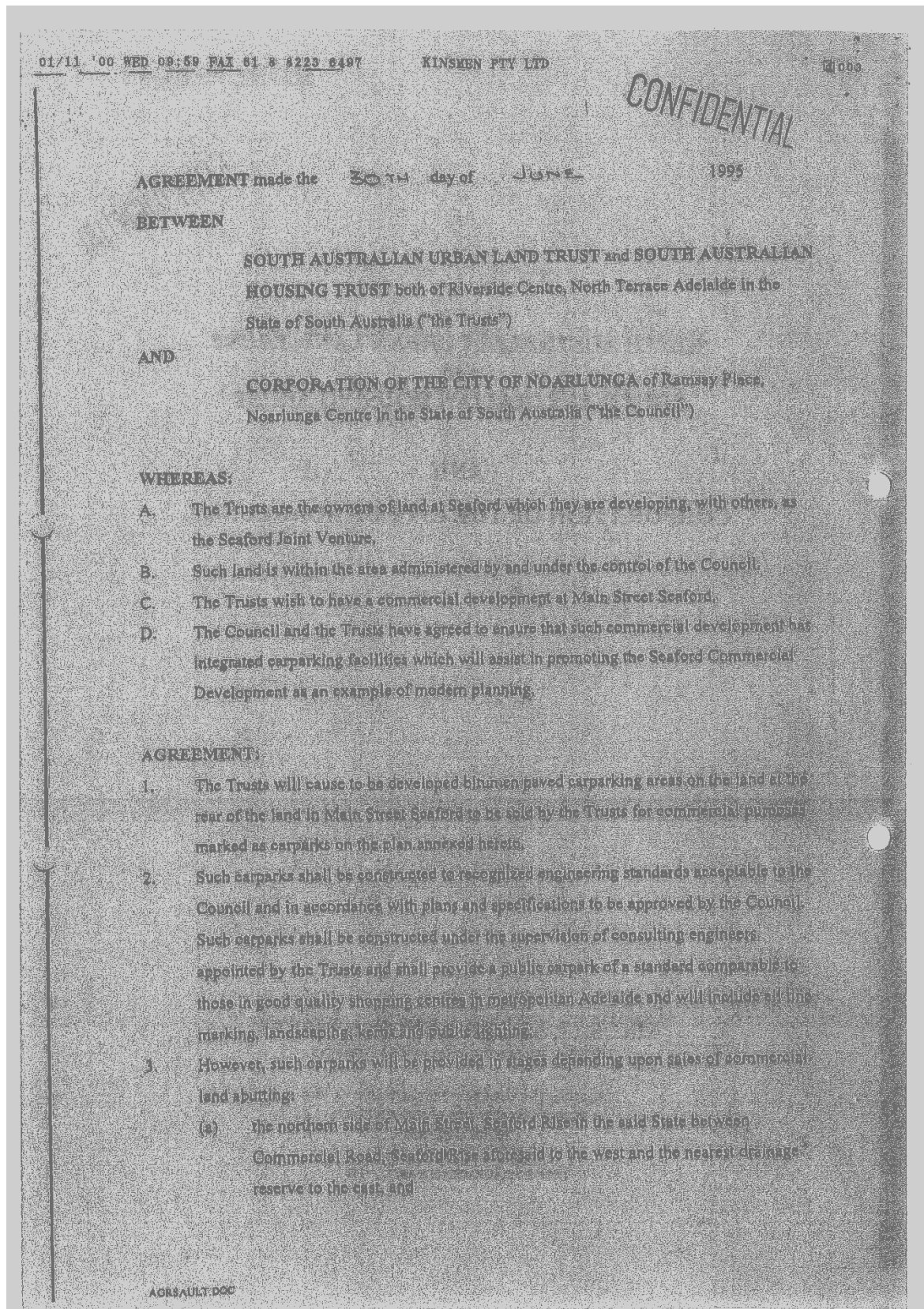
Registrar-General 

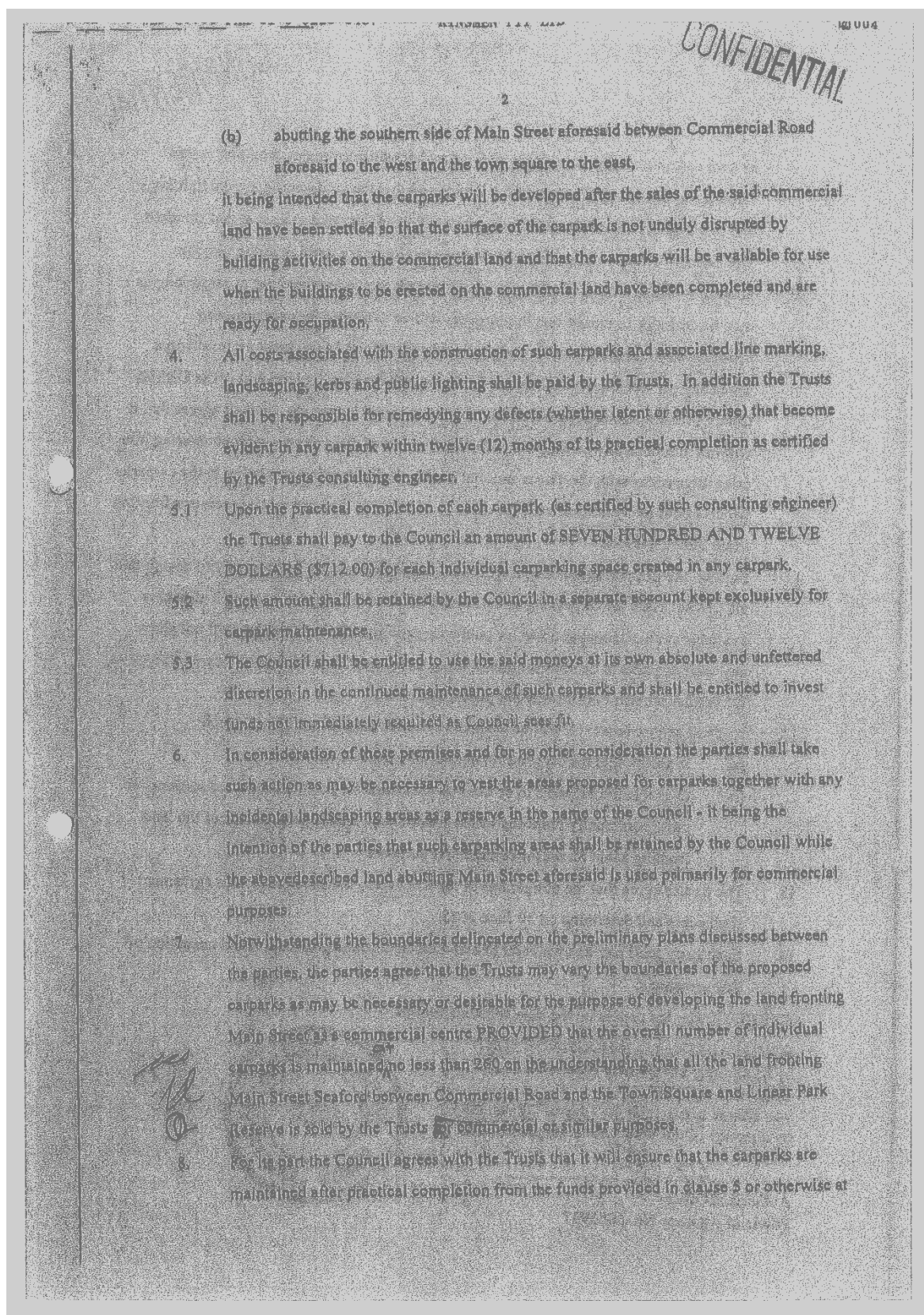
LANDS TITLES OFFICE ADELAIDE SOUTH AUSTRALIA  
DIAGRAM FOR CERTIFICATE OF TITLE VOLUME 5374 FOLIO 422  
SEARCH DATE : 18/07/2014 TIME: 13:57:36













01/11 '00 WED 10:00 FAX 61 8 8223 6497

KINSMEN PTY LTD

1005

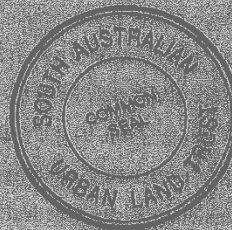
CONFIDENTIAL

- its own cost in a manner consistent with the maintenance for major shopping centre car parks in the metropolitan area of Adelaide and that the landscaping, public lighting, line marking and cleanliness of the car parks will be maintained at least at that standard.
9. The Council will not charge or permit anyone to charge for parking in the car parks.
  10. Subject to clause 9 the Council may introduce such regulations relating to carparking as may be desirable to ensure that the car parks will be available for patrons of the commercial premises on the abovescribed land abutting Main Street aforesaid on a seven day per week basis. While the Trusts are still developing land within the District Centre (Seaford) zone depicted on Map No 21 annexed hereto, the Council agrees that it will not introduce any parking restrictions in respect of the car parks without entering into prior discussions with the Trusts and that it will not do anything in relation to the car parks which would likely detract from the amenity or value of the commercial premises fronting Main Street, Seaford.
  11. Further, the Council agrees that it will take such action as may be necessary to ensure that all land set aside for carparking as delineated in the plan (subject to clause 7 above) is available at all reasonable times for public carparking and, in particular, will not allow any such car parks to be used for other purposes not consistent with public carparking save for normal rubbish bins installed in public places.
  12. Nothing herein, however, will be deemed to restrict the ability of the Council:
    - (a) to ensure that the car parks do not become public roads or
    - (b) to enable the car parks to be used on occasions for promotional or educational or other community purposes which are not inconsistent with the use of the land fronting Main Street for commercial purposes
  13. The parties agree that the obligations of the Council to the Trust under this agreement shall cease and determine on 30 June 2025.
  14. Each party shall pay its own costs of and incidental to the preparation and execution of this agreement.

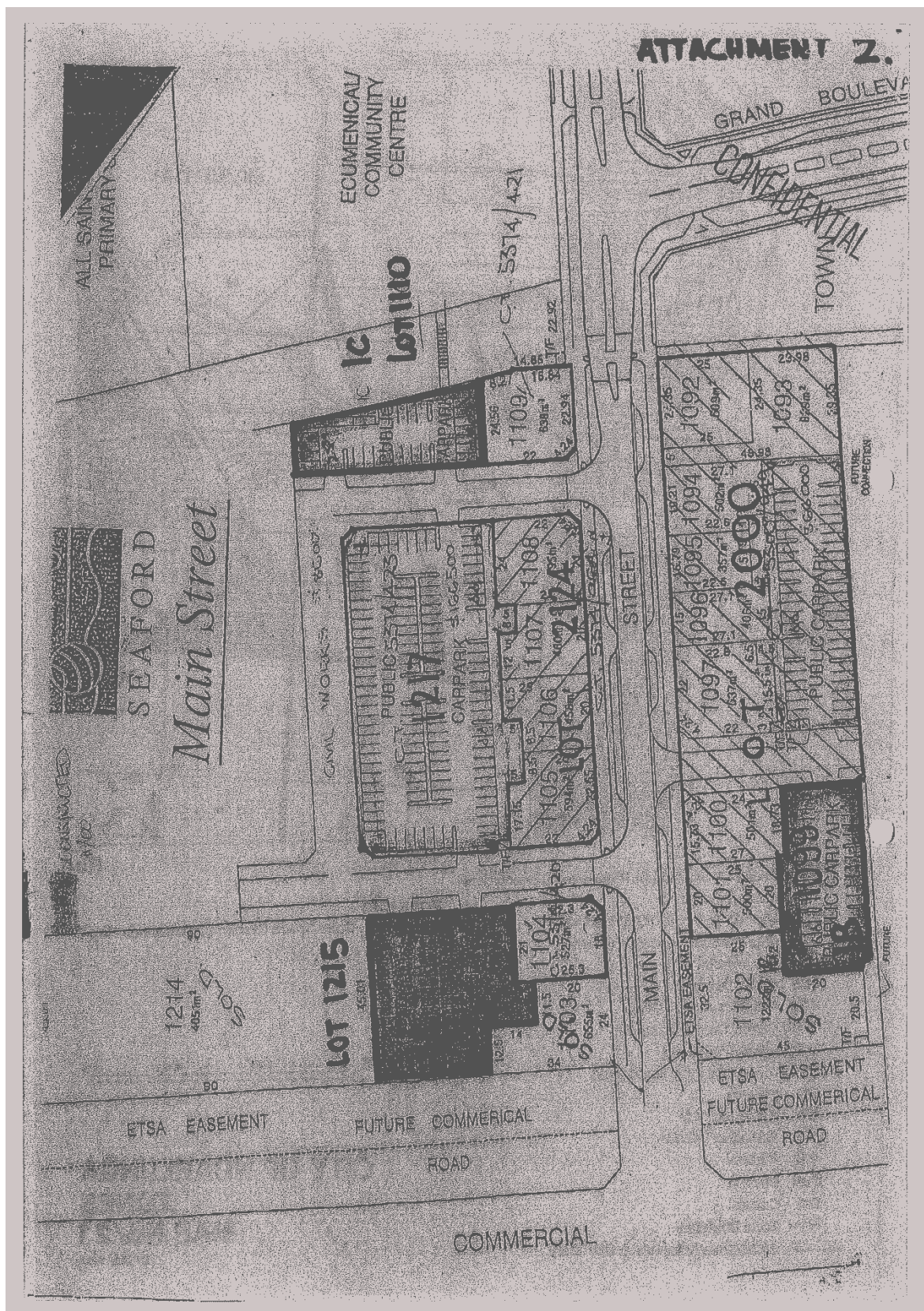
EXECUTED by the parties on the date abovementioned

SOUTH AUSTRALIAN HOUSING TRUST  
by its attorney the SOUTH AUSTRALIAN  
URBAN LAND TRUST  
was affixed hereto this 25 day of June 1995  
by direction of the Trust and in the presence of

OK  
Authorised Officer  
Power of Attorney No. 6865937









LYNCH MEYER

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R  
S

**LEASECORP GROUP NO. 8 PTY LTD**

ACN 093 251 739

and

File No. Dev app	Corresp No	Folio
------------------------	------------	-------

**CHALFONT NO. 2 PTY LTD**

ACN 094 238 203

("Developers")

and

**CORPORATION OF THE CITY OF ONKAPARINGA**

("the Council")

**AGREEMENT**

Level 2, 190 Flinders St  
Adelaide, SA 5000  
GPO Box 467  
Adelaide, SA 5001  
DX 120 ADELAIDE

Telephone  
08 8223 7600  
Facsimile  
08 8223 2722 (Litigation)  
08 8223 2722 (Commercial)  
www.lynchmeyer.com.au

THIS AGREEMENT is made the 10<sup>th</sup> day of May 2001

**BETWEEN:**

**LEASECORP GROUP NO. 8 PTY LTD (ACN 093 251 739)** of 1181 Main North Road Pooraka 5059 and **CHALFONT NO. 2 PTY LTD (ACN 094 238 203)** c/- PO Box 30, Seaford SA 5169 ("the Developers")

and

**CORPORATION OF THE CITY OF ONKAPARINGA** of Ramsay Place, Noarlunga Centre in the State of South Australia ("the Council")

**WHEREAS:**

- A. The Developers are the owners of land at Seaford which they are developing.
- B. Such land is within the area administered by and under the control of the Council.
- C. The Developers wish to have a commercial development at Main Street Seaford.
- D. The Council and the Developers have agreed to ensure that such commercial development has integrated carparking facilities which will assist in promoting the Seaford Commercial Development as an example of modern planning.

**AGREEMENT**

- 1. The Developers will cause to be developed bitumen paved carparking areas on those parts of the land at the rear of the land in Main Street Seaford marked as carparks on the plan annexed hereto which have not yet been developed as carparks.
- 2. Such carparks shall be constructed to recognised engineering standards acceptable to the Council and in accordance with plans and specifications to be approved by the Council. Such carparks shall be constructed under the supervision of consulting engineers appointed by the Developers and shall provide a public carpark of a standard comparable to the public carparks already developed at Main Street and will include all line marking, landscaping, kerbs and public lighting.
- 3. However, such carparks will be provided in stages depending upon sales of commercial land abutting:
  - 3.1. the northern side of Main Street, Seaford in the said State between Commercial Road, Seaford aforesaid to the west and the nearest drainage reserve to the east, and
  - 3.2. abutting the southern side of Main Street aforesaid between Commercial Road aforesaid to the west and the town square to the east,

it being intended that the carparks will be developed after the sales of the land fronting Main Street have been settled so that the surface of the carpark is not unduly disrupted by building activities on the commercial land and that the carparks will be available for use when the buildings to be erected on the commercial land have been completed and are ready for occupation.

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4. All costs associated with the construction of such carparks and associated line marking, landscaping, kerbs and public lighting shall be paid by the Developers. In addition the Developers shall be responsible for remedying any defects (whether latent or otherwise) that become evident in any carpark within twelve (12) months of its practical completion as certified by the Developers' consulting engineer.
5.
  - 5.1. Upon the practical completion of each new car park (as certified by such consulting engineer) the Developers shall pay to the Council an amount of SEVEN HUNDRED AND TWELVE DOLLARS (\$712.00) for each individual car parking space created in any new car park
  - 5.2. In addition the Developers will pay to the Council a contribution towards the maintenance of the car parks which have been developed prior to the date hereof totalling \$44,856.00. Such amount shall be paid as development approvals for the allotments marked 1100 1101 1104 and 1109 in the attached plan are granted or issued by the Council The amount payable in each instance shall be as follows:-

when development approval is issued for allotment 1100 -	\$ 4,984.00
when development approval is issued for allotment 1101 -	\$ 4,984.00
when development approval is issued for allotment 1104 -	\$15,664.00
when development approval is issued for allotment 1109	<u>\$19,224.00</u>
	\$44,856.00
  - 5.2. All amounts paid under this clause and paid to Council in respect of existing car parks shall be retained by the Council in a separate account kept exclusively for maintenance of such car parks.
  - 5.3. Notwithstanding the above however all monies payable by the Developers to the Council under this clause shall be paid on or before the 28th of February 2011. Time shall be of the essence in respect of such payment.
6. In consideration of these premises and for no other consideration the parties shall take such action as may be necessary to vest the areas proposed for carparks together with any incidental landscaping areas as a reserve in the name of the Council - it being the intention of the parties that such carparking areas shall be retained by the Council while the abovescribed land abutting Main Street aforesaid is used primarily for commercial purposes.
7. Notwithstanding the boundaries delineated on the preliminary plans discussed between the parties, the parties agree that the Developers may vary the boundaries of the proposed carparks as may be necessary or desirable for the purpose of developing the land fronting Main Street as a commercial centre PROVIDED that the overall number of individual carparks (including those already developed) is maintained at no less than 260 on the understanding that all the land fronting Main Street Seaford between Commercial Road and the Town Square and Linear Park Reserve is sold by the Developers or its predecessors or successors in title for commercial or similar purposes.
8. For its part the Council agrees with the Developers that it will ensure that the carparks are maintained after practical completion from the funds provided in clause 5 or otherwise at its own cost in a manner consistent with the maintenance for major

shopping centre car parks in the metropolitan area of Adelaide and that the landscaping, public lighting, line marking and cleanliness of the car parks will be maintained at least at that standard.

- 9 The Council will not charge or permit anyone to charge for parking in the car parks.
- 10 Subject to clause 9 the Council may introduce such regulations relating to car parking as may be desirable to ensure that the car parks will be available for patrons of the commercial premises on the abovescribed land abutting Main Street aforesaid on a seven day per week basis. While the Developers are still developing land within the District Centre (Seaford) zone as contained in the Council's current zoning regulations the Council agrees that it will not introduce any parking restrictions in respect of the car parks without entering into prior discussions with the Developers and that it will not do anything in relation to the car parks which would likely detract from the amenity or value of the commercial premises fronting Main Street, Seaford.
- 11 Further, the Council agrees that it will take such action as may be necessary to ensure that all land set aside for car parking as delineated in the plan (subject to clause 7 above) is available at all reasonable times for public car parking and, in particular, will not allow any such car parks to be used for other purposes not consistent with public car parking save for normal rubbish bins installed in public places.
- 12 Nothing herein, however, will be deemed to restrict the ability of the Council:
  - 12.2 to ensure that the car parks do not become public roads or
  - 12.3 to enable the car parks to be used on occasions for promotional or educational or other community purposes which are not inconsistent with the use of the land fronting Main Street for commercial purposes.
- 13 The parties agree that the obligations of the Council to the Developers under this agreement shall cease and determine on 30th June 2025.
- 14 Each party shall pay its own costs of and incidental to the preparation and execution of this agreement.

EXECUTED by the parties on the date abovementioned.

EXECUTED by LEASECORP GROUP  
NO. 8 PTY LTD in accordance with its  
Constitution:

Witness

THE COMMON SEAL of  
CHALFONT NO. 2 PTY LTD was  
hereunto affixed in the presence of:

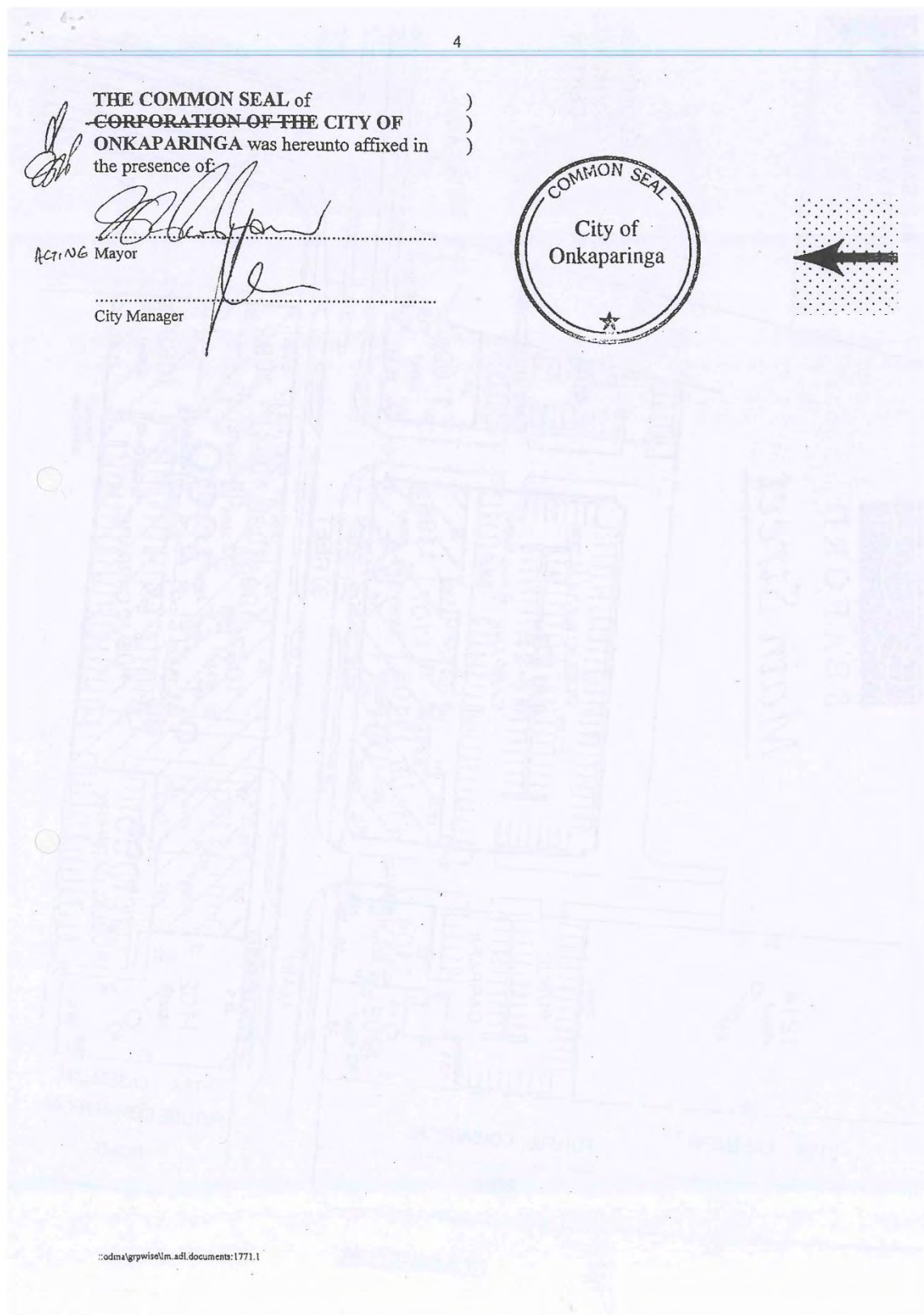
Director

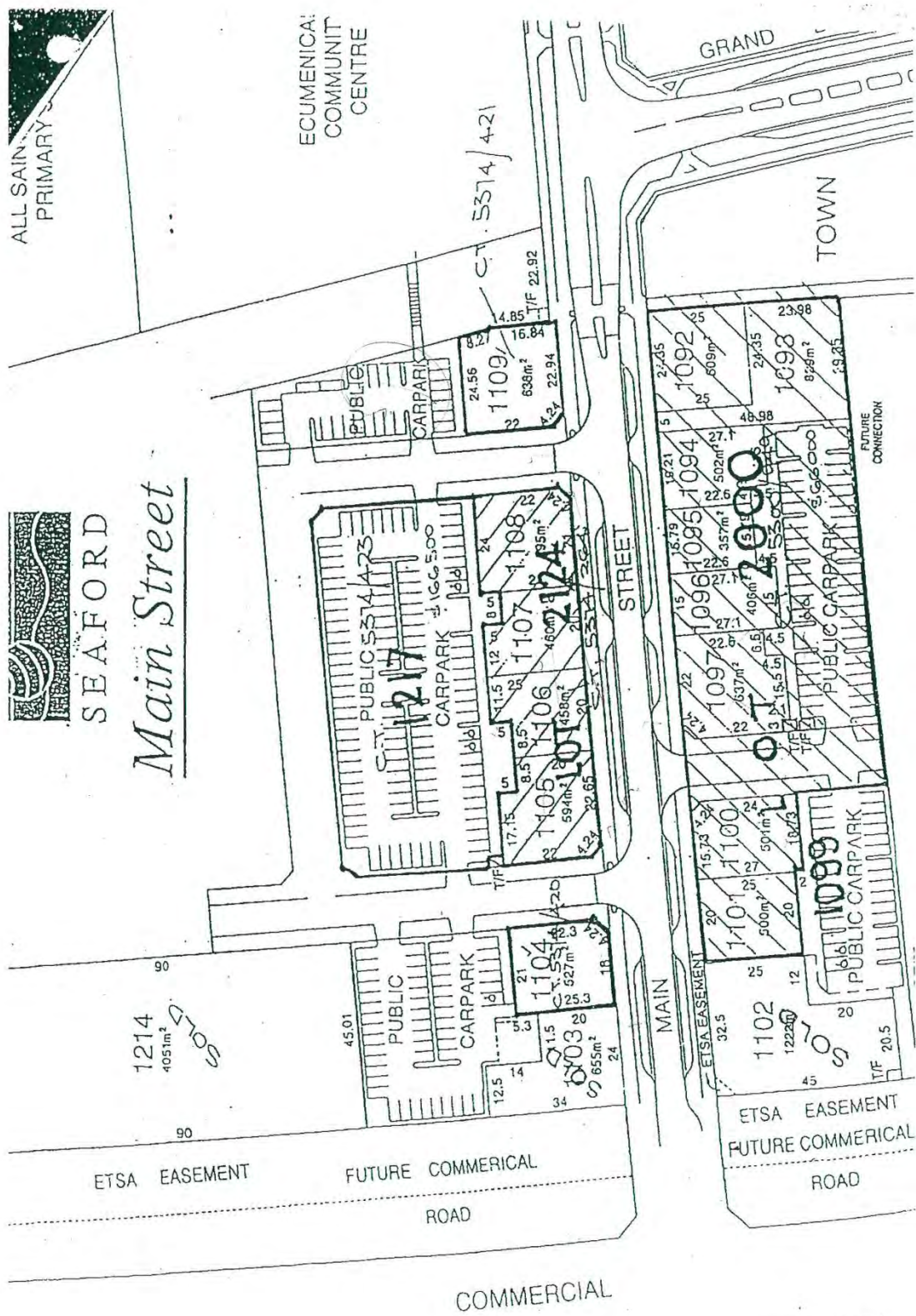
Director/Secretary

*[Signature]*  
Secretary  
*[Signature]*  
Sole Director/Secretary









### Report pursuant to the *Local Government Act 1999*

Proposal to revoke council reserve from its community land classification in the Seaford District Centre to enable the eventual sale of the land.

#### Additional Information Summary

#### Revocation of Community Land

##### Revocation Process

The *Local Government Act 1999* states that all council land (excluding roads) is classified as Community Land and that Council may only sell or otherwise dispose of an interest in community land after revocation of this classification.

To commence that process Council must first resolve to commence the process to revoke the land from its Community Land classification and authorise public consultation to be undertaken as required under the *Local Government Act 1999*.

As part of the public consultation process, Council follows the requirements of the *Local Government Act 1999* by placing a notice in the local Messenger newspaper in addition to giving written notice to the adjoining landowners. If relevant, Council may also erect a sign on the land during the consultation period noting that the land is proposed to be offered for sale and disposal.

A further report is provided to Council on the outcomes of the public consultation.

### Report pursuant to the *Local Government Act 1999*

The Act prescribes that Council must prepare a report before it revokes the classification of land as community land. The report must address the following:

1. Summary of the reasons:

It is proposed to dispose of Allotment 1110 to be consolidated with adjoining land to enable broader development outcomes including the activation of Main Street, which is consistent with our Seaford District Centre 20 Year Vision.

2. A statement of any dedication, reservation or trust to which the land is subject:

The title over Allotment 1110 was transferred to Council on 28 August 1998 for no monetary consideration from the South Australian Housing Trust and Land Management Corporation (formerly Minister for Government Enterprises) in consideration of the desire of the Transferors to vest the land in the City of Onkaparinga as car park reserve.

The 1995 Car Parking Agreement between Council and the South Australian Housing Trust and the South Australian Urban Land Trust (or their successors), as well as the 2001 Car Parking Agreement with Chalfont No. 2 Pty Ltd and Leasecorp No. 8 Pty Ltd obligates Council to maintain the car park on Allotment 1110 until 2025. It is proposed that the temporary construction of an adequate car park will be included in the terms of any future negotiation to sell the land to achieve improved development



**Attachment 6**

of the precinct and will be subject to acceptable outcomes in relation to Council's obligations in the 1995 and 2001 Car Parking Agreements.

**3. Proposal to sell**

The subject of this report proposes to commence the process to revoke the reserve (car park) land from its community land classification to enable the sale and transfer of the land at commercial market value.

**4. Summary of effect on community**

Disposal of the subject land will have regard to use by the community. Negotiations to sell Allotment 1110 will include the provision of temporary alternative adequate car parking for the duration of construction works associated with the precinct development.

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## **9.6 Final update report on the proposal to revoke and sell a portion of Council reserve land at Happy Valley**

This is an update on a previously reported subject, concept or issue.

Director: Steve Mathewson, Director Finance and Commercial

Report Author: David Haslam, Property Officer Transactions

Contact Number: 8301 7227

Attachments: 1. Aerial photograph of land (1 page)  
2. Minister's consent letter (1 page)

---

### **1. Purpose**

This report confirms the consent by the Minister for Planning to revoke the community land status of a portion of a Council reserve and resolves to formally approve the revocation of the land from its community land classification to enable sale.

### **2. Recommendations**

**That, for the land described as portion of Allotment 343 in Deposited Plan 10288 comprised in portion of Certificate of Title Volume 5738 Folio 252, and bordered in red on attachment 1 to this agenda report, Council:**

- 1. Notes that approval to revoke the land from its community land classification has been received from the Minister for Planning in a letter dated 24 June 2014.**
- 2. Resolves to formally approve the revocation of the land from its community land classification pursuant to subsection 194(3)(b) of the *Local Government Act 1999***
- 3. Approves the sale of the subject land to the adjoining owners at 20 Fairbrother Drive, Happy Valley at the current market value, subject to all costs associated with the transfer and land division being met by the purchasers.**
- 4. Authorises the Mayor and Chief Executive Officer to sign and seal any documents required to finalise the revocation process and to complete the sale, transfer and consolidation of the subject land with the purchaser's land.**

### **3. Background**

At its meeting on 30 April 2013, Council declared the subject land surplus to requirements and suitable for disposal and approved the commencement of the revocation process.

At its meeting on 29 April 2014, Council noted that no public objections were received to the proposal to revoke and dispose of the land, recommended that a request be forwarded to the Minister for Planning for approval to revoke the community land classification and requested a further report be presented to Council once the Minister's decision had been received.

The Minister for Planning's approval letter to revoke the land from its community land classification is included as attachment 2 to this agenda report.

#### 4. Financial Implications

All costs associated with the sale and consolidation of the subject land with the purchaser's land, together with the market value of the land, will be borne by the purchasers.

Consistent with the Annual Business Plan 2014-15 budget balancing options, the proceeds from the sale of the portion of Council reserve (if approved by Council) will now be assigned to general revenue to meet the agreed budget amendments endorsed by Council at its meeting on 24 June 2014.

#### 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
The subject land is not approved for disposal.	<p>The existing occupants will need to continue to be authorised by way of a licence (as has occurred since the encroachments were first identified) and Council as the residual landowner will retain some risk of liability for actions and injury that may occur on the subject land.</p> <p>This risk is considered to be inappropriately owned by Council when there is no strategic or operational <b>need for retention of the land in Council's</b> ownership.</p>

Opportunity	
Identify	Maximising the opportunity
To remedy a situation that has existed for many years.	Whilst the existing situation has been adequately formalised by way of a licence in recent years (once it was identified) it is appropriate to address this situation in the long term.

It is considered that the benefits of disposing of the land and permanently correcting the situation far outweigh the administrative requirements of an on-going licence arrangement.

## **6. Additional information**

### **Discussion**

The revocation and disposal of the subject portion of the reserve (area approximately 176 m<sup>2</sup>) **to the adjoining owners is to overcome an existing garage, cement steps and fencing encroachment that existed prior to the current owners purchasing the adjoining property at 20 Fairbrother Drive, Happy Valley.**

The subject land is located to the rear of the purchaser's Fairbrother Drive residential property and is fenced in and integrated with that land. It therefore **appears to be part of the applicant's land and does not appear to have been used** by the public since at least the time that the residential property was initially developed. The solid construction garage is at least 80% located on the subject land.

The subject portion of land forms part of a council owned linear land title (approximately 5 metres in width) that extends behind 16 residential allotments that front Fairbrother Drive and Alpine Road.

Three adjoining owners have also fenced in similar tracts of council land behind their individual residences. **Depending upon Council's decision on** this transaction, meetings will be arranged with those owners to negotiate consistent outcomes.

### **Internal investigations regarding the use of the Council reserve land**

The proposal to dispose of the subject portion of land has been circularised internally to operational, asset and planning staff. No operational or strategic requirement for retention of the land has been identified through this process.

Disposal will also mitigate our existing risk exposure associated with the adjoining **landowner's occupation of the subject land.**

### **Valuation Procedure**

The revocation process has the expectation that Council will consider revoking the classification of community land on an objective basis and determine, on balance, what is in the best interests of the community without the financial outcome of the process in mind. For this reason a market valuation by an independent licensed valuer is not sought at the commencement of the process.

A valuation is only valid for a short period of time and due to the timeframes associated with a revocation process, these valuations become out of date prior to completion of the process, therefore they would be required to be done more than once, which duplicates expenditure unnecessarily.

A valuation is sought at the end of the revocation process, once Council determines the merits of removing the land from the classification of community land and where the likelihood of the land being disposed is known.

### **Council policy on the disposal of Council land**

Council's 'Disposal of council land and other assets' policy provides a number of disposal options, a range of matters that may influence the disposal process and method, and possible conditions that should be applied to any real property disposal.

The proposal outlined in this report for the disposal of the subject land is in accordance with Council policy. Of particular relevance to this disposal are the following:

1. It is intended to negotiate a direct sale with the adjoining owners at 20 Fairbrother Drive, Happy Valley.
2. The land will be disposed of at the current market value.
3. All cost associated with the land division and transfer will be borne by the purchasers.
4. **The subject land will be consolidated with the applicant's existing title.**

**Final update report on the proposal to  
revoke and sell a portion of  
Council reserve land at Happy Valley**

**Attachment 1**



**Description of Land:**

**Statements, Annotations and  
Amendments concerning  
Easements:**

**Legend**



Area proposed for sale and addition to  
20 Fairbrother Drive, Happy Valley



Applicant's land 20 Fairbrother Drive  
Happy Valley

The Hon John Rau MP

ECM	Corresp. No. 3270615
-----	-------------------------



Government  
of South Australia

14PLN0344

2<sup>nd</sup> June 2014

Deputy Premier  
Attorney-General  
Minister for Justice Reform  
Minister for Planning  
Minister for Housing and Urban  
Development  
Minister for Industrial Relations

45 Pirie Street  
Adelaide SA 5000  
GPO Box 464  
Adelaide SA 5001  
DX 336

Tel 08 8207 1723  
Fax 08 8207 1736

Ms Philomena Taylor  
Acting Chief Executive Officer  
City of Onkaparinga  
PO Box 1  
Noarlunga Centre  
NOARLUNGA CENTRE SA 5168

Dear Ms Taylor

**Community Land Revocation – Land Adjacent 20 Fairbrother Drive, Happy Valley**

Thank you for your letter of 23 May 2014 seeking approval for the City of Onkaparinga's (the Council's) proposal to revoke the community land classification of a portion of land adjacent 20 Fairbrother Drive, Happy Valley.

I have considered the information provided to me by the Council and in making my decision I have taken into account the nature of the public consultation undertaken by Council.

After carefully considering the effect of the revocation on the area and the local community, I am of the opinion that, on balance, the revocation will be more positive than not in its effect.

I therefore approve the Council's proposal to revoke the classification as a community land of land being a portion of Allotment 343 in Deposited Plan 10288, contained in Certificate of Title Volume 5738 Folio 252, as highlighted on the attached plan.

If the Council wishes to proceed with the revocation it will need to pass a motion to revoke the community land classification pursuant to subsection 194(3)(b) of the *Local Government Act 1999*.

Yours sincerely

**John Rau**  
Deputy Premier  
Minister for Planning

Encl: Plan highlighting portion of land to be revoked



## **9.7 Final update report on the proposal to revoke and sell a portion of Council drainage reserve at Pine Drive, Aberfoyle Park**

This is an update on a previously reported subject, concept or issue.

Director:	Steve Mathewson, Director Finance and Commercial
Report Author:	David Haslam, Property Officer Transactions
Contact Number:	3801 7227
Attachments:	1. Aerial photograph of subject land (1 page) 2. Aerial photograph of additional land (1 page) 3. Minister's consent letter (1 page)

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### **1. Purpose**

This report confirms the consent of the Minister for Planning to revoke the community land status of a portion of a council reserve and resolves to formally approve the revocation of the land from its community land classification to enable sale.

### **2. Recommendations**

**That, for the land described as portion of Allotment 2 in Deposited Plan 75995 comprised in portion of Certificate of Title Volume 6009 Folio 549 and bordered in red on attachment 1 to this agenda report, Council:**

- 1. Notes that approval to revoke the land from its community land classification has been received from the Minister for Planning in a letter dated 17 July 2014, included as attachment 3 to this agenda report.**
- 2. Resolves to formally approve the revocation of the land from its community land classification pursuant to subsection 194(3)(b) of the *Local Government Act 1999*.**
- 3. Approves the sale of the subject land to the adjoining owners at 70 Pine Drive, Aberfoyle Park at the current market value, subject to all costs associated with the land division and transfer being met by the purchasers.**
- 4. Authorises the Mayor and Chief Executive Officer to sign and seal any documents required to finalise the revocation process and to complete the sale, transfer and consolidation of the subject land with the purchaser's land.**

### **3. Background**

At its meeting on 22 January 2013, Council declared the subject land together with adjoining additional land (bordered in blue on attachment 2) surplus to requirements and suitable for disposal and approved the commencement of the revocation process.

At its meeting on 26 November 2013, Council noted the public objections that were received to the proposal to dispose of the larger area bordered in blue on attachment 2 and resolved to discontinue the revocation process for that area, but

proceed with the revocation process for the area bordered in red on attachment 1 (the subject land).

At the same meeting Council approved that a request be forwarded to the Minister for Planning seeking approval to revoke the subject land (bordered in red on attachment 1) from its community land classification to enable the land to be sold to the adjoining owners at 70 Pine Drive, Aberfoyle Park and requested a further report be presented to Council once the Minister's decision had been received.

**Council's letter to the Minister for Planning requesting approval to the proposed revocation was forwarded on 3 January 2014. The Minister for Planning's approval letter dated 17 July 2014, to revoke the subject land from its community land classification is included as attachment 3.**

#### 4. Financial Implications

All costs associated with the sale and consolidation of the subject land with the purchaser's land, together with the market value of the land will be borne by the purchasers.

Consistent with the Annual Business Plan 2014-15 budget balancing options, the proceeds from the sale of the portion of Council reserve (if approved by Council) will now be assigned to general revenue to meet the agreed budget amendments endorsed by Council at its meeting on 24 June 2014.

#### 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Council resolves not to approve the revocation and disposal of the subject land.	<p>There is no risk in retaining the land in Council's ownership in this situation.</p> <p>The revocation process for the subject land will be discontinued and the land will remain classified as community land. No mitigation will be necessary outside of providing the applicants with advice of <b>Council's decision to not proceed with the land disposal.</b></p>

Opportunity	
Identify	Maximising the opportunity
Residential in-fill in areas that are fully serviced with existing facilities.	Approval of the revocation and sale of the land to the adjoining owners will potentially enable a land division in a suitably serviced residential in-fill locality.

## **6. Additional information**

### **Discussion**

The adjoining landowners at 70 Pine Drive, Aberfoyle Park initially applied to purchase a 4 metre wide strip of the reserve land (total area approximately 308 m<sup>2</sup> running along the boundary) for addition to their property to enable legal access to **a proposed new allotment to be created at the rear of the applicant's current allotment.** The existing residence on the adjoining owner's allotment is intended to be sold and a new dwelling proposed to be built on the rear allotment.

Initial advice from our planning staff indicates that a subdivision as proposed by the applicants may be considered as suitable development for the area. It is not intended to condition the disposal of the land in any way as it is recognised that the valuation of the subject land will be on the basis of the highest and best use and reflect the additional value that may result from potential increased subdivision opportunity.

### **Internal investigations regarding the use of the Council reserve land**

The proposal to dispose of the subject portion of land has been circularised internally to operational, asset and planning staff. No operational or strategic requirement for retention of the land has been identified through this process.

Whilst the subject land forms part of a council drainage reserve the area being considered for disposal is located on elevated ground well away from the low lying flood passage portion of the drainage reserve.

### **Valuation Procedure**

The revocation process has the expectation that Council will consider revoking the classification of community land on an objective basis and determine, on balance, what is in the best interests of the community without the financial outcome of the process in mind. For this reason a market valuation by an independent licensed valuer is not sought at the commencement of the process.

A valuation is only valid for a short period of time and due to the timeframes associated with a revocation process, these valuations become out of date prior to completion of the process, therefore they would be required to be done more than once, which duplicates expenditure unnecessarily.

A valuation is generally sought at the end of the revocation process, once the **outcome of Council's determination on the merits of removing the land from the** classification of community land and a final decision on its disposal are known.

### **Council policy on the disposal of Council land**

Council's 'Disposal of council land and other assets' policy provides a number of disposal options, a range of matters that may influence the disposal process and method, and possible conditions that should be applied to any real property disposal.

The proposal outlined in this report for the disposal of the subject land is in accordance with Council policy. Of particular relevance to this disposal are the following:

1. It is intended to negotiate a direct sale with the adjoining owners at 70 Pine Drive, Aberfoyle Park.
2. The land will be disposed of at the current market value as determined by a licensed valuer.

3. All cost associated with the land division and transfer will be borne by the purchasers.
4. **The subject land will be consolidated with the applicant's existing title.**

**Final update report on the proposal to revoke  
 and sell a portion of Council drainage reserve  
 on Pine Drive Aberfoyle Park**

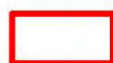
Attachment 1



**Description of Land:**

Statements, Annotations and  
 Amendments concerning  
 Easements:

**Legend**



Area of Pine Drive Reserve proposed for  
 sale and addition to 70 Pine Drive



Applicant's land at 70 Pine Drive  
 Aberfoyle Park



**Final update report on the proposal to revoke  
 and sell a portion of Council drainage reserve  
 on Pine Drive Aberfoyle Park**

Attachment 2



**Description of Land:**

Statements, Annotations and  
 Amendments concerning  
 Easements:

**Legend**



Initial proposed portion of Pine Drive Reserve  
 considered for disposal (not to proceed)

**The Hon John Rau MP**

14PLN0019

(X) July 2014

Mr Mark Dowd  
Chief Executive Officer  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168

Dear Mr Dowd

I write in response to your letter seeking approval for the City of Onkaparinga's (the Council's) proposal to revoke the community land classification of a portion of the drainage reserve on Pine Drive, Aberfoyle Park.

I have carefully considered the information provided to me by the Council and, in making my decision, I have taken into account the nature of the public consultation undertaken by Council.

After carefully considering the effect of the revocation on the area and the local community, I am of the opinion that, on balance, the revocation will be more positive than not in its effect. I therefore approve the Council's proposal to revoke the classification as community land of a portion of land being Allotment 2 in Deposited Plan 75995 contained in Certificate of Title Volume 6009 Folio 549.

If the Council wishes to proceed with the revocation it will need to pass a motion to revoke the community land classification pursuant to subsection 194(3)(b) of the *Local Government Act 1999*.

Yours sincerely



**John Rau**  
Deputy Premier  
Minister for PLanning

	Corresp. No.



**Government  
of South Australia**

Deputy Premier  
Attorney-General  
Minister for Justice Reform  
Minister for Planning  
Minister for Housing and Urban  
Development  
Minister for Industrial Relations

45 Pirie Street  
Adelaide SA 5000

GPO Box 464  
Adelaide SA 5001  
DX 336

Tel 08 8207 1723  
Fax 08 8207 1736

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## 9.8 RSL Virtual War Memorial Contribution

This is a new proposal, concept or issue.

Director:	Philomena Taylor, Director Community Relations
Report Author:	Terra Lea Ranson, Manager Community Capacity
Contact Number:	08 8384 0114
Attachments:	1. Letter from Local Government Association of South Australia (2 pages) 2. Letter from RSL Virtual War Memorial (3 pages)

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### 1. Purpose

This report provides a summary of a request from the Local Government Association of South Australia (LGASA) (attachment 1) for a donation for the **Returned and Services League South Australia (RSL-SA) Virtual War Memorial** (attachment 2). This information is provided so that Council can consider its response.

### 2. Recommendations

- 1. That Council contributes \$4,438 to the RSL-SA Virtual War Memorial project.**
- 2. That \$4,438 is allocated during Budget Review 1 for this purpose.**

### 3. Background

The Virtual War Memorial is owned and controlled by the RSL-SA. It is an interactive web-based Honour Roll with a dedicated page for each serviceman or woman who has served in the defence of Australia. The key objective is community engagement. There is a strong educative component and it enables service men and women to tell their story so their contributions will not be lost.

The RSL Virtual War Memorial is intended as both a resource and a repository to support the conduct of research and compilation of family, community and organisational history. It will serve as a focus of commemorative activities for communities around the state, to put real substance behind the memorials that we walk past every day.

Between 2014 and 2018 Australia will commemorate the Anzac Centenary, marking **100 years since our nation's involvement in the First World War**. The Anzac Centenary is a milestone of special significance to all Australians. The First World War helped define us as people and as a nation. During the Anzac Centenary we will remember not only the original ANZACs who served at Gallipoli and the Western Front, but commemorate more than a century of service by Australian servicemen and women. The RSL-SA Virtual War Memorial will provide a tool for our communities to engage in commemorating the Anzac Centenary.

For more information please visit [www.rslvirtualwarmemorial.org.au](http://www.rslvirtualwarmemorial.org.au)

The RSL-SA has launched an appeal to raise \$750,000 for this project and there has been a positive response from the business community and community leaders.

The LGASA is urging Councils across South Australia to contribute to the RSL-SA appeal.

The method used to raise funds across councils for the Aboriginal and Torres Strait Islander War Memorial and the Kurna Local Government Indigenous Land Use Agreement has been applied by the LGASA to suggest that our one off contribution would be \$4,438. To arrive at relative contribution requests across the 69 South Australian councils the LGASA uses a formula based on the population and revenue of the councils. A 40% weighting is applied to the population level of the council and a 60% weighting to its revenue to arrive at a contribution factor for each council that will collectively total the required funding amount for the project.

A review of the RSL-SA Virtual War Memorial Donations page on 20 August 2014 identified that:

- 13 of 69 South Australian Councils were recognised as having made a donation
- donations were still being sought for this project.

#### 4. Financial Implications

If Council decides to make this contribution a budget review of \$4,438 will be required during Budget Review 1.

#### 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
If we do not contribute there is a risk that the <b>RSL-SA membership and the broader community will perceive Council as not valuing the contribution</b> made by servicemen and women who have served in the defence of Australia.	Provision of cash and in-kind sponsorship to our local RSL clubs to deliver the commemoration ceremonies at Port Noarlunga and Morphett Vale.  Allocation of funds to support the upgrade of WW1 memorials at Clarendon and our Eternal Flame in Morphett Vale.
Establish precedent for LGASA to use subscription formula to leverage funding from local Councils.	Council to consider each request as a stand-alone decision. This will require the preparation of a report that provides relevant information to inform <b>Council's decision making.</b>
Requests of this type are made out of our budget cycle and therefore put pressure on resources.	Contribution is on a voluntary basis. Affordability and level of priority in a tight budget to be considered by Council.

<b>Opportunity</b>	
<b>Identify</b>	<b>Maximising the opportunity</b>
<b>Value the contribution</b> made by servicemen and women who have served in the defence of Australia.	Make the donation recommended by the LGASA, meaning that our Council would be listed on the donor page of the website. Nominate a memorial within our Council area to be profiled on the website. Promote the website through social media, a link on our website and our relationship with Coast FM.
<b>Complement our Anzac Centenary initiatives</b>	Mention our support for the Virtual War Memorial in any promotional materials we produce regarding the centenary.
<b>Enhance our support for local RSL clubs through alignment with this initiative.</b>	Promote the website through our local RSL clubs and encourage them to use it. Identify the WW1 memorials at Clarendon and our Eternal Flame in Morphett Vale on the website.

On balance, given the relatively small contribution requested of us, our capacity to minimise the risks and the opportunity this project provides us to value the contributions made by servicemen and women, we suggest proceeding as per the recommendation.



**Local Government Association  
of South Australia**

The **Voice**  
of Local  
Government

*Office of the President*

*Our Reference:* 598820 / WC:KB

	Corresp. No.
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18 June 2014

Mayor Lorraine Rosenberg  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168

Dear Mayor Rosenberg

**RSL Virtual War Memorial (VWM) Project**

I have been approached by the RSL to explore whether Councils across South Australia may be interested in contribution to the above RSL project.

The project is owned and controlled by the RSL-SA and will be an interactive web-based Honour Roll with a dedicated page for each serviceman or woman to have served in the defence of Australia. It will tell their story so that their contribution to Australia will not be lost.

Importantly, amongst the VWM's key objectives is that of Community Engagement. Specifically, any member of the community will have the ability to search and contribute to the site; adding personal accounts, recalling stories told by family members, uploading photographs and images of medals, uniforms and forgotten regalia.

I find this project to be both compelling and unique. It carries a strong education motive, has commemoration at its core and a community engagement potential to encompass every corner of this State. It will render every little memorial in every little town, already the focus of commemoration, much more relevant and connected to contemporary society.

To fund the VWM, the RSL has launched an Appeal to raise \$750,000. Most sectors of society are represented among those helping to ensure a successful result, with some of South Australia's best known business and community leaders actively involved in seeking support for the Appeal.

Given the success with the Aboriginal Memorial, the RSL has again approach us seeking a combined contribution of \$100,000 from all councils in South Australia. The contribution is of course on a voluntary basis.

Once again using the LGA subscriptions formula for your Council the once off contribution would be \$4438.

I have been advised that given we are in the middle of our budget setting and this matter would not have been on the radar until now, the RSL, if required, is prepared to stage the payment over two financial years.

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I invite you to raise this request as a report to your Council and advise me of the outcome. I enclose a DVD and a copy of the Appeal brochure for your information.

Recognition is another important feature of this project.

All Councils who make a gift will be listed on the donor listing page of the VWM website. More importantly, each Council may choose to assign its support to a memorial of choice within its area. In so doing, Council's contribution will be further profiled via a prominently placed text-box, which may include Council's logo, on the webpage assigned to the chosen memorial.

Further recognition will include a certificate of thanks and inclusion in the listing of donors in The Advertiser article to be published at the conclusion of the Appeal.

I look forward to hearing about your Council's consideration of this matter which is an initiative of the RSL-SA's designed to commemorate the Centenary of Anzac and ultimately translates to "a new life for family heroes".

Kind regards



Mayor David O'Loughlin  
**President**

Telephone: 8224 2022  
Email: [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au)

Enclosed: DVD & Brochure



*'A new life for family heroes'*



Attachment 2



**'A new life for  
family heroes'**

Anzac House  
1 Victoria Drive  
Adelaide SA 5000

Ph 08 8100 7306  
Email [virtual.memorial@rsl.org.au](mailto:virtual.memorial@rsl.org.au)  
[www.rslvirtualwarmemorial.org.au](http://www.rslvirtualwarmemorial.org.au)

**Appeal Chairman**  
Mr Andrew Fletcher

Mr John Baker  
Lt. David Bowyer  
Mr Bill Cochran  
Mr David Everitt  
Mr Michael Harbison  
Mr Timothy Hanna AM  
Mr Rick Harley  
Mr Steve Larkins  
Mr Theo Maras AM DLJ  
Mr Peter Neal  
Mr Mick O'Connor  
Hon Chris Schacht  
Mr Grant Stephens  
Mr Robin Turner  
Mr Peter Williams

**Co-Patrons**  
Mr Robert Ahrens OAM  
Dr Donald Beard AM RFD ED  
Mr Robert Champion de Crespigny AC  
The Hon Justice Michael David  
Mr Charles Downer  
The Hon Dr Brendan Nelson  
Prof Susan Neuhaus CSC  
The Hon Amanda Vanstone  
Mr Ian Wall OAM

**Ambassadors**  
Mr Jeremy Cordeaux AM KGSJ  
Miss Zofia Foley  
Mr Tom Harley  
Mr Richard Kleining  
Corporal Benjamin Roberts-Smith VC MG  
Mr Nathan Rohrlach



Mayor Lorraine Rosenberg  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168

11 July 2014

Dear Mayor Rosenberg

Thank you for your review and consideration of the information recently sent to you by Mr David O'Loughlin, regarding the RSL-SA Virtual War Memorial (VWM).

I feel privileged to have been invited to Chair the Appeal Committee and regard this initiative as the most interesting and innovative celebration of ANZAC projects presently being considered by various community sectors.

The VWM will provide a special and very accessible way for generations of South Australians to explore personal family journeys, or to simply discover an important part of our history.

Specifically, the RSL Virtual War Memorial records all of the known memorials in South Australia and the Northern Territory, and key Memorials overseas on which South Australians, Territorians (and others) are commemorated. These memorials number more than 1700 and cover every town and settlement in South Australia, and the Northern Territory and span the period from the Boer War until the present day. These aspects render the VWM totally unique and non-comparable to any other project being developed including the "ANZAC Voices" an initiative of the Australian War Memorial.

The VWM project is one which will resonate with, and be related to so many in our community and David's preparedness to profile this initiative to all Councils will undoubtedly secure the key objective of Community Engagement.

I urge you to please make your contribution as prescribed by David in his letter. Your payment may be spread over two financial years. To assist you in making your donation, enclosed please find a pledge form that if completed and returned prior to the launch date of Friday 8 August, will see your Council being profiled as a significant start-up supporter on the Virtual War Memorial donor listing page.

Please also refer to the enclosed Summary of Recognition that will be awarded to you. I especially encourage you to please nominate the Memorial within your council area with which you would like to associate your support.

Once again, thank you. I look forward to meeting with you when we gather to celebrate the success of this project.

Yours sincerely

Andrew Fletcher  
Chairman  
Virtual War Memorial Appeal  
Enc. Pledge Form & Summary of Recognition





**'A new life for  
family heroes'**

Anzac House  
1 Victoria Drive  
Adelaide SA 5000

Ph 08 8100 7306  
Email [virtual.memorial@rsl.org.au](mailto:virtual.memorial@rsl.org.au)  
[www.rslvirtualwarmemorial.org.au](http://www.rslvirtualwarmemorial.org.au)

**Appeal Chairman**  
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Mr Ian Wall OAM

**Ambassadors**  
Mr Jeremy Cordeaux AM KGSJ  
Miss Zofia Foley  
Mr Tom Harley  
Mr Richard Kleinig  
Corporal Benjamin Roberts-Smith VC MG  
Mr Nathan Rohrlach



**Pledge Form**

City of Onkaparinga

PO Box 1  
NOARLUNGA CENTRE SA 5168

Name of contact person: \_\_\_\_\_

Tel Bus: \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_

Pledges a total of \$ \_\_\_\_\_ in support of the RSL Virtual War Memorial Appeal.

This Pledge will be payable as follows:

2014/2015	Date	\$
2015/2016	Date	\$

Contributions are tax deductible and may be paid by either cheque or EFT.

Cheques to be made payable to: **Anzac Remembrance Appeal** and identified as Virtual War Memorial donation

**EFT to:** BSB 065-000 Account No.11835768  
Description of payment to be VWM and include payee's name

**Recognition:** This contribution is to be linked to the following Memorial/Honour Board:

Located: \_\_\_\_\_

Please return the completed form to:  
**RSL-SA Virtual War Memorial Appeal office:**  
C/- Anzac House  
1 Victoria Drive  
Adelaide SA 5000

For further information please contact:  
Ms Rossana Montaniero  
RSL Virtual War Memorial Appeal Director  
Telephone: 0411 465 498







***'A new life for  
family heroes'***

Anzac House  
1 Victoria Drive  
Adelaide SA 5000

Ph 08 8100 7306  
Email [virtual.memorial@rsl.org.au](mailto:virtual.memorial@rsl.org.au)  
[www.rslvirtualwarmemorial.org.au](http://www.rslvirtualwarmemorial.org.au)

**Appeal Chairman**  
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Miss Zofia Foley  
Mr Tom Harley  
Mr Richard Kleinig  
Corporal Benjamin Roberts-Smith VC MG  
Mr Nathan Rohrlach



**Recognition for Councils - Summary**

- Each Council's contribution will be linked to a memorial of their choosing within their council area.
- All contributing Councils will be listed on the Donor page of the RSL Virtual War Memorial (VWM) website. Upon clicking on the Council's name on the donor list, viewers will automatically be taken to the webpage dedicated to that Council's chosen memorial.
- On the assigned memorial webpage, there will be a prominently placed text box promoting the respective Council's contribution. The Council's logo will be included.
- All Councils contributing to the Appeal will be included in the listing of donors in The Advertiser article to be published at the conclusion of the Appeal.
- Contributing Councils will be presented with a high-quality certificate of thanks.

In addition to the above, for Councils opting to pledge more than \$10,000 rather than simply the prescribed amount, the RSL-SA in consultation with the respective Council will:

- For the first 3 months from Launch, feature the Council's chosen memorial on the home page of the website. Specifically, their chosen memorial would be featured in the rolling photo stock on the home page. The Council's logo and accompanying text profiling the Council's contribution will be included.

- Undertake an in-house presentation to interested staff members to demonstrate the VWM.

and/or

- Undertake a council specific "Antiques Roadshow" style event where any memorabilia can be assessed and advice provided on authenticity, connection to a conflict, and how to present it on the RSL Virtual War Memorial; or where to seek advice on conservation and gifting.



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## 9.9 Sandstorm Tier 1 Sponsorship Proposal

This is a regular or standard report.

Director:	Philomena Taylor, Director Community Relations
Report Author:	Abbey Threadgold, Manager Marketing, Arts, Tourism and Engagement
Contact Number:	(08) 8384 0504
Attachments:	1. Tier 1 sponsorship proposal – international sand sculpture exhibition (18 pages)

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### 1. Purpose

To seek Council approval of a Tier 1 sponsorship proposal for an international sand sculpture exhibition to be delivered by Sandstorm Events at Port Noarlunga in April 2015.

### 2. Recommendations

**That Council approve Tier 1 sponsorship of \$70,000 (\$65,000 cash and \$5000 in-kind) for Sandstorm Events to hold a 17 day international sand sculpture exhibition at Port Noarlunga in April 2015.**

### 3. Background

The Tier 1 sponsorship program provides cash and in-kind support for flagship events which are or have the potential to become iconic events in our region. Please refer to the [Tier 1 Sponsorship Guidelines](#) for an outline of the funding objectives and eligibility criteria.

In 2013, we hosted a nine day international sand sculpture exhibition by Sandstorm Events through a Tier 1 sponsorship. The exhibition was packaged as part of the Huge November event series which included our Beachside Food and Wine Festival and annual Christmas Pageant. An evaluation report with key outcomes of the event series was presented to Council at its meeting 29 April 2014 (available on council's website under [agenda and minutes](#)).

### 4. Financial Implications

Tier 1 sponsored events are funded through the Tourism sub category of the Economic Development category of Project and Capital Works. A total of \$115,000 was allocated for Tier 1 sponsored events as a part of the 2014-15 budget.

The recommended Tier 1 cash sponsorship for the Sandstorm Events international sand sculpture exhibition is \$65,000. In addition, \$5000 in-kind sponsorship will be provided to support the event delivery (waste and recycling, sweeping, promotional banners etc).

The proposed event budget is outlined in the sponsorship proposal in attachment 1.

## 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Misuse of sponsorship funding	<p>Sponsorship recipients must sign a host agreement prior to funds being released demonstrating their compliance with the conditions of funding.</p> <p>The sponsorship acquittal process requires an evaluation report to be submitted within three months following the completion of an event which includes a breakdown of the final event budget and outcomes from a formal evaluation.</p>
Negative impact on local residents and businesses situated in close proximity to the event site	<p>Local residents and businesses will be provided with notification letters in the lead up to the event.</p> <p>Advanced notification and event signage will be installed around the event site in the lead up to and during the event.</p>
Environmental impacts	<p>The 2013 exhibition in Christies Beach had no environmental issues. Initial discussions with our Biodiversity and Foreshore Asset Management teams indicate controllable risks for the environment in the vicinity of Port Noarlunga.</p> <p>If sponsorship funding is approved, a comprehensive site inspection will be undertaken with key stakeholders to establish the location, site size and points of access for the event. This will consider environmental risks identified for Port Noarlunga in the Metropolitan and Northern Coastal Action Plan and whether other agencies need to be notified or consulted eg the Coast Protection Board.</p> <p>The sponsorship conditions of funding will reinforce the required measures to be undertaken by Sandstorm Events to protect local fauna and flora and to prevent erosion and damage to the site during the event as well as the set up and clean up following the event.</p>
Negative reaction to notional event entry fee	<p>Entry to the event will be \$8 adults, \$4 child/concessions, \$20 Family (two adults/two children) with children under three years of age offered free entry. <b>A free entry children's day is proposed as part of the 2015 event.</b></p> <p>The 2015 exhibition will be larger with eight 12 tonne sculptures and two 25 tonne display sculptures.</p> <p>Having the event ticketed reduces the cost to host the event (\$65,000 Tier 1 sponsorship and \$35,000 through sponsorship in 2013). Council will receive 20 per cent of any net profit from ticket sales. Proceeds will be attributed as income.</p>

<b>Risk</b>	
<b>Identify</b>	<b>Mitigation</b>
	Sandstorm Events will offer additional activities, a fun new theme and larger sculptures to enhance the event experience.

<b>Opportunity</b>	
<b>Identify</b>	<b>Maximising the opportunity</b>
Partnering with an established award winning and internationally recognised event management company	<p>Sandstorm Events are an established award winning and internationally recognised event management company with significant experience in the delivery of major exhibitions (including the iconic annual event in Frankston Victoria).</p> <p>Sandstorm Events have demonstrated their capacity to deliver a successful event in our region which supports our economic development, key tourism, marketing and community objectives.</p> <p>Sandstorm Events effectively co-ordinate and manage the end to end delivery of the event which reduces the impact on our resources.</p>
Significant event attendance and increased tourism to our region	<p>An estimated 100,000 people attended Huge November (nine day event series). Exhibition attendee survey results indicated:</p> <ul style="list-style-type: none"> <li>99 per cent of respondents were satisfied/very satisfied with the exhibition</li> <li>92 per cent of respondents said that they would recommend the exhibition to family and friends.</li> </ul> <p>Given the positive feedback and attendance result, the 2015 exhibition will be significantly larger in terms of event duration and also in the size of the sculptures (increasing to 150 tonnes).</p> <p>The exhibition is anticipated to attract up to 75,000 people as the event will coincide with the Easter long weekend and school holiday period. The exhibition has potential to feature as a key tourist destination for intra/interstate and international visitors. Attendance numbers will be recorded through ticket sales at the event.</p> <p>The McLaren Vale, Hills, Valleys and Beaches visitor guide will be promoted as a part of the broader event promotion in the programs for Sandstorm Events held in Victoria and Queensland. A link to the visitor guide and accommodation booking service will be included on Sandstorm Events website to encourage extended visitor stays in our region. We will support this with</p>

	<p>cross-promotion.</p> <p>The exhibition aligns to actions within our Tourism Strategic Management Plan and implementation action plan, Destination Action Plan and the State Tourism Plan.</p>
Economic benefits	<p>It is estimated that the 17 day exhibition will provide an economic benefit of approximately \$3-5 million. These figures have been calculated by the Economic Development team using the recognised REMPLAN tool.</p> <p>Economic benefits will be leveraged by engaging and working directly with the Port Noarlunga Business and Tourism Association and more broadly with businesses across our city as a part of the event management process.</p> <p>Positive feedback was received from surrounding residents and businesses following the 2013 event at Christies Beach, with anecdotal feedback indicating businesses experienced an increase in trade during the event period.</p>
Promotion and recognition opportunities for our city	<p>There are no other sand sculpture exhibitions currently held in a coastal location in South Australia.</p> <p>The current world and Australian sand sculpting champions will participate in the exhibition.</p> <p>The exhibition provides a unique value proposition with a clear point of difference which we will capitalise on through marketing and media strategies.</p> <p>A comprehensive marketing and media plan will be developed and targeted to attract local, state, national and overseas coverage. A range of mediums will be used including TV, print, online and radio.</p>
Benefits for our communities	<p>Sand sculpting workshops, sand art and sand bottle activities will again be offered to encourage community engagement and participation. This will attract a cost of \$5 to cover the materials related to the activities. These activities in 2013 were rated through our attendee engagement as the most popular additional feature of the event.</p>
Raise the profile of Port Noarlunga – awarded <b>the Kesab Australia's</b> cleanest beach	<p>Hosting the exhibition in Port Noarlunga in 2015 provides the opportunity to showcase the township as a key tourism and event destination with:</p> <ul style="list-style-type: none"> <li>▪ café precinct</li> <li>▪ unique shopping</li> <li>▪ arts hub</li> <li>▪ history and heritage</li> </ul>

	<ul style="list-style-type: none"> <li>a variety of river, beach and coastal activities on offer (jetty, reef etc).</li> </ul>
Best fit event site location	<p>Port Noarlunga beach was identified as an ideal site for the event due to its location, access and dimensions of the beach area. The site accommodates and complements:</p> <ul style="list-style-type: none"> <li>sculptures on the beach</li> <li>increased scale of the event (number and size of sculptures)</li> <li>event logistics including site space for a ticket booth, security fencing etc</li> <li>proximity to the local business precinct</li> <li>opportunity to collaborate with the Arts Centre and Sauerbier House (school holiday program) and local hospitality businesses</li> <li>the event experience with stunning surrounds and one of our most popular and visited beaches.</li> </ul>
Raise awareness of biodiversity and recycling	<p>Our Hook Line and Thinker state-wide fishing debris recycling project and other Sustainable Onkaparinga programs can be integrated into the event to raise awareness of the importance of biodiversity and the benefits of recycling, especially in relation to the local marine environment.</p>





2014–15 TIER 1 SPONSORSHIP  
**FLAGSHIP EVENTS**  
APPLICATION FORM



- Please contact the Grants and Sponsorship Officer on 8384 0623 prior to commencing this application form.
- Please read the Tier 1 sponsorship Guidelines and Frequently Asked Questions prior to starting this application form.
- You may add attachments if there is not enough space available (please mark clearly which section and question they are related to).
- There is no opening or closing dates for Tier 1 sponsorship, as applications are assessed as they are received all year round. In some instances funding may not be made available until July.
- Keep retain a copy of your sponsorship application for your records and submit the original application form using the options provided in the guidelines and at the end of this application form.

## 1. APPLICANT DETAILS

1	Name of organisation	Sandstorm Events Pty Ltd	
2	Postal address of organisation	24 Colchester Road	
		Rosebud, Victoria	Postcode: 3939
3	Name of contact person	Sharon Redmond	
	Position in organisation	Director	
	Email:	Sharon@sandstormevents.com.au	
	Mobile:	0419 584 189	<b>Other contact number:</b> (03) 5971 1019
4	What are the aims and objectives of your organisation? (If relevant, please refer to your constitution)		
	<p><u>Mission Statement</u></p> <p>As a company we value passion, integrity, professionalism and family, not only in ourselves but our extended team and contractors. We are committed to providing all our visitors with the unique opportunity to view and photograph world class sand sculptures and be exposed to our love of the art form through education and play where we are able to showcase innovative and truly unique experiences.</p> <p><u>Core Values</u></p> <ul style="list-style-type: none"> <li>➤ Passion – <i>to share our enthusiasm for the art of sand sculpting with everyone</i></li> <li>➤ Integrity – <i>to be seen as honest, trustworthy and reliable</i></li> <li>➤ Professionalism – <i>to provide a proficient and high quality service</i></li> <li>➤ Family – <i>to encourage the old fashioned values of family togetherness</i></li> <li>➤ Experience – <i>to present a distinctive, exciting and memorable event</i></li> </ul>		
5	Is your organisation located within the City of Onkaparinga?	No	
6	Is your organisation incorporated? (If no-Please go to question 9, an incorporated body will need to auspice the project)	No	
7	Does your organisation have an Australian business number (ABN)? (If unsure, please check via <a href="http://abr.business.gov.au">http://abr.business.gov.au</a> )	Yes: 81 105 585 233	
8	Is your organisation registered for GST?	Yes	
9	Is your event being auspiced by another organisation? If No-go to question 10. (Please refer to the grant guidelines for a definition of auspicing)	No	
	Name of auspicing body	N/A	
	ABN of auspicing body	N/A	



	Is the auspicing body registered for GST?	N/A
	Have you attached the auspice form/letter? (Please refer to the Grants and Sponsorship section of our website for a copy of the auspice form and auspice letter)	N/A
10	<b>Does your organisation have procedures in place that ensure compliance with the Children's Protection (Implementation of Report Recommendations) Amendment Act 2009?</b> <i>For any questions regarding requirements, please contact the Department for Education and Child Development via email at <a href="mailto:DECDChildSafe@sa.gov.au">DECDChildSafe@sa.gov.au</a> or check their website <a href="http://www.families.sa.gov.au/childsafes">www.families.sa.gov.au/childsafes</a></i>	Yes  All our staff are police checked and hold working with children certificates

## 2. EVENT DETAILS

1	Name of event	"Sandsation" - International Sand Sculpture Exhibition
2	Estimated start date	3 April 2015
	Estimated finish date	19 April 2015
3	Will the event be completed within the 2014-15 financial year?	Yes
4	Will the event take place within the City of Onkaparinga?	Yes
5	Where will your event be held?  (Please refer to the Tier 1 sponsorship guidelines for further information regarding our key place making sites)	Address: Port Noarlunga Beach  Suburb: Port Noarlunga
6	<b>Under which category are you applying?</b>	
	Arts & Culture and Tourism	
7	Provide a description of the event including how it differs from other events currently held in the region and its capacity to become an iconic event?	<p>Following on from the success of the Sand Sculpting Exhibition held in November 2013 at Christies Beach, we propose to stage another world-class Sand Sculpting Exhibition at Port Noarlunga. In response to positive feedback from last year event the event will be larger by the number of days that we are open to the public (from 9 days to 17 days). In addition, we will also increase the exhibition to a 150 ton exhibition (compared to a 70 ton exhibition in 2013) resulting with eight x 12 ton sand sculptures and two x 25 ton interactive feature display sculptures on the foreshore at Port Noarlunga.</p> <p>It is proposed the exhibition will start on Friday 3 April 2015 (Good Friday) with the official opening day commencing on Saturday 4th April 2015 and the final day of the exhibition to be held on 19 April 2015.</p> <p>It is proposed that the 2014 exhibition will be ticketed to secure the reduced \$65,000 event hosting fee in comparison to the \$100,000 hosting fee incurred for the 2013 event. The notional cost will be \$8 adults, \$4 child/concessions, \$20 Family (2 adults/2 children) with children under 3 years of age offered free entry.</p> <p>The exhibition will include sculptures created by Australian and international sand sculptors; the current world champion, the Australian champion, many award winning Australian sculptors. The exhibition would also include:</p> <ul style="list-style-type: none"> <li>- sand sculpting workshops and speed carving demonstrations</li> <li>- sand art and sand bottle activities (themed with the event)</li> <li>- Giant sand pit with sand diggers</li> <li>- Lego interactive zone</li> <li>- Sand Mini Golf</li> <li>- Interactive photographic opportunity with a sand sculpture</li> <li>- a display sculpture carved during the week that we would light up for one evening (if the Beachside Food and Wine Festival happens again, it would be best to do this on that evening. Council would be responsible for arranging the lighting as per the 2013 event)</li> <li>- People's choice voting for the best sculpture of the exhibition (announced on the 19<sup>th</sup> April, last day)</li> </ul> <p>Sandstorm Events will plan, deliver and manage the exhibition entirely providing a team of professional sculptors</p>

	<p>to carve the sculptures and a professional crew to complete the bump in and bump out along with the trained staff to operate the event.</p> <p>The Exhibition provides an opportunity for significant economic benefit for the area (and state) and return on investment due to the income generated by people coming to the region to see the attraction. Sunday 19<sup>th</sup> April will be the final day of the exhibition and will feature the drawing of the winning sculpture for the inaugural exhibition (determined by public vote).</p> <p>In 2013, the City of Onkaparinga's Beachside Food &amp; Wine Festival was held in conjunction with the Sand Sculpture Exhibition. This proved very successful for both events and if possible, it would be good if we could leverage off this Festival again in 2015. If we can, then it could mean that the Exhibition and Festival together has the potential to attract overnight stays to the region on the weekend of the Festival (if the Festival goes ahead in 2015). In addition, the two feature interactive sand sculptures will be lit in celebration of the Festival.</p>				
8	<p>What are the objectives of the event – what would you like to achieve?</p> <p>The objectives of this unique opportunity include to:</p> <ul style="list-style-type: none"> <li>• Raise the profile of the City of Onkaparinga, including its profile as a tourist destination</li> <li>• Showcase one of the City of Onkaparinga's key attractions, the coastline</li> <li>• Encourage increased visitors to the region, from South Australia and from interstate</li> <li>• Generate an economic benefit to the region, commensurate with the risk, investment, promotion and recognition value of the event</li> <li>• Provide accessible events to all members of the community (with a focus on this being a family friendly event)</li> <li>• Provide an educational opportunity for children.</li> </ul>				
9	<p>Describe the target audience for the event:</p> <p>The sand sculptures have a wide appeal encompassing all age groups.</p> <p>We would be targeting families, adults with no children, seniors, school groups and bus groups.</p>				
10	<p>How many people do you estimate will attend the event: 45,000 – 75,000.</p> <table> <tr> <td>City of Onkaparinga residents: 24,000</td> <td>Other South Australian residents: 18,000</td> </tr> <tr> <td>Interstate visitors: 2000</td> <td>Overseas visitors: 1000</td> </tr> </table>	City of Onkaparinga residents: 24,000	Other South Australian residents: 18,000	Interstate visitors: 2000	Overseas visitors: 1000
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11 a)	<p>How have you calculated the forecasted attendance numbers?</p> <p>Using data from the 2013 event.</p>				
b)	<p><b>How will you accurately determine the number of people attending the event?</b></p> <p>As the event will be ticketed in 2015 we will be able to determine how many attended the event from the ticket report. Each day a report will be generated that will show the number of adult, children, concession, family tickets sold along with the number of complimentary tickets, discounted tickets and under 3yr old tickets presented.</p> <p>This is a very accurate system and works well at all the other events we run throughout Australia.</p>				
12 a)	<p><b>If this is the first time the event is taking place, what is your experience with delivering similar events?</b></p> <p>Sandstorm Events delivered this event in a smaller model within the City of Onkaparinga at Christies Beach in November 2013. The event was presented as a free event and was very successful. Due to budgeting restraints the event is proposed to be a ticketed event in 2015.</p> <p>Sandstorm Events has run over 18 large scale sand sculpting events throughout Australia as ticketed events – and these are all very successful.</p>				

	<p>Our most popular Sand Sculpting Exhibition is Sand Sculpting Australia – Frankston Waterfront. In the seven years that we have held this in Frankston it has attracted (in total) over 980,000 visitors to region with an in – scope economic impact in the region valued at \$56 million and media valued at \$4.7 million.</p> <p>Sandstorm Events is Australia’s only Sand Sculpting company specialising in the delivering of large-scale sand sculpting exhibitions and recognised as leaders in this field.</p>
b)	<p><b>If your event has previously taken place, outline a history of the event including:</b></p> <ul style="list-style-type: none"> <li>▪ <b>the number of times the event has been held</b></li> <li>▪ <b>attendance numbers</b></li> <li>▪ <b>sponsors and income generated</b></li> <li>▪ <b>overview of media coverage</b></li> <li>▪ <b>how the event has grown/changed since it first commenced</b></li> </ul> <p>Sandstorm Events is an award-winning event management company with extensive experience in staging major sand sculpture exhibitions. This includes presenting 18 large scale exhibitions since 2004, including the annual Sand Sculpting Australia exhibition in Frankston, the Australian Sand Sculpting Championships on the Gold Coast, the Hawkesbury International Sand Sculpting Championships in Windsor NSW as well as integrating sand sculpting installations into festivals, events , shopping centres and product launches across Australia.</p> <p>The event was held in the City of Onkaparinga once before in 2013 at Christies Beach in conjunction with the Beachside Food and Wine Festival and the Christmas Pageant (also known as the Huge November Events). The week-long event schedule attracted an estimated 100,000 people to the city. The inaugural event in City of Onkaparinga received not only great visitation but also great media coverage for both the event and the City including:</p> <ul style="list-style-type: none"> <li>• News coverage by Channel 9,7 and weather coverage by Channel 10</li> <li>• Radio interview on ABC with Director of Sandstorm Events – Sharon Redmond</li> <li>• Feature story in Harcourts SA Magazine</li> <li>• News Ltd Story &amp; pictures</li> <li>• Totally Wild segment</li> <li>• Weekend notes mention</li> <li>• Google Alerts</li> </ul> <p>The media coverage received over the event period from Channel 9 was valued at over \$110,000. In addition to media support and coverage, Channel 9 integrated into the exhibition with a chill out zone located at the central hub, outside the Christies Beach Surf Life Saving Club. Channel 9 also engaged national celebrities for appearances at the exhibition on festival day, including Ed from Big Brother and The Foenander Brothers from Australia’s Got Talent.</p> <p>Due to the events success in November 2013 it is proposed to move the event from November to April to enable it to cross over into a school holiday/Easter period. The event will take place in Port Noarlunga to relocate it to a location that will enable visitors to the area to easily extend their visit to include a stroll through the shops and restaurants, extend the number of days, to grow the number of sand sculptures and related activities (see 2.7 above). This is a similar pattern that the event in Victoria experience. It started 10 years ago ran for the first three years in Rye, Victoria (as a 500 ton exhibition over three weeks) was relocated to Frankston to accommodate a 3,500 ton exhibition (extended to run for a 4 month period) and it is now attracting a paying audience of over 135,000 visitors per season.</p> <p>Sandstorm Events exhibition models are well established with significant success and high attendance numbers at previous exhibitions held across Australia. For example, the exhibitions held in Frankston, Victoria have attracted over 980,000 visitors in the past seven years to the Frankston area with an in-scope economic impact valued at \$56 million to date and media valued at \$4.7 million.</p> <p>The Hawkesbury International Sand Sculpting Championships, sponsored by The Heart of the Hawkesbury and the local Council, are in Howe Park Windsor, NSW in January each year. Over the past three years this event has brought over 125,000 visitors to the region and in 2012 won the Greater Sydney Tourism Awards in the Festivals and Events category.</p> <p>The Australian Sand Sculpting Championships, sponsored by the Gold Coast City Council and Surfers Paradise Alliance, are held in Cavill Avenue, Surfers Paradise during February each year. This event is a free event and generates upwards of 135,000 visitors for the area over a 2 week period. The event has become so popular that it</p>

is being extended to a 4 week event in 2015.

A key factor underpinning our success is that we work closely with event stakeholders to ensure the success and potential growth of each event. This has included Councils, State Government, businesses and community groups. Examples of previous partners include:

- Frankston City Council
- Gold Coast City Council
- Surfers Paradise Alliance
- Tourism Victoria
- Tourism NSW
- Heart of Hawkesbury Tourism Body
- City of Onkaparinga

13 a) How will you minimise impact to the environment as a part of the event, including considering local fauna and flora in the vicinity of your event?

1. We will develop our event site plan giving full consideration to placement of local fauna and flora
2. We will ensure that no materials are introduced to the area that would be harmful
3. We will put in place protection processes if required
4. Signage will be used to advise visitors to the event of any potential dangers to fauna and flora

b) Who have you consulted to establish any risks to the environment?

There were no environmental issues arising from the 9 day event held at Christies Beach in 2013. We will liaise with the City of Onkaparinga's local foreshore authorities to discuss any potential risks and plan to reduce them via our event management team, operational team and safety team.

If sponsorship funding is approved, a comprehensive site inspection will be undertaken with key council stakeholders to establish the location, site size and points of access for the event. This will take regard to the environmental risks identified for Port Noarlunga in the Metropolitan and Northern Coastal Action Plan.

c) How will you minimise waste and encourage recycling?

Our event produces little waste. We have minimal food vendor's onsite and provide recycle bins for waste. The sand used by the sand sculptors is returned to the supplier who re-use it. Council will be providing 10 bins as a part of in-kind sponsorship (including collections) and have committed to sweep the carpark before and after the event.

14 How will you support healthy outcomes as a part of your event?

[http://www.onkaparingacity.com/onka/living\\_here/community/healthy\\_communities/healthy\\_active\\_lifestyles\\_onkaparinga/eat\\_well.jsp](http://www.onkaparingacity.com/onka/living_here/community/healthy_communities/healthy_active_lifestyles_onkaparinga/eat_well.jsp)

The event is held outdoors, near or on a beach, encouraging visitors to leave their home and spend a day outdoors in the fresh air strolling through the sculptures to view and photograph them. Workshops are held at the event so that families can try their hand at the "art of sand sculpture" or in the "family beach" competition – developing their art appreciation and knowledge and complete our activity sheet – where children need to answer questions about the sand sculptures – designed to encourage interaction between children and their parents or carers regarding the answers.

We also encourage visitors to the event to stay at the beach for a day of family fun, picnic in the parks close by or to stroll through Port Noarlunga and enjoy the cafes, restaurants and shopping.

15 **How do you propose to undertake a professional evaluation of the event? What is your anticipated sample size and KPI's that will be used?**

We will conduct a survey of visitors to the event (sample size of 1000). This will cover questions including but not limited to:

- Age
- Where you have travelled from
- What encouraged you to visit the sculptures
- Sponsor recognition
- Event satisfaction



	<ul style="list-style-type: none"> <li>- Length of stay</li> <li>- Average spend in the area</li> </ul>																												
<b>3. EVENT ORGANISING COMMITTEE</b>																													
1 a)	<p>Outline the membership of your event organising committee including the role they play in supporting the delivery of the event. <i>Position titles have been given as examples only, please modify as necessary.</i></p> <table border="1"> <thead> <tr> <th>Name</th><th>Position</th><th>Qualifications and experience (in relation to the position)</th><th>Key duties performed</th></tr> </thead> <tbody> <tr> <td>Sharon Redmond</td><td>Director – Sandstorm Events</td><td>30 years Event Management experience, Owned and run Sandstorm Events for the past 10 years, organised over 18 major sand sculpting exhibitions, Event manager for Channel 9 Carols by Candlelight in Melbourne for the past 8 years, Chairman of Frankston Tourism for 4 years.</td><td>Oversees the management of the team and the delivery of the events KPI's</td></tr> <tr> <td>Jeff Williams</td><td>Operations Manager</td><td>10 years operational experience in events. Worked in the events team at Frankston City Council for 5 years – (2007 - 2012). Worked for Sandstorm Events since 2012.</td><td>Event bump in and bump out All infrastructure Site layout Compliance Liaison onsite</td></tr> <tr> <td>Tracey Wall</td><td>Safety Officer</td><td>Owner of Safety in Numbers. Safety Consultant</td><td>SWMS Safety Manuals Training Logs</td></tr> <tr> <td>Alanah Kilner</td><td>Site Manager</td><td>Worked with Sandstorm Events since 2012. Site Managed for 4 major events</td><td>Staff training Site management Contractor liaison Site Compliance</td></tr> <tr> <td>Shelby Redmond</td><td>Marketing Manager</td><td>Worked with Sandstorm Events since 2000 in junior site roles and office admin (part-time). Works full time now after completing a double degree in Marketing and Communications</td><td>Media liaison Press Releases Media Kits Signage &amp; Event Collateral Social Media IMC</td></tr> <tr> <td>Peter Redmond</td><td>Lead Sculptor/Designer</td><td>Over 10 years' experience as a sand sculptor</td><td>Sculpture design Sculptor liaison Sculpture maintenance Workshop</td></tr> </tbody> </table>	Name	Position	Qualifications and experience (in relation to the position)	Key duties performed	Sharon Redmond	Director – Sandstorm Events	30 years Event Management experience, Owned and run Sandstorm Events for the past 10 years, organised over 18 major sand sculpting exhibitions, Event manager for Channel 9 Carols by Candlelight in Melbourne for the past 8 years, Chairman of Frankston Tourism for 4 years.	Oversees the management of the team and the delivery of the events KPI's	Jeff Williams	Operations Manager	10 years operational experience in events. Worked in the events team at Frankston City Council for 5 years – (2007 - 2012). Worked for Sandstorm Events since 2012.	Event bump in and bump out All infrastructure Site layout Compliance Liaison onsite	Tracey Wall	Safety Officer	Owner of Safety in Numbers. Safety Consultant	SWMS Safety Manuals Training Logs	Alanah Kilner	Site Manager	Worked with Sandstorm Events since 2012. Site Managed for 4 major events	Staff training Site management Contractor liaison Site Compliance	Shelby Redmond	Marketing Manager	Worked with Sandstorm Events since 2000 in junior site roles and office admin (part-time). Works full time now after completing a double degree in Marketing and Communications	Media liaison Press Releases Media Kits Signage & Event Collateral Social Media IMC	Peter Redmond	Lead Sculptor/Designer	Over 10 years' experience as a sand sculptor	Sculpture design Sculptor liaison Sculpture maintenance Workshop
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b)	<p><b>How frequently does the event organising committee meet?</b></p> <p>The Sandstorm Team works together on a daily basis. In the lead up to events we will work to timeline documents to meet the event needs and requirements. All documents around events are available to be accessed by any team member at anytime through Google docs.</p> <p>Regular telephone calls and weekly reports keep our host council updated on the event progress.</p>																												
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b)	<p><b>Do you have a volunteer program? If yes, please outline the details including how many volunteers will support with the delivery of the event?</b></p> <p>No</p>																												

#### 4. STRATEGIC ALIGNMENT

- 1 **Describe how your event will support our Community Plan 2035, including making specific reference to any relevant goals and objectives/strategic actions. (A copy of our Community Plan 2035 is available at [www.onkaparingacity.com](http://www.onkaparingacity.com))**

Key areas in the community plan that the event will support include:

Objective 1.1 – Active diverse destinations.

Our exceptional rural, coastal and natural landscapes, vista's and cultural places continue to underpin our lifestyle (achieved through the place making strategy).

- The sculptures are beautiful works of art carved from sand – a natural product. They sit beautifully within the landscape of the beaches in the City of Onkaparinga
- The art of sand sculpting fits well within our Australian beach culture
- The sculptures are a great way to introduce the beauty of the region to visitors

Objective 2.2 – Dynamic and safe communities

Our public spaces and places are lively, accessible and draw people together with a range of opportunities to interact and connect with each other (achieved through the community safety strategy 2013 – 2018)

- Sand Sculpting is an event that appeals to all facets of the community – from different age groups, cultures, groups, cultures, backgrounds and interests. An event that can be visited regularly – and due to its uniqueness – residents of the area can bring visiting friends and relatives to the event with pride. Research showed last year that 19% of our event audience was from visiting friends and relatives.
- Businesses, Council and the community can partner with the event to provide opportunities to deliver the Community vision
- Our event can be used as a vehicle to promote the Council's annual calendar of local community events
- Sandstorm Events is happy to offer pro bono work experience in the area of event management and marketing expertise to community groups and students.
- Families and visitors can participate in sand sculpting competitions or interact with sculptors during speed carving, tours and talks.

Objective 2.3 – The city is recognised for supporting the development of local artists and for our communities to experience diverse arts and cultural expression (achieved through the community capacity and cultural development strategy)

- Sand Sculpting is an emerging art form in Australia. At present we only have around 14 sand sculptors in Australia – with none of them residing in South Australia.
- The event provides the opportunity for local artists (with some skills and interest in sculpture) to work alongside a sculptor (while the interactive sculptures are being built) and be introduced to this artform. If they display skills and passion – the opportunity exists to enter our Sand Sculpting Australia sculptor intern program (offered to 2 people per year)
- The event provides the opportunity for local schools (both primary and secondary) to attend the event – to view the sculptures, learn the difference between beach sand and brickies sand and to participate in a sand sculpting workshop
- The event also provides the opportunity for local students (interested in event management) to work alongside our trained professional staff as part of their education
- We can also offer to local art school/ society –the opportunity to spend a weekend at the event painting their interpretation of the sculptures. These paintings could then form an art exhibition with the sale of the paintings going towards charity.

Objective 3.2 – The city is recognised as a valuable destination for talent, tourists, workforce and investment. Visitor numbers across our city continue to increase with people coming to experience our unique food, wine, environment, heritage and events.

- Sand Sculpting is a proven tourism destination event. Last year it drove an estimated 100,000 to the foreshore at Christies Beach over a 9 - day period – to view the sculptures and participate in the Beachside Food & Wine Festival and the Christmas Pageant. The sculptures on show during these two events valued added to the event experience.



	<ul style="list-style-type: none"> <li>Research from last years event showed that 92% of visitors would revisit the event again</li> </ul>						
2	<p><b>Describe any links to the Fleurieu Peninsula Regional Strategic Tourism Plan 2012-15 and the Fleurieu Peninsula Destination Action Plan 2012-18</b></p> <p>The attraction of tourism and economic benefit to the region as well as the promotion of the City of Onkaparinga as a tourism destination and desirable place to live.</p> <ul style="list-style-type: none"> <li>Last year's research and analysis outlines and proves that the event contributed towards the attendance figure of 100,000 during the event period.</li> <li>The average spend of the visitors was \$79. This created in-scope expenditure in the region of \$7.9 million</li> <li>64% of visitors (survey respondents) stated that their primary reason for visiting the City of Onkaparinga was to see the sand sculptures</li> <li>The event attracted positive media exposure for area</li> </ul> <p>The exhibition supports key actions of the City of Onkaparinga's Tourism SMP, Action Implementation Plan, DAP and state plan.</p>						
3	<p>Describe any other partnerships or strategic links with organisations that maybe relevant to the event?</p> <p>We will:</p> <ul style="list-style-type: none"> <li>work with local restaurants and cafes to promote deals and specials that can be in our event program</li> <li>work with other tourism attractions in the area to create special cross promotional opportunities –</li> <li>cross promote with/promote the local shopping centre</li> <li>offer local community groups, local produce and local artists the opportunity to have a stall at the event</li> <li>work with local traders associations, regional tourism body, local community groups, seniors groups, local educational bodies, visitor centre, Arts Centre and tour and bus group associations</li> </ul>						
<b>5. COMMUNITY BENEFIT</b>							
1.	<p>How have you identified the need for this event?</p> <p>Discussions and evaluations reports between the City of Onkaparinga and Sandstorm Events has enabled us to identify the need for the event to continue in 2015 as the economic benefit is too great an opportunity to pass on. This has been further reinforced with possitive feedback received from the community as Sandstorm Events children activities were rated as the 'most favourite feature' of the 2013 event, especially in relation to the sculpting workshops, sand art and sand bottle activities which will again be offered in 2014.</p> <p>We have identified there are few coastal events in the region – no other sand sculpture exhibitions.</p>						
2.	<p>Who have you consulted to establish this need?</p> <p>The City of Onkaparinga events team and Sandstorm have worked together to discuss the previously held event and what its benefits and positive impacts were to the community, therefore establishing the need to continue with the event.</p>						
3.	<p>Please tick in the boxes below if any of the following groups will benefit from the event? (You may tick more than one box if applicable)</p> <table border="0"> <tr> <td>✓ Socially disadvantaged</td><td>✓ People with a disability</td></tr> <tr> <td>✓ Indigenous Australians</td><td>✓ Youth/Children</td></tr> <tr> <td>✓ Culturally and Linguistically Diverse People</td><td>✓ Mature Aged/Seniors</td></tr> </table>	✓ Socially disadvantaged	✓ People with a disability	✓ Indigenous Australians	✓ Youth/Children	✓ Culturally and Linguistically Diverse People	✓ Mature Aged/Seniors
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4.	<p>Describe how the community will benefit from the event (including making specific reference to any of the above groups you have identified)?</p> <p>As a ticketed event this year we propose to select one week day during the event that will be free access for children living within the City of Onkaparinga as well as schools operating in the area, making available to them the opportunity to view this art-form, meet some of the sculptors and participate in the children's sand sculpting activities.</p> <p>This free opportunity will also be available to adults ensuring that Socially disadvantaged, Indigenous Australians and mature aged/seniors have the opportunity to experience this event as well. Ensuring target groups and a broad cross section of our communities have the opportunity.</p> <p>Workshops and activities will also be accessible for people with a disability and will also enable those with cultural and linguistic diversities to partake in something new, meet new people and discover new artistic opportunities.</p>						

	<p>It is expected that it will positively impact and maximise opportunities for people to attend and participate in these related events with the exhibition operating with both day and evening hours.</p> <p>A key feature to the overall event is that it will be accessible to all members of the community based on the inclusion of a free day and holds a strong family focus throughout.</p> <p>The opportunity to participate in sand sculpting workshops, sand art and sand bottle activities (at a cost of \$5 to cover the materials related to the activities) will encourage community engagement and participation. The workshops, tours and talks, along with speed carving demonstrations, will take place over the duration of the exhibition.</p> <p>A key value to the community will be realised through partnering with local community groups to hold complementary activities throughout the duration of the festival. This includes opportunities to partner with Surf Life Saving South Australia to offer beach activities such as beach sprints, flags and general beach safety awareness.</p> <p>The City of Onkaparinga's Sustainable Onkaparinga and the Hook Line and Sinker state-wide fishing debris recycling project have potential to be involved to raise awareness regarding the importance of biodiversity and the benefits or recycling, especially in relation to the local marine environment.</p> <p>We will explore the opportunity for local schools to attend the exhibition and participate in beach/water safety (surf club or State Swim) and environmental awareness sessions (Sustainable Onkaparinga).</p> <p>Partnering with the local community groups will support with raising awareness of local groups and businesses, providing a valuable education component and also enhancing the interactive options which will support with retaining visitors in the area who are visiting the sand sculpture exhibition and therefore contributing to the economic benefit.</p> <p>We will also approach local Sailing Clubs to see if they want to have any involvement during the Exhibition.</p>	
5 a)	Is the opportunity available for anyone in the community to participate in and/or attend the event?	Yes
b)	<p>If yes, how?</p> <ol style="list-style-type: none"> <li>1. Through participating in free sand sculpting workshops with professional sculptors</li> <li>2. Tours &amp; Talks ( free)</li> <li>3. Local artists interested in sand sculpting can apply to work alongside the sculptors when they are carving the demo pieces (must have some experience in sculpting in other mediums) (free)</li> <li>4. Sand Art and Sand Bottle workshops ( \$5 per activity charge)</li> </ol>	
6	Is there a cost for people to participate in and/or attend the event? If yes,	Yes
a)	What is the cost to participate in the event?	\$5
b)	What is the cost to attend the event?	\$8 adult, \$4 child/concession, \$20 family , children under 3 Free
<b>6. ECONOMIC BENEFIT</b>		
1 a)	<p>What are the anticipated economic benefits for our region that will be derived from the event?</p> <p>It is estimated the 17 day exhibition will provide an economic benefit of approximately between \$3.27 million (assuming 45,000 attendees) up to \$5.94 million (assuming 75,000 attendees). These figures have been calculated using the recognised REMPLAN tool. Our Economic Development team have also estimated the value of the event for the tourism sector in our region to be \$347.1 million.</p> <p>Positive feedback was received from surrounding residents and businesses following the 2013 event at Christies Beach, with anecdotal feedback indicating businesses experienced an increase in trade during the event period.</p>	

	<p>Along with this, there is the additional value of the positive media that the event will generate for the region.</p> <p>As an example, we deliver an annual sand sculpture exhibition in Frankston, Victoria which has attracted over 980,000 visitors to the area with an in-scope economic impact valued at \$56 million for the region along with a media value of \$4.7 million. Consequently the event is now viewed as being a significant event for the state, and not just regional Victoria.</p> <p>Based on studies undertaken by the University of NSW on the flow-on value of marketing spend by events and festivals, we can estimate an economic benefit between \$1.4–2.1 million for the region (based on marketing spend of \$100-150,000, achievable with a media sponsor/partner).</p>
b)	<p>How will you achieve these benefits?</p> <p>Economic benefits will be leveraged by engaging and working with the Port Noarlunga Business and Tourism Association and local businesses as a part of the planning and delivery for the event. In addition:</p> <ol style="list-style-type: none"> <li>1. Through the delivery of a world-class exhibition and solid marketing we would anticipate that the event would attract similar interest as in 2013.</li> <li>2. With 92% of last year's visitors stating in the research they would attend again – we would leverage off this.</li> <li>3. Moving the event to a period of time that also includes school holidays and Easter should attract a higher level of interstate visitors on holidays.</li> <li>4. Higher focus on social platforms.</li> </ol>
2	<p>What is the average amount of time you anticipate a visitor will spend in the region as a result of attending the event?</p> <p>Research from the 2013 event in Christies Beach showed that people planned to spend between 2 – 4 hours in the region once they finished at the event. The results showed they would spend this time in the following ways:</p> <ul style="list-style-type: none"> <li>• 30 % - visit to the beach</li> <li>• 23% - Dine at a restaurant</li> <li>• 16% - Go Shopping</li> </ul>
3	<p>What initiatives and/or cross promotion will you undertake to encourage extended stays, including overnight stays, for people attending the event?</p> <p>The McLaren Vale, Hills, Beaches and Valley's visitor guide will be promoted as a part of the broader event promotion in the programs for Sandstorm events held in Victoria and Queensland. A link to the visitor guide and accommodation booking service will also be included on Sandstorm Events website <a href="http://www.sandstormevents.net">http://www.sandstormevents.net</a></p> <p>We will hold an onsite famile for local tourism staff and local operators – so that they understand the event and can promote it</p> <p>We will promote the event at our events in Frankston, Windsor and Surfers Paradise ( total event audience over the three events is 325,000 – which are all held prior to the City of Onkaparinga event</p> <p>We will work with local restuarants and cafes to see if we can pull together food &amp; event packages to encourage extended day stays in the area</p> <p>We will promote the event and the opportunities to stay in the region on our website and facebook page</p> <p>Budget permitting ( and if we get buy in) we can develop a tourism brochure ( see attached art from Frankston's Tourism Brochure)</p>
<b>7. EVENT PROMOTION AND COUNCIL RECOGNITION</b>	

Note: this section will be read in conjunction with your event marketing plan and related marketing budget which must be submitted as a part of the Tier 1 sponsorship application

1	<p>How do you intend to advertise the event?</p> <p>Sand sculpture exhibitions are recognised as being a major destination event which has had a positive impact on generating increased tourism to the hosting regions. Tourism Victoria and Frankston City Council regard the Frankston event as being iconic due to its direct impact on tourism, which is reflected in the fact our events have won three Victorian Tourism Awards.</p> <p>A key factor underpinning the success relates to the inclusion of highly skilled sand sculptors from around the world. This has resulted with wide spread media interest and significant promotion and marketing opportunities for those regions.</p> <p>In the case of the City of Onkaparinga, if the sand sculpting event is integrated as a part of the Beachside Food and Wine Festival, Easter Holidays and School Holidays, it will maximise opportunities for the promotion of the region locally and interstate and attract visitors from these areas in addition to the local communities.</p> <p>Sandstorm Events PR Department will partner with the City of Onkaparinga in working with Events SA, SA Tourism and local media outlets to maximise promotion opportunities for the event. In the past this has resulted in segments being included as part of Channel 9's Getaway program, The Today Show, Disney channel and both the Virgin and Qantas in-flight viewing which has broaden awareness of the event locally and internationally. We have received an expression of interest from a major television network for a media sponsor/partner for the event, which will significantly increase the promotional opportunity (reach, spend and value).</p> <p>A comprehensive marketing plan will be developed with various mediums including TV, radio, print and social media.</p>																		
2	<p><b>What is the proposed geographic spread/distribution level of advertising (ie state-wide and/or interstate coverage)?</b></p> <p>It is proposed that National and local advertising will be undertaken, including adverts and/or editorials in publications such as</p> <ul style="list-style-type: none"> <li>• K-Zone Magazine (Pacific Magazines)</li> <li>• Qantas, Virgin, Jetstar (Editorial)</li> <li>• Sandstorm event promotion programs for the events held in Victoria and Queensland (over 170,000 copies distributed)</li> <li>• Local newspapers including The Advertiser, Sunday Mail and Messenger Southern Times.</li> </ul>																		
3	<p><b>What is the likely media coverage of the actual event in addition to proposed paid advertising (eg interviews, press editorial, news coverage)?</b></p> <p>Six media releases will be released in total covering the lead up to the event and during the event to increase awareness and encourage visitors to the region.</p>																		
4	<p>Do you have any partnerships/sponsorship arrangements in place with media outlets?</p> <table border="1"> <thead> <tr> <th>Name of media outlet</th> <th>Marketing collateral offered (ie press advertisement, television commercial)</th> <th>\$ value of advertising</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of media outlet	Marketing collateral offered (ie press advertisement, television commercial)	\$ value of advertising															
Name of media outlet	Marketing collateral offered (ie press advertisement, television commercial)	\$ value of advertising																	

5	<p>How will you enhance the profile of our region?</p> <p>Promotion of the event , the region and City of Onkaparinga via:</p> <ul style="list-style-type: none"> <li>• our website (25,000 hits per week through our sand season)</li> <li>• Facebook page (6,748 'fans')</li> <li>• event program for the Frankston, Victoria event (120,000 copies printed and distributed)</li> <li>• event program for the Windsor, NSW event (50,000 copies printed and distributed)</li> <li>• Close liaison between Shelby (Marketing/Communications agent for Sandstorm Events) and City of Onkaparinga for consistent communications</li> <li>• sponsor boards and event signage</li> <li>• media coverage (utilising our national media networks)</li> </ul>	
6	<p>How will you recognise and promote our support (please refer to the expected and desired outcomes in the Tier 1 Sponsorship Guidelines)?</p> <p>Council's support and sponsorship of the event will be recognised in all printed. The Mayor, CEO and Elected Members will be invited to the launch with the Mayor and CEO given the opportunity to make a speech??</p>	
7	<p><b>Where will the City of Onkaparinga logo be displayed?</b></p> <p>Council's logo will be included all television, radio, online and print media advertising. The 'Supported by City of Onkaparinga' banners will also be displayed at the event.</p>	
<b>8. FUNDING DETAILS</b>		
1	What is the total cost of the event?	\$205,510
2 a)	What is the sponsorship cash amount you are requesting from us?	\$65,000
b)	What is the in-kind amount you are requesting from us? (Please refer to the attached event application form for a list of available options and related costs) NOTE: not more than 50% of the total event cost (cash + in-kind sponsorship) can be requested.	<p>\$</p> <p>Site Application fees</p> <p>Marketing</p>
3 a)	Could your event proceed if only partial funding was received?	No <input type="checkbox"/>
b)	If yes, what changes will be made to enable the event to still proceed?	
4	<p>What secured sponsors do you have in place to support the event?</p> <p>We intend to charge an entry fee to the event to cover the difference between the funding and the actual cost of staging the event.</p>	

5	<b>What is your strategy for attracting additional cash and/or in-kind sponsorship for the event?</b>				
	We intend to charge an entry fee to the event to cover the difference between the funding and the actual cost of staging the event.				
6 a)	Has your organisation received sponsorship and/or a grant from Council in the last two financial years?				Yes
b)	If yes, please provide the details in the below table				
	<b>Year</b>	<b>Name of Sponsorship/Grant Program</b>	<b>Name of event / project funded</b>	<b>Amount \$</b>	<b>Has the grant been acquitted?</b>
	2013	Tier 1 Sponsorship	2013 Sandstorm Sand Sculpture Exhibition	\$100,000	Yes X
<b>9. APPROVALS</b>					
1	<b>If your event takes place on council or public land, have you obtained permission from Council or the land manager?</b>				<b>No X</b>
	<p><i>Note: if your event is being held on Council land a permit must be obtained. Please contact Angela Cahill on 8384 0135 or email <a href="mailto:angcah@onkaparinga.sa.gov.au">angcah@onkaparinga.sa.gov.au</a></i></p> <p><i>In cases where the proposed event location is identified by council as being a site of environmental and/or cultural significance, event organisers must secure any pre-requisite permits and/or licenses upfront prior to submitting the Tier 1 sponsorship application.</i></p>				
2	<b>Does your event require any other council, state or federal government approvals?</b>				Yes
3	<b>If yes, have the approvals been obtained?</b>				<b>No X</b>
4	<p>Please outline what the approval is needed for?</p> <p>(Note: funds will not be released until confirmation has been obtained regarding the permit/approvals)</p> <p>Permit – Reserve and foreshore permit in order to hold the event on the council land which is also Kauna Land.</p>				
6	<p>Do you have any further information that is relevant to your application?</p> <p>n/a</p>				

#### Declaration and Authorised Signature

I have read and understand the Tier 1 Sponsorship Guidelines	Yes	<input type="checkbox"/>
I have read and understand the draft Tier 1 Funding Conditions	Yes	<input type="checkbox"/>
I have attached a copy of the event business plan and marketing plan	Yes	<input type="checkbox"/> No <input type="checkbox"/>
I have attached a copy of the event income and expenditure statement	Yes	<input type="checkbox"/>

*If you have any questions, please contact our Grants and Sponsorship Officer on 8301 7334*

Authorised signature of applicant		
Name	Sharon Redmond	
Signature		
Position	Director Sandstorm Events	Date 30/7/14
Counter signatory of Management Committee or Principal <i>(where applicable)</i>		
Name	Shelby Redmond	
Signature		
Position	Marketing and Communications Manager	Date 30/7/14

**Please sign your completed form by hand and keep a copy for your records.**

Options for submitting completed Tier 1 sponsorship applications includes:

- posting to:  
Grants and Sponsorship Officer  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168
- faxing to 8382 8744 marked: 'Attention Katheryn Curnow'
- emailing to [marfic@onkaparinga.sa.gov.au](mailto:marfic@onkaparinga.sa.gov.au)
- hand delivering to one of our council offices located at:
  - **Noarlunga** - Ramsay Place, Noarlunga Centre
  - **Willunga** - St Peters Terrace, Willunga
  - **Woodcroft** - 175 Bains Road, Morphett Vale
  - **Aberfoyle Hub** - The Hub, Aberfoyle Park

Enquiries should be directed to Katheryn Curnow, Grants and Sponsorship Officer on 8301 7334 or email [katcur@onkaparinga.sa.gov.au](mailto:katcur@onkaparinga.sa.gov.au)



**Attachment 1 Event Marketing Plan**

Timeframe		
	MARKETING	PUBLICITY
Long Lead Media	K-Zone Magazine ( <i>Pacific Magazines</i> ) Editorial on event ( <b>Needed by December</b> )	
Long Lead Media	Qantas, Virgin, Jetstar - Editorial - ( <b>Action by Oct/Nov</b> ) for April edition	
Long Lead Media	Contact local newspapers including The Senior to see if they would be interested in competition packages	
Long Lead Media	Contact Accommodation, Food, Activity providers and pitch package to be run through papers (see information section for package donors)	
Long Lead Media	Contact Radio Stations for sponsorship	
Long Lead Media	Source brand products for Kids Showbags	
Mar 1	List event on event websites \$0	Start Facebook campaign One \$500
Mar 2	List on Over Sixty website	
Mar 14	Contact Mummy Bloggers: Free Passes, Event Launch invite	Action newspaper competition packages
Mar 20	Run ad (Competition) on Senior Website with Grandparents prize pack	Run Ad + Competition on Webchild Website
Mar 25	Out of Home billboard erected on Southern Express Way	
Mar 28	Start Facebook campaign Two \$500	Media Release #1 - Event is coming to Port Norlunga
Mar 29		Media Release #2 - Bump in begins with sculptors on site

2014-15 Tier 2 Sponsorship

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Apr 1	K-Zone Magazine Editorial released in April edition	Channel 9 live cross (weather) from bump in site, pushing open	Media Release #3 - Have a Sandsational Easter this holidays at Sand sculpting
Apr 2	Radio competition to begin - 25 free passes to Event (With Radio Sponsor)	Event Launch party - Sponsors and Local Media - Lunch	Sculptor Media Interview Day - pitch to local radio stations/local tv/papers for interviews with a sculptor
April 3 OPEN DAY	Mummy bloggers onsite; editorial and competition begins	Channel 9 live cross (open day) weather; pushing Easter	Media Release #4 - Event is now open until X date
Apr 4		Radio Sponsor onsite with radio van	
Apr 6		Media Release #5 - Sand Sculpting open this school holidays	
Apr 9	Start Facebook Campaign #Three \$500 - School Holidays at Sand Sculpting Adelaide		
April 10 SCHOOL H STARTS	Ad in Local Newspapers for School Holiday Fun + EDITORIAL	Channel 9 Community Activation on site	
Apr 11		Radio Sponsor onsite with radio van	
Apr 16		Media Release #6 - Final Weekend	
Apr 17		Channel 9 Community Activation on site	Channel 9 live weather cross (final weekend)
Apr 18		Radio Sponsor onsite with radio van	

2014-15 Tier 2 Sponsorship

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## Attachment 2 Event Budget

Sandstorm Costs	
Description	Total estimated cost
<b>Sculptors</b>	
Sculptors Fees(Including resident sculptors)	\$28,000.00
Sculptors Fees for service (no GST)	\$20,000.00
Sculptors Airfares & Transfers (Including 1 International Flight)	\$6,500.00
Sculptors & Pound Crew Accommodation	\$8,500.00
Sculptors Food per diem	\$5,000.00
Resident Sculptors fees	
	<b>\$68,000.00</b>
<b>Staff &amp; Management</b>	
Site Management	\$25,000.00
Event Staff	\$8,500.00
Security	\$20,000.00
Site Visit	\$1,200.00
Staff Airflight & Transfer	\$3,000.00
Staff Accommodation/Per Diem	\$2,000.00
	<b>\$59,700.00</b>
<b>Site OPS</b>	
Ticket Office	\$2,500.00
Fence	\$4,000.00
Garbage Bins	\$1,500.00
Lights ( Council to supply)	\$0.00
Toilets ( Using Council Toilet Block)	\$0.00
Marquees	\$4,500.00
Trestles	\$850.00
Signage	\$2,500.00
Car Hire	\$2,000.00
Generators	\$1,500.00
Container ( transport to and from)	\$8,000.00
Misc (Hoses, Ropes)	\$2,000.00
Event Furniture/Dressing (Ball flag)	\$2,500.00
Glue	\$1,000.00
Site Office Expenses	\$500.00
POUND UP - Form Work	\$1,500.00
POUND UP - Telehandler (2500 Kg)	\$1,350.00
POUND UP - Rammers	\$950.00
POUND UP - Site Preparation	\$0.00
POUND UP - Sand	\$6,700.00
POUND UP - Crew fee	\$1,250.00
POUND UP - Crew per diem	\$500.00
POUND UP- Labour King	\$500.00
BUMP OUT - Clear Site	\$2,500.00
BUMP OUT - Crew fee	\$750.00
BUMP OUT - Crew per diem	\$500.00

BUMP OUT - Crew Accommodation	\$0.00
BUMP OUT - Sand Out	\$4,640.00
BUMP OUT - Site Repair	\$1,500.00
BUMP OUT - Labour King	\$0.00
	<b>\$55,990.00</b>
<b>Marketing/PR</b>	
Budget for advertising	\$10,000.00
	\$0.00
	\$0.00
Sculptors Entertainment	\$0.00
Video	\$0.00
Promo Activities/Misc. Ad	\$0.00
Prize Money	\$0.00
Printing/program	\$4,500.00
	<b>\$14,500.00</b>
<b>Event Costs</b>	
Insurance - Event	\$2,500.00
Traffic Management Plan	\$500.00
Stationery	\$500.00
Sculpting Expenses	\$0.00
Telephone	\$500.00
Audit/Legal	\$0.00
Bank fees	\$1,000.00
Misc. Event Costs	\$1,000.00
Parking	\$0.00
	<b>\$6,000.00</b>
<b>Activities</b>	
Coloured Sand	\$750.00
Glass Bottles	\$4,500.00
Sand Pit	\$0.00
Sand Art	\$2,000.00
Misc. (tubs, toothpicks, hand towel)	\$500.00
Activity Sheet	\$1,200.00
	<b>\$8,950.00</b>
<b>TOTAL NET</b>	<b>\$213,140.00</b>
<b>GST</b>	<b>\$21,314.00</b>
<b>TOTAL</b>	<b>\$234,454.00</b>
<b>Sandstorm Income</b>	
Gate Takings (including Groups)	\$155,500.00
Council Tier 1 Sponsorship	\$65,000.00
Council In-kind sponsorship	\$5,000.00
Food & Beverage	\$1,000.00
Event activities	\$8,000.00
<b>TOTAL</b>	<b>\$234,500.00</b>

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## **9.10 2015 Beachside Food Wine Festival**

This is an update on a previously reported subject, concept or issue.

Director: Philomena Taylor, Director Community Relations

Report Author: Abbey Threadgold, Manager Marketing, Arts, Tourism and Engagement

Contact Number: (08) 8384 0504

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### **1. Purpose**

This report seeks approval to deliver the Beachside Food and Wine Festival in April 2015 and to identify funding through the normal budget and review process.

### **2. Recommendation**

**That Council approve \$50,000 through the normal budget and review process to deliver the Beachside Food and Wine Festival in April 2015 and note that a report will be presented to Council with event location and concepts for consideration by November 2014.**

### **3. Background**

Council endorsed the model and the delivery of the Beachside Food and Wine Festival (BFWF) on 9 April 2013 through a budget review in the Economic and Employment Development Project and Capital Works (PCW) category available on Council's website under [agenda and minutes](#).

In the early stages of planning for the 2013 event, an opportunity was identified to package the festival with a Tier 1 international sand sculpture exhibition by Sandstorm Events and our annual Christmas Pageant. The event series was branded and marketed as Huge November. An evaluation report with key outcomes of Huge November was presented to Council on 29 April 2014 **available on Council's** website under [agenda and minutes](#).

### **4. Financial Implications**

As part of the 2014–15 budget deliberations a \$50,000 PCW bid was made in the Economic and Employment Development Category to deliver the BFWF in 2014-15. The bid was unsuccessful due to the competing demands in this category.

It is now requested that this budget be allocated through the normal budget and review process. Preliminary discussions with previous festival sponsors have occurred with strong interest. A comprehensive sponsorship procurement strategy will be developed to help reduce the cost to deliver the event.

## 5. Risk and Opportunity Management

Opportunity	
Identify	Maximising the opportunity
Strong interest from Christies Beach Business and Tourism Association (CBBTA) to develop an event concept similar to the festival	<ul style="list-style-type: none"> <li>Delivering the BFWF in Christies Beach in 2012 and 2013 helped create Christies Beach as an event destination – tested the potential/appetite for the event concept.</li> <li>We have received a letter from the CBBTA outlining their interest in the BFWF. We will soon meet with the association to discuss what they would like to achieve.</li> <li>We will present and discuss the opportunities that exist through our sponsorship program.</li> <li>We will continue to work with the association and community to build capacity and facilitate the opportunity to build and deliver an event with similar outcomes to the BFWF.</li> </ul>
Significant tourism, economic and marketing benefits and outcomes	<ul style="list-style-type: none"> <li>The event model has proven successful in activating the Christies Beach township and demonstrated the strength and ability to continue to be delivered along our coastline in collaboration with business and community.</li> <li>Supports us in activating our coastline and coastal townships as premier tourism destinations.</li> <li>Promotes accommodation and regional experiences on offer (linking to our visitor centre, visitor guide, Fleurieu Peninsula Tourism etc) through marketing and promotion of the festival.</li> <li>Provides a platform for local businesses and communities to promote and sell their product and services to an intra/interstate and potentially international audience.</li> <li>Delivers on our strategic goals and objectives of the Community Plan 2035 (Prosperous Economy, Vibrant Resilient Communities and Liveable Connected City).</li> </ul>
Develop an iconic and unique event on the SA calendar (key objective of our flagship events)	<ul style="list-style-type: none"> <li>The 2013 BFWF received significant media, South Australian Tourism Commission (SATC), visitor and local interest during and following the event.</li> <li>Delivering BFWF again provides the opportunity to establish it on the SA and potentially national and international event calendar.</li> </ul>
Showcase our regional strengths	<ul style="list-style-type: none"> <li>The BFWF is designed and delivered to showcase our regional strengths in wine, food, art, beaches and lifestyle.</li> </ul>
Consider potential coastal locations for the festival and collaborate with local business and community groups	<ul style="list-style-type: none"> <li>The BFWF event model was developed to move along the coastline allowing the event to remain fresh and to share the economic, tourism and marketing benefits amongst our coastal townships, businesses and communities.</li> <li>We can consider coastal locations for the next</li> </ul>

	<p>festival with initial scoping and preliminary discussion with local business proving very supportive and interested.</p> <ul style="list-style-type: none"> <li>▪ A potential change of location for the festival in 2015 creates an opportunity for a similar/like event to be created in Christies Beach delivered by business or community groups.</li> </ul>
Continue to build and maintain relationships with key bodies through our brand and reputation in attracting and delivering flagship events	<ul style="list-style-type: none"> <li>▪ Feedback following the 2013 BFWF indicated strong support and interest from key tourism bodies (Fleurieu Peninsula Tourism and SATC) supporting and building our relationship and reputation with these key stakeholders.</li> <li>▪ The BFWF is one of our flagship events and provides opportunities for overnight stays/return visitors, attracts both intra/interstate and international visitors, leverages tourism and economic outcomes and provides brand activation and awareness along with revenue raising opportunities for local business.</li> </ul>
Timing of the event	<ul style="list-style-type: none"> <li>▪ Delivering the event in April 2015: <ul style="list-style-type: none"> <li>▪ reduces pressure on our resources</li> <li>▪ removes the saturation and congestion of our flagship events (previously November to January)</li> <li>▪ offers an event outside of the SA event season (November to March)</li> <li>▪ can coincide/cross promote with the Easter long weekend and school holidays.</li> </ul> </li> </ul>

Risk	
Identify	Mitigation
Community and business expectations that the event be held	<ul style="list-style-type: none"> <li>▪ <b>35,000 people attended last year's BFWF (one day festival).</b></li> <li>▪ Over 45 businesses participated by operating a stall at the BFWF (a waiting list was created).</li> <li>▪ Significant support and positive feedback was received through attendee and site holder feedback (surveys, social media etc).</li> </ul>



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## 9.11 City Wide Signage Guidelines

This is an update on a previously reported subject, concept or issue.

Director:	Philomena Taylor, Director Community Relations
Report Author:	Abbey Threadgold, Manager Marketing, Arts, Tourism and Engagement
Contact Number:	(08) 8384 0504
Attachments:	1. Draft City Wide Signage Guidelines (58 pages) 2. Summary of key recommendations (1 page)

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### 1. Purpose

This report seeks approval for the draft City Wide Signage Guidelines and outlines the engagement process to be undertaken with local businesses and associations on our proposed business wayfinding model.

### 2. Recommendations

#### **That Council:**

- 1. approve the draft City Wide Signage Guidelines**
- 2. note that a comprehensive engagement process will be undertaken to obtain feedback from local businesses and associations on our proposed business wayfinding model**
- 3. note that engagement outcomes and key recommendations for business wayfinding signage will be presented to Council in early 2015.**

### 3. Background

Following a number of reports and an unsuccessful business hub signage pilot, Council resolved at its meeting held 21 February 2012 that a high level signage framework be developed to provide an overarching guide to signage throughout our city ([available on council's website at agenda and minutes](#)).

A draft framework was presented to the Strategic Directions Committee at its meeting held 10 April 2012. The committee endorsed a Project Capital Works (PCW) bid for the development of a detailed City Wide Signage Framework ([available on council's website at agenda and minutes](#)).

#### **Strategic links**

Our Corporate Strategic Framework outlines the links and hierarchy of our key strategic and supporting documents.

The City Wide Signage Framework is now referred to as "guidelines" as outlined in the Strategic Framework. The City Wide Signage Guidelines support our goal of a Liveable Connected City delivering on objective 1.2 Connected and accessible places of our Community Plan 2035.

#### **Business wayfinding signage and engagement**

A key recommendation in the draft guidelines is to explore and understand which type of business wayfinding signage and support would be most suitable for our business community. The proposed business wayfinding model presented to elected members in November 2013 includes:

- standalone fingerboard/directional signage off main/arterial roads using our ON business brand and relevant business icons
- an online business directory supported with a marketing campaign.

However, the draft guidelines do not currently include business wayfinding (or business directory) signage as our role (direct service provider or facilitator) and the objective (promotion or wayfinding) of business signage needs to be further investigated and finalised.

In preparing for engagement with local businesses and associations, we will further investigate and work with both internal and external stakeholders (Department of Planning Transport and Infrastructure, etc) to identify and understand any potential challenges with our proposed model. It is proposed that outcomes of this engagement be brought back to Council early 2015.

#### **4. Financial Implications**

There are no financial implications associated with this report.

We work within existing operational budgets to develop and maintain signage across the city. However to undertake the audit, develop the implementation plan and subsequent signage roll out, a staged and prioritised approach will be undertaken to minimise impact on our resources and budgets.

#### **6. Risk and Opportunity Management**

<b>Risk</b>	
<b>Identify</b>	<b>Mitigation</b>
Signage exists that does not comply with the guidelines	<ul style="list-style-type: none"><li>▪ A city wide audit will be undertaken of all council signage and signage on council land.</li><li>▪ Signage identified as non-compliant will be replaced/removed (through a staged and prioritised approach).</li><li>▪ Some signage types may require further review and Council feedback. The guidelines will be updated to reflect changes and continuous improvement to processes and standards for all signage types along with any council resolutions (ie facility fingerboard signs currently under review).</li><li>▪ The guidelines will be complemented with a detailed implementation plan developed in consultation with signage case managers and key stakeholders following endorsement of the guidelines. The implementation plan will</li></ul>

	be consistent with the guidelines as we continue to roll out and maintain signage across the city.
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Opportunity	
Identify	Maximising the opportunity
Consolidation of council's signage policy and processes	<ul style="list-style-type: none"> <li>The guidelines and proposed implementation plan: <ul style="list-style-type: none"> <li>provide clear direction and consistency through streamlining processes</li> <li>recognise and consider legislation and standards</li> <li>support decision making</li> <li>direct design and branding</li> <li>support with ascertaining the most suitable location for each signage type.</li> </ul> </li> </ul>
Guidelines clearly outline our role in signage	<ul style="list-style-type: none"> <li>A tool to assist staff and elected members in the consideration of <b>council's wide range of</b> signage types.</li> <li>Outlines our core role in each signage category and in some cases, secondary role.</li> <li>Supports our communities and businesses to <b>understand council's signage decisions.</b></li> </ul>
Signage case managers, key stakeholders and effective budgeting	<ul style="list-style-type: none"> <li>The guidelines identify appropriate signage case managers, key stakeholders and support with effective budgeting to develop and maintain the signage.</li> </ul>
Economic and community development	<ul style="list-style-type: none"> <li>Supports economic and community development through provision of wayfinding/promotion of facilities and services for communities and visitors.</li> </ul>
Provides consistent, cohesive and effective branding and builds brand awareness	<ul style="list-style-type: none"> <li>Directs cohesive branding and messaging consistent with our corporate style guide.</li> <li>The implementation plan will include the ongoing development and management of templates for all signage types.</li> </ul>
Audit and record of our signage assets	<ul style="list-style-type: none"> <li>An audit of all existing signage will be undertaken with a staged and prioritised approach and will direct the implementation plan and future signage roll out.</li> <li>The audit will capture and record the ongoing maintenance and review needs for all signage types.</li> </ul>



## CITY WIDE SIGNAGE GUIDELINES

Draft July 2014

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## EXECUTIVE SUMMARY

These guidelines are a tool to assist City of Onkaparinga staff and elected members in their consideration of a wide range council signage types. It is a guiding document and assumes further assessment relating to the individual circumstances of each sign. It does not address private signs, which are subject to a separate development assessment process.

### Signage types

The guidelines consider the following signs:

- street name
- fingerboard signs
- suburb + township signs
- residential estate gateway signs
- council facilities + reserves signs
- regulatory and advisory signs
- recreational trail signs
- community event + promotional banners
- commercial tourism signs
- cultural and historic feature signs.

### Signage issues

The guidelines consider the following issues:

- council's role in signage provision
- where should the signs be located
- what type of sign is warranted
- at what stage a sign should be installed
- who pays for the sign
- what kind of sign is appropriate (design, content, etc)
- how the signs are reviewed and maintained
- who in council is responsible.





## Purpose and outcomes

### 1.1 Signage guidelines purpose

THESE GUIDELINES ARE A TOOL TO ASSIST CITY OF ONKAPARINGA STAFF AND ELECTED MEMBERS IN THEIR CONSIDERATION OF A WIDE RANGE OF COUNCIL SIGNAGE TYPES. THE OVERALL PURPOSE IS TO PROVIDE:

#### **Direction and consistency**

Clear direction and consistency in regard to the legislative and procedural requirements relating to signage.

#### **Good design**

Provide a guide to good design and location

- It does not address private signs which are subject to a separate development assessment process
- The guidance it provides relates to many common signage issues, but does not cover every circumstance
- As a guiding document, it assumes a level of further research and assessment relating to the individual circumstances of each sign.

### 1.2 How to use these guidelines

These guidelines take the reader through a decision making process relating to the need, design, content, location and function of council signage. The process highlights key issues that should be considered to make an informed decision.

The guidelines also provide guidance on who is responsible for the varying aspects of the signage process.

The key issues addressed in the guidelines are:

#### **What is council's role in signage (Section 2)**

It is necessary to understand council's role in signage. These vary depending on the signage type – it is not the same role for each sign.

#### **What kind of signage is being considered (Section 4)**

There are different considerations for each type of sign. It is important to understand all of the sign types. These are:

- Street Name
- Fingerboard Signs
- Suburb, Township and Tourism Precinct Signs
- Residential Estate Gateway Signs



- Council Facilities + Reserves Signs
- Regulatory and Advisory Signs
- Recreational Trail Signs
- Community Event + Promotional Banners
- Commercial Tourism Facility Signs
- Cultural and Historic Feature Signs.

#### **What factors influence if the signage is appropriate (Section 4)**

There are a series of factors relating to location, design, installation, cost and maintenance that need to be considered for each signage type. These guidelines assist council to ask the right questions about these factors.

- When will the signs be appropriate?
- Where should the signs be located?
- What type of sign is warranted?
- When will a sign be installed?
- Who should pay for the sign?
- How is it reviewed and maintained?

#### **Who in council is responsible (Section 4)**

The responsibility for each component of the process is described in Section 4 under 'Procedures and Responsibility'. This information can help to inform council when developing new bylaws, formalising procedures, assigning tasks and work flows and developing budgets. It is a guide only.

### **1.3 Signage guidelines outcomes**

By following the steps proposed in the guidelines, council's decision making process relating to signage will assist to achieve the following outcomes:

- A Council that uses a clear process
  - Improved decision making and ease of process within the City of Onkaparinga.
- A community that understands the reasons for council decisions
  - Provision of supporting information for members of the business and residential community to help them understand City of Onkaparinga's approach to signage decisions
- A council that supports its local community
  - Supporting local and regional economic development
- A council that has a strong image and brand



- Promoting the city and its identity in a manner consistent with the corporate style guide
- A community that can easily find information and directions to local places
- Provision of information and direction to communities and visitors about local services, facilities and events

## 1. Function of signage

Council has multiple roles in signage. Each sign type has different roles and therefore requires different considerations. The tables below show the relationship between Council's role and the signage types that those roles relate to.

### 1.1 Core role: Wayfinding and direction



#### Community plan role – information provider

CORE ACTIVITIES	SIGNAGE EXAMPLES
Provide accessible and accurate information that helps people find their way, or to learn about the nature of a location or facility	Street names Fingerboard Signs Suburb Signs
Provided for people residents, business owners, shoppers, visitors, employees and tourists – all people visiting or passing through an area	Town entrance signs Information about public buildings and institutions Recreational and Art Trail Signage Directional signs to sports, recreation, education and health facilities

### 1.2 Core Role: Promotion, branding and marketing



#### Community plan role – information provider, advocate, initiator/facilitator, agent

FUNCTION	SIGNAGE EXAMPLES
Promote the City in a manner consistent with the Corporate Style Guide	Community event and promotion banner signage
Focus strongly on branding, marketing and promotional aspects	Natural features and attractions signage including lookouts and drives Tourism Precinct signage
Facilitate high quality signage design and content that is relevant to its	Cultural and historic features signage





setting and purpose

Commercial and community tourism services and facilities

## 2.3 Core Role: Risk and safety



### COMMUNITY PLAN ROLE - REGULATORY, INFORMATION PROVIDER

FUNCTION	SIGNAGE EXAMPLES
Ensure that signage informs the community about safety and risk	Coastal safety zones Dry zone Dog off leash zone Road safety

## 2.4 Core Role: Monitoring and compliance



### COMMUNITY PLAN ROLE – REGULATORY

FUNCTION	SIGNAGE EXAMPLES
Ensure Council and the community is meeting legislative and regulatory requirements through monitoring and enforcement	Time Limit Parking Road Rules Promotional / Event Signs Private Commercial Signage

## 2.5 Secondary role: Economic Development



### COMMUNITY PLAN ROLE - ADVOCATE, INITIATOR, FACILITATOR, AGENT, LEADERSHIP

FUNCTION	SIGNAGE EXAMPLES
Support local and regional economies and involve local and regional business. Whilst this is an aspect of signage, economic development is addressed more appropriately through other council roles and activities, and economic development is dealt with in other council frameworks and policies that address training, social media, community capacity building, parking, and infrastructure.	Business wayfinding signage Commercial Tourism facility signage Events



## 2. Legislation, standards and guidelines that influence signage

This is described in Section 4 of a separate background document titled "Signage in the City of Onkaparinga - Situations and Opportunities". The document describes the key pieces of legislation, standards and guidelines to which these guidelines refer and how they relate to signage, specifically:

### **legislation**

- Local Government Act 1999
- City Of Onkaparinga By Law No 2 – Moveable Signs
- Development Act 1993 And Development Regulations 2008
- City Of Onkaparinga Development Plan
- Disability Discrimination Act 1992

### **Standards and codes**

- Australian Standard AS1742
- Australian Standard AS2156
- Code of Technical Requirements (Formerly Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices)
- Austroads Guides to Traffic Management and Road Design

### **Federal and state government guidelines and style guides**

- The National Aquatic and Recreational Signage Style Manual
- Department Planning Transport & Infrastructure Statewide Signage Framework
- Guidelines for Producing Trail Signage - SA Tourism Commission

### **Local government guidelines, style guides**

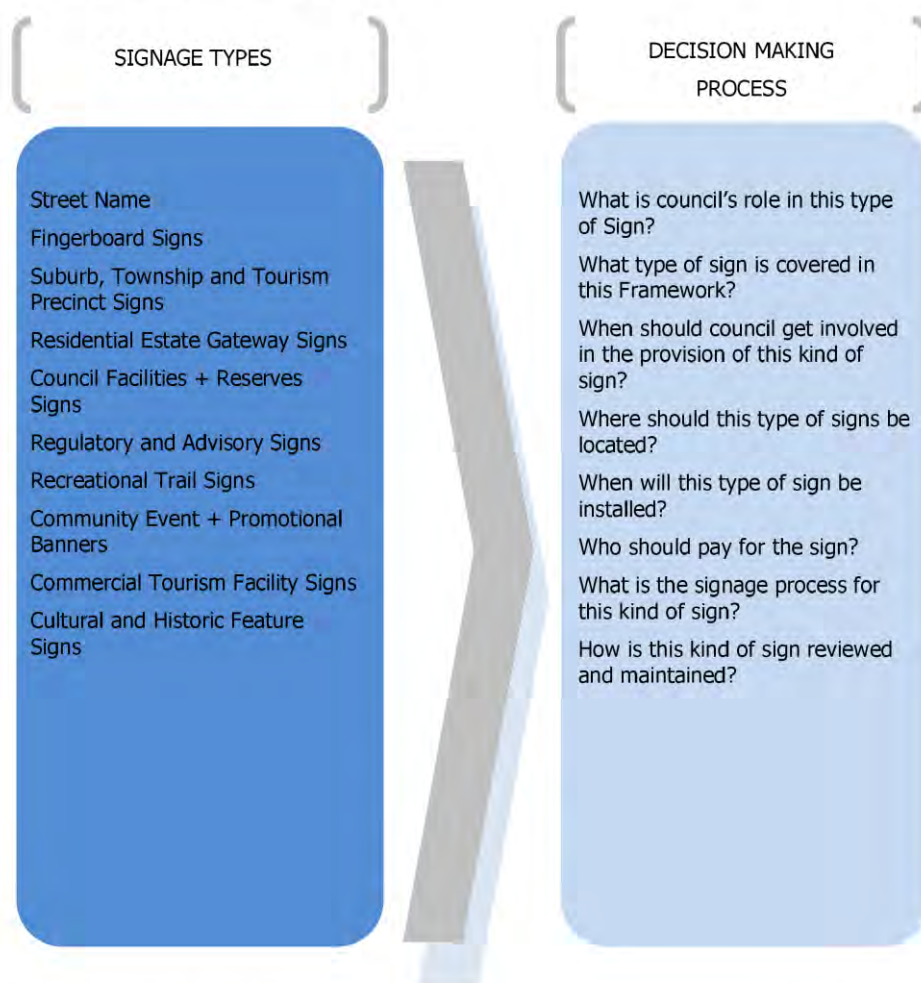
- Overarching City Of Onkaparinga Framework
- City Of Onkaparinga Draft Style Guide
- City Of Onkaparinga Business And tourism guidelines
- City Of Onkaparinga Recreational Trails Strategy And Action Plan 2007 – 2012



### 3. Policy and procedure process for sign types

One of the first steps in considering signage is to understand what type of signage type is being considered. There are different considerations for each signage type. Once the signage type has been ascertained, consider the series of questions which form part of the decision making process. The table below shows the signage types, and the questions that should be asked as part of the decision making process.

These are further described in this section.







### 3.1 Street name signs

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#### **Council's role for signage of this type?**

##### **Wayfinding and Direction**

Council's prime role in identifying streets is to provide wayfinding and direction throughout the Council area.

##### **Promoting, Branding and Marketing**

A secondary role is providing consistent branding.

#### **When will the signs be appropriate?**

Street signs play an essential wayfinding function throughout the Council area in identifying streets and allowing navigation through areas unfamiliar to residents, visitors and tourists. Street signs are appropriate when it is necessary for a person to identify a particular stretch of public road. This relates to all areas of Council, regardless of whether within a township, urban area or rural area.

#### **Where should the signs be located?**

Road name signage should be located at street junctions to identify particular streets/ roads, either at their commencement, or where they intersect with other streets.

For principal routes throughout the city, it is appropriate for street names to be displayed before an intersection to allow for planning of vehicle movements. This is typically the case for DPTI controlled roads (ie arterial roads) throughout the Council area.

In all cases, street signage should be located in accordance with AS1742, DPTI's Road Sign Guidelines and Austroads Guides to Traffic Management and Road Design.

#### **What type of Sign is warranted?**

Street name signage should be in accordance with AS1742.

There is some scope to incorporate Council branding within the sign for local streets (ie not DPTI controlled roads), provided it does not compromise the legibility and therefore purpose of the sign. Council's Signage Style Guide should be expanded to include a style guide for such signage. Signage should be consistent across the Council area in terms of use and size of fonts, colours and any branding / logos.

Specifically, future street signage as part of new land divisions should utilise materials and designs that are consistent with Council's standard (this will require





some judgement about levels of “consistency”). Importantly, consider future maintenance and replacement issues when the developer is no longer involved in the new suburb. Council should think ahead about ease of ensuring future maintenance and that costs for replacement is controlled. Council also need to balance developer’s need for a new suburb to have its own identity and brand for promotional and placemaking purposes – versus the need for new residents to feel ‘part’ of an existing community, to feel connected and have a sense of place. It may be useful to encourage a discussion between council’s social planners, urban designers, asset maintenance and planners and the developer to explore these issues,

All replacement street name signage should be in accordance with Council’s standard street name signs and posts.

#### **When will a sign be installed?**

Street signs should be established at the time of the construction of new streets / roads as part of land division requirements of Council.

Within established areas, street signs should be replaced progressively to reflect potential branding opportunities, as well as to replace missing, damaged/vandalised signs and those reaching the end of their life (faded etc).

#### **Who should pay for the sign?**

For signage within new land divisions, the cost of establishing signage should be entirely at the cost of the developer, as part of Council’s requirements for achieving the relevant land division approval conditions.

Within the remainder of the Council’s established areas (other than for DPTI controlled roads) signage will be the responsibility of Council and therefore at the cost of Council.

For DPTI controlled roads, street name signage is controlled and installed/replaced at the cost of DPTI.

#### **How is it reviewed and maintained?**

Street signage should be incorporated into an asset register, with data including signage type, version of branding/era, and the date the sign was installed. This will enable Council to identify when street name signage is due for review and replacement (either due to inconsistent branding / appearance, or it is reaching the end of its life). This will assist in providing budget allocations for replacement signage of this nature.

#### **Procedure and responsibilities**

Case Manager / Lead Role: Sign Shop

For New Street Signs

- Prepare guidelines for new street signage for land divisions (liaise with development Services and Marketing)



- Inspect street signage installations to confirm adequacy of locations, quality and installation
- Provide data to Asset Management for inclusion within Asset Register for Replacement Street Signs
- New Street sign identified as required (either due to theft, or damage)
- Review of register to determine applicable fingerboard signage (to determine appropriate signage type)
- Manufacture and installation of street sign (liaise with Technical Services)
- Insertion into Council's asset register (liaise with Asset Management)

### 3.2 Fingerboard signs

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#### **Council's Role for Signage of this Type?**

##### **Wayfinding and Direction**

Council's prime role is to provide way finding and direction throughout the Council area. This involves the provision of directions to important facilities and services that are accessed primarily by the local community. Council will provide fingerboard signs at key locations to all local facility and services – such as local shops, school, recreation facilities, post office, off leash dog parks and so on. In this way, it is supporting local business and services by helping people to find the facility they seek.

However, Council's role in this instance is not economic development – that is, it is not to promote specific local businesses. Council supports economic development of local businesses through a range of other measures that are far more effective in terms of the support they can provide local businesses.



For this reason, fingerboard signs should not name specific businesses. Instead, they should name the generic nature of community services or facilities in a particular location.

#### **Promotion / branding / marketing**

Reinforcing Council's branding through consistent fingerboard signage appearance. Provide a high quality, consistent signage outcome.

#### **When will the signs be appropriate?**

Fingerboard signs may be triggered by requests from various businesses, schools, sports clubs, places of worship and so on for directional signage which is applied to existing street signs as fingerboard signs. Alternatively, fingerboard signs are installed when they need to replace existing ones that are damaged, when council has identified that one is needed, or to consolidate a range of individual fingerboard signs that have become too cluttered.

To appropriately manage signage of this nature, fingerboard signs should only be supported by Council in the following circumstances:

- it is for a facility which is a major attractor for the community, such as:
  - schools
  - places of worship
  - community halls and meeting spaces
  - local shops
  - child care centres
  - local essential services such as phone box, post office box, laundromat, centrelink, NGO community services etc
- the facility seeking directional signage is not located on an arterial or distributor road within Council's road hierarchy, and may be difficult for people to find, therefore requiring some "wayfinding" assistance

All signage should promote the generic land use activity, with no specific business names listed on fingerboard signs (eg, reference to local shops or child care centre only)

#### **Where should the signs be located?**

Fingerboard signage providing direction to a facility should be located directly below the street name.

Each fingerboard location will need to consider a range of circumstances specific to its context. In general, location of fingerboards should be guided by the following:

- Installed on intersections
- Makes passing traffic that may need to use the facility be aware of the the direction of the facility



- Should not require travel down more than two roads to get to the facility
- Ideally, located fingerboard on a higher order road than the road the facility is located on (the highest order road is arterial, then distributor, then collector, then local). Note that this needs to be balanced by the proximity to the facility needs to be considered.

#### **What type of Sign is warranted?**

Fingerboard signs should refer to Council's style guide as a reference.

#### **When will a sign be installed?**

Fingerboard signs should only be installed when council has determined that it is necessary.

#### **Who should pay for the sign?**

Fingerboard signage is meeting a core council signage objective which is to assist with wayfinding. Council should pay for the installation and ongoing maintenance of the sign.

#### **How is it reviewed and maintained?**

Fingerboard signage should be incorporated into an asset register, with data including location, date of review/monitoring, text content, version of branding / era, and the date the sign was installed. This will enable Council to identify when signage is due for review and replacement (either due to inconsistent branding / appearance, or it is reaching the end of its life). This will assist in providing budget allocations for replacement signage of this nature.

Fingerboard signage will need to be reviewed regularly to determine the relevance of the sign (for those facilities that may have closed or changed).

The following criteria for assessing fingerboard signs will assist to determine:

- a) whether an individual new sign is required
- b) whether a replacement sign is required
- c) whether a consolidation of individual signs is required
- d) the location of the sign; and
- e) the content of the sign

#### **Criteria for location, design and content of fingerboard signs**

- Avoid a proliferation of fingerboard signs. Where there are three G5 Blue Guide fingerboard signs on any one street name pole, consolidate signage into one panel utilising Council's style guide as a reference.
- Signs should be easily viewed by passing traffic and not obscured by vegetation, lighting, sight lines or inappropriate height
- Signs should be in excellent physical condition as they represent the brand of the City of Onkaparinga



- Signs should be accurate (facilities or services must be operational and in the location to which the sign points towards)
- Signs must not name individual business names or identify them through logos or any form of branding
- Sign content should be chosen from a list of **generic headings**. These headings should be developed by council (ideally involving social planners, planners and asset managers in the discussion about the heading types). They should clearly apply to a wide range of core essential services and facilities.
- Signs should be installed on intersections and ideally located on a higher order road than the road the facility is located on (the highest order road is arterial, then distributor, then collector, then local). Note that this needs to be balanced against the need for the sign to be in reasonable proximity to the facility.
- Makes passing traffic that may need to use the facility be aware of the direction of the facility
- Should not require travel down more than two roads to get to the facility

#### **Procedure and Responsibilities**

##### Case Manager / Lead Role: Technical Services

- Implement an assessment and review process of existing fingerboard signs and identify where new ones, replacement or consolidation is required. Register signs on Council's asset register (Asset Management)
- Identify a list of generic headings that will form the basis of the content of fingerboard signs that council can select from when new or replacement signs are created.
- A new fingerboard sign is triggered when council receives a request for a fingerboard sign by a local facility received/ or council's fingerboard assessment and review process identifies the need for a replacement or new fingerboard sign
- Confirmation of appropriateness of community service or business eligibility for fingerboard sign
- Confirmation of whether new, replacement or consolidation is required—review asset register
- Construction and installation of fingerboard sign as per Council's Design Style Guide (by sign shop and field services)
- Register sign within Council's asset register (Asset Management)





### 4.3 Suburb, township and tourism precinct signs

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#### **What is Council's role for this type of signage?**

##### **Wayfinding and Direction**

The principal purpose of this signage is to assist in providing direction and wayfinding to towns and suburbs

##### **Promotion, Branding and Marketing**

The signage also serves to assist in promoting the Onkaparinga brand and its boundary extents, reinforcing Council's branding through consistent signage. In specific townships, it also serves to promote experiences and appeal for visitors.

The design language sets the tone for other signage to be encountered by drivers travelling through the area.

#### **When will the signs be appropriate?**

##### **Council Entrance Signage**

Entrance / welcome signage should be established in primary gateway locations into the city to advise people travelling along these routes of their arrival into the Council area. It should avoid minor local streets where they adjoin or cross the Council boundary.

Given that the signs are intended to welcome and identify the Council to those passing through, they are not intended to provide direction for people in a local context. This is appropriate to avoid proliferation, but also reasonably manage costs.



### **Suburb Identifier Signage**

These signs will assist in identifying when people are passing from one suburb to another and are intended to assist with wayfinding (particularly when travelling along a road that runs through more than one suburb). These signs will also assist in providing a sense of arrival to particular locations, such as townships.

Signage is not considered necessary in those locations where suburb boundaries run along local streets, rather those locations where principal benefit is provided for wayfinding purposes to those who may not be familiar with a location.

### **Township / Tourism Precinct Signage**

In some townships or precincts, Council may wish to highlight an experience that is available or specific to this location, through signage such as banners. This form of signage should only relate to reflecting the experience that a visitor would expect to see or do within that township or precinct, and not include branding of third parties or individual businesses.

Precinct Promotional signage should only be established when it achieves the following criteria:

- the suburb / precinct is a recognised destination and /or tourist precinct
- there is a demonstrated community and or business case for signage in the precinct
- the precinct / suburb is a venue for a significant / flagship event in the coming 12 months
- signage would support recent or planned streetscape or precinct improvement works (public realm)
- no existing signage adequately reflects the attributes of the precinct
- the location lends itself to creating a sense of arrival (such as township entrance)

### **Where should the signs be located?**

As this signage relates to Council's own identification and will be located principally on road verges, Council will be the sole custodian of this form of signage. However, as the majority of locations are along DPTI controlled roads, approval from DPTI will also be required.

### **Council Entrance Signage**

Suggested gateway locations in which these forms of signage are appropriate include:

- South Road, Darlington
- Flagstaff Road, Darlington
- Southern Expressway, Darlington
- Main Road, Coromandel Valley





- Lonsdale Highway, Lonsdale
- Main South Road, Sellicks Beach
- Victor Harbor Road, Willunga
- Dashwood Gully Road, Kangarilla

### **Suburb Signage**

At the entrance to suburbs within the road network, especially along the following road types:

- arterial roads (DPTI approval required)
- distributor roads
- collector roads

All signage will need to comply with Australian Standards.

### **Township / Precinct Promotion Signage**

At key gateways into the Precinct for which the signage will relate. This may include main streets and entrances to townships / retail areas. However, consideration needs to be given to key sight lines and vistas relating to heritage places, particularly within historic townships. The final locations should be considered in consultation with the local business association (if applicable) and also comply with Australian Standards.

### **What type of Sign is warranted?**

Council's style guide establishes gateway and suburb entry signage for entry to the City, utilising the "O" figure. This has been put in place along Lonsdale Road and Main South Road at Darlington.

Signage should comply with relevant Australian Standards, Austroads Guide to Traffic Management and Road Design and DPTI's Technical Standards and Guidelines.

The style guide should be reviewed to ensure this is the case.

It is noted that in some locations, heritage or historic character considerations need to be taken into account. The signage style guide should be expanded to include an appropriate interpretation of the "O" signage type with reference to the historic townships across the Council area.

Precinct promotional signage will take the form of double sided vinyl banners attached to poles. The size of the signage area, as well as the height of the sign, should have regard to the context of the sign's built form, particularly where the signage will be positioned within a heritage context.

### **When will a sign be installed?**

As part of the audit process

New signs should be installed upon the review of existing gateway and suburb identifier signage, to determine where such signage is out of date, in poor condition, or in fact missing. An audit of such signs should take place (say every 5 years) to



identify priority signage locations and establish a budget allocation for their replacement.

Vandalism and theft

Where a sign has been vandalised or stolen, a replacement sign should be established utilising the latest branding style.

As part of a Specific Project

New precinct promotional signage may be installed from time to time, when appropriately budgeted. Signage will only be installed following achievement of relevant criteria and appropriate budget allocation.

#### **Who should pay for the sign?**

Council's Cost

As the signage seeks to reinforce wayfinding throughout the Council area, and Council's brand, the establishment and replacement of existing signage should be at Council's cost.

Specific project budget allocation should be established so that key signage locations are fast-tracked.

#### **How is it reviewed and maintained?**

Asset Register

Signage of this type should be entered into an Asset register, with signage style and date of installation recorded. This will allow Council to review the signage in the future to determine when replacement is due, based on date, and appropriately allocate budgets for such replacements.

Ongoing review and monitoring of the signage will need to be undertaken to determine any damage or vandalism. This is particularly important for the gateway signs into the city and precinct promotional signage, given their prominence, and importance in representing Council's brand and image to the community.

#### **Procedure and Responsibilities**

Case Manager / Lead Role Suburb/Council Entry: Marketing and Events

Case Manager / Lead Role Tourism Precinct Signage: Tourism

Procedures under development



#### 4.4 Residential estate gateway signs

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##### **What is Council's role for this Signage Type?**

###### **Wayfinding and Direction**

This signage assists in wayfinding by creating notable entry points which assist in navigation. Council should also consider entry statement signage in terms of their ability to provide a sense of identity and place.

###### **Promotion, Branding and Marketing**

This form of signage has the potential to reinforce Council's branding through consistency, however where the sign has been designed and located by the developer to market the suburb can confuse council branding and locality naming.

###### **Minimise Risk and Enhance Safety**

Ensure signage does not create a risk to the public through placement and ongoing maintenance.

##### **When will the signs be appropriate?**

Estate Entry Statements are typically proposed by developers as a tool to assist in marketing their development and providing a clear sense of arrival from surrounding areas. Entry Statements are typically in the form of a fence or wall and may include a sign indicating the street name, estate name, sculptures/art as well as landscaping. Therefore, entry statements can also provide valuable wayfinding and navigational markers for visitors to an area and provide a sense of place and identity to residents.

Entry statements should only be established as part of larger land divisions where various streets are to be created accessed via a principal street. Entry statements for small land divisions creating single streets should not be supported.

Entry statement should be limited to the principal road entrance point(s) into the residential estate and not at every road entrance.



Street names designed as part of the entry statement are not appropriate, as their objective should solely relate to helping people find their way, and not to marketing of the estate. Street names should be council's responsibility and be designed in accordance with street sign framework (Section 3.1)

#### **Where should the signs be located?**

All signage structures (fences and walls) should be positioned on private land adjacent the road verge entrance. Urban design elements accompanying the structure, such as landscaping and pavement treatments, can occur on the road verge.

Entrance statements should present to both sides of the roadway and their position and design should not hinder visibility for motorists at intersections, nor the safety of pedestrians.

Structures should not compromise the health and structure of any vegetation situated along the road verge in proximity to the location of the entry statement. Similarly, structures should not compromise existing infrastructure, not impact on access for repair or maintenance of any infrastructure within the road verge.

#### **What type of Sign is warranted?**

Entry statements are typically tailored to the intended design and appeal of the urban realm treatments for individual estates and therefore can vary. This in itself, is not inappropriate, despite creating inconsistency across the Council area, as it can add to a sense of place and identity, and allow for the diversity of the location (such as coastal versus hills).

Therefore, Council should provide flexibility in the design of entry statement, and limit controls on the design to the following criteria:

- any walls or fence structures should be positioned entirely within private land (including footings, capping, attachments, or protruding elements)
- use of public art and materials that reflect the locality of the estate, are long lasting and sustainable should be encouraged
- the height of any wall or fence structure should not exceed 2 metres above ground level
- if land is sloping, the entry statement should be designed to follow the land form
- entry statements should only comprise a street name as the principal wording/graphics, with the estate branding logo a secondary element. No slogans should be included on the sign
- any letters within a street name forming part of the structure shall be cast into and form an integral part of any structure, so as to avoid vandalism through removal of letters (this does not apply to estate logo to allow for removal)
- materials and finishes should be



- of a high quality finish
- durable and resilient to weathering and vandalism
- low maintenance
- be surrounded by and incorporate landscaping and paving to tie the entry statement to surrounding road verges

#### **When will a sign be installed?**

Entry statements should be installed at the time of completion of roadworks forming part of a land division. Council may endorse the design of an entrance statement as part of its land division requirements (acknowledging that in some cases, the structures may require a standalone development approval). This signage type is not encouraged to be installed on council's land due to council's increased responsibility for future maintenance etc.

#### **Who should pay for the sign?**

All costs for the entry statement should be borne by the developer of the land division. Council should, in allowing the entry statement, enter into an agreement with the developer for a predetermined time linked to the anticipated completion of the sales of the estate (or for larger estates the final stage of relevance (ie requiring access through) to the entry statement). The commercial fee and agreement should address:

- developer maintaining responsibility for the ongoing maintenance of the entry statement
- remove any estate logos associated with the branding of the estate upon completion. This is necessary to prevent confusion and legacy branding as the estate branding would no longer serve a purpose for marketing).
- repainting and repairing any damage to the structure prior to "handover" to Council.

#### **How is it reviewed and maintained?**

As any structures will be located on private land, it is the land owner's responsibility to maintain the integrity of the structure. Following the completion of the estate and handover of the entry statements to Council control, it is Council's responsibility to ensure that the entry statements are free from vandalism, or require updating (through painting).

Whilst not technically a Council asset, these structures form a street name function and therefore should be included within Council's asset register to ensure ongoing review and maintenance.



## **Procedure and Responsibilities**

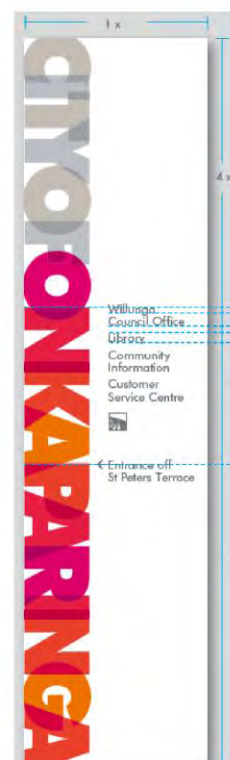
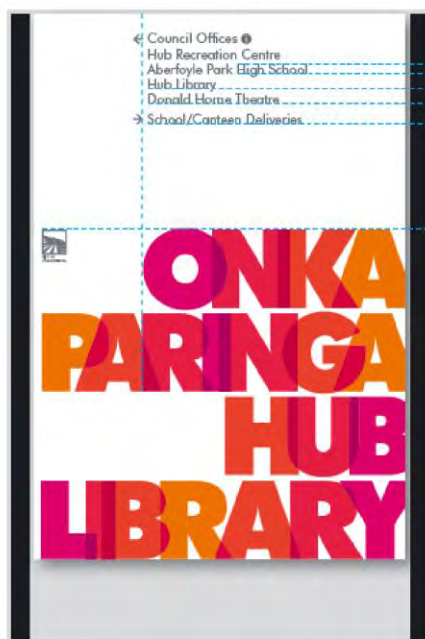
### **Lead Role: Development/Property Transactions**

- Council includes requirement / condition on approval requiring separate endorsement of design and locations of any entry statements (part of land division approval) – recommended by Technical Services in their comments to land division and applied by Development Services in land division approval
- Developer seeks approval for design of entry statement (with Technical Services)
  - Liaise with Development Services to confirm appropriateness of design
  - Liaise with Marketing to examine appropriateness of design having regard to Council's style guide
- Council endorses design (Technical Services)
- Development application lodged (if required) – Development Services
  - Assessment of application confirmed against previously endorsed design
  - Development approval issued
- Agreement entered into with developer (Technical Services / Commercial, Property & Open Space)
- Entry statement installed (developer)
- Ongoing monitoring of condition during developer maintenance period (Technical Services)
- Final inspection upon termination of developer maintenance period (technical services)
- Confirm 'handover' from developer (Technical Services)
- The design palette of information about the sign (materials, graphic design etc) should be recorded on council's asset register for future reference.
- Ongoing maintenance and monitoring (Rangers, Development Services, Technical Services, Field Operation etc)





#### 4.5 Council facilities and reserve signs







### **What is Council's role with this type of signage?**

#### **Wayfinding and Direction**

Council has a responsibility in ensuring its buildings and reserves are appropriately identified. This assists with wayfinding (understanding where you are and how you enter or move around the facility) and understanding what the role and function of the facility is.

Additionally, council's role is to help people find their way to the facility. This is covered in Section 18 Street Names and Finger Boards.

#### **Promotion, Branding and Marketing**

Signage of this type reinforces Council's brand and identity within the community, and also the role of

this facility within the community. It also provides opportunities for community groups and tenants within Council's facilities to create a presence and market their services to the local community.

#### **Monitoring and Compliance**

Council has a role in enforcing signage of tenants within Council facilities, such as sporting clubs and community groups. This is to ensure that signage proliferation does not result, and ensuring signage designs and locations are endorsed both as land owner and as relevant authority under the Development Act 193.

#### **WHEN WILL THE SIGNS BE APPROPRIATE?**

Signage on Council buildings, sites and reserves are appropriate where they fulfil a function of identifying a Council facility, building or reserve. This may include identifying the function of the building, locations of entrances, associated parking and provision of directional signage advising of arrival to the site (if building is obscured or not in proximity to the road frontage / approach).

#### **Council facility tenants**

In some circumstances, Council's reserves, or buildings are occupied by tenants, such as sporting clubs and community groups. Where this is the case, signage is appropriate to promote the existence of that particular tenant at that location as well as specific services provided or worthy of communicating to the community. This may include particular events of regular occurrence (such as football match fixtures, markets or fundraising days).

Activities of special occurrence (ie irregular or one-off events) should be considered against the community event and promotional signage policy position (see Section 3.7) and should not be accommodated for within this form of signage.



### **Corporate Sponsorship**

Council recognises that sponsorship is important for local community groups and clubs to maintain financial sustainability. This is particularly important for local sporting clubs such as football and cricket clubs. As such, there is a need to accommodate corporate sponsorship signage associated with the club and this is appropriate in limited circumstances including:

- on the tenant building
- on specific structures related to the tenant's activities, such as a grandstand or scoreboard
- seasonal advertising on fencing around an oval, ground or court (not perimeter of reserve or other fencing within a reserve), provided it faces inwards towards the playing arena and is not advertising:
- tobacco products
- alcohol
- adult bookshops

### **Where should the signs be located?**

Signage for Council facilities and reserves should be limited to avoid proliferation and generally limited to one sign per facility (recognising that there may be multiple tenants within one facility. Exemptions to this may be considered if approaches to the facility are varied - such as Ramsay Place).

### **Signage on Council facilities should be**

- limited to the key building with frontage to the road
- relate to, and clearly express the appropriate building entrance
- limited to one sign per fascia
- not be located above the fascia of buildings (such as at or above roof level)
- locations on fascias, within windows or on walls appropriate

### **Freestanding Signage in front of Council facilities**

- located adjacent any car park entrance
- where no car park entrance exists, at the closest point of a road frontage adjacent the main entrance of the building
- can be located on road verge

### **Signage on Council Reserves**

- located at key road intersection adjacent reserve, car park entrances / driveways into facilities



- consideration should be given to the proximity of signage in these circumstances to avoid a proliferation in any one location. In those instances, signage adjacent the reserve or car park entrances should take priority.
- reserve name should be incorporated into regulatory and advisory signage which would typically also be located at pedestrian path entrances to reserves.

#### **Tenant, Community or Sporting Group Signs**

- tenant names and logos should be consolidated onto Council's freestanding reserve name identification signage (either at intersections or at car park / driveway entrances). Where multiple tenancies exist within any one reserve or facility, then all tenant names should be consolidated on the one sign
- separate tenant signage can be positioned on a building adjacent the entrance to the tenancy

In all circumstances, signs should be located so as to

- maintain adequate sight distances at intersections and driveway entrances / exits
- be clearly visible and legible to passing traffic (ie allowing drivers sufficient time to view, read and make a decision), including having regard to existing vegetation and its ability to compromise sign visibility
- not cause an obstruction to pedestrian movement along footpaths, or road verges (where formal footpath does not exist)
- comply with AS1728
- with consideration of disability and mobility impaired requirements
- where possible incorporate Braille information

#### **What type of Sign is warranted?**

Council's style guide provides templates for the format of signage associated with Council's reserves and buildings (fascia and wall signs), including freestanding directional signs in front of Council's buildings. All future signage of this nature should utilise one of the styles highlighted within the style guide, having regard to the appropriate setting for appropriate colour choice. This is particularly relevant for signs within historic areas where heritage considerations relating to size, colour and style of signs needs to be considered.

For Council reserve signage, the name of the reserve should be prominent on the sign, however, the sign should also seek to adopt the regulatory and advisory information of relevance to the reserve, within the sign. This will prevent a proliferation of signage and display all necessary information for users of reserves in one location, with clarity.

Tenant signage should be consolidated into Council's identification signage (pylon signs) adjacent road frontages and should serve to inform of presence of tenant and not to provide information or commercial promotions. Corporate sponsorship signage



should be limited to signage on buildings or structures relevant to the tenant's activities (such as clubrooms, grandstand or scoreboard). No more than 25% of such signs should be allocated to a sponsor or commercial product.

Seasonal advertising signage related to sponsorship of clubs is appropriate within Council reserves in those circumstances described above. These forms of signage should be consistent with the following guidelines:

- should not exceed the height of the fencing to which they are attached, other than for tennis court fencing where the signs should be no higher than 2 metres above ground level
- should not cover more than 50% of the perimeter of the playing arena
- should be fixed securely to the fencing so that it is not leaning on any fixed structures and there are no protruding fixtures or fittings that could cause harm to spectators
- should be able to withstand the effects of inclement weather.

#### **When will a sign be installed?**

As Council's branding is closely related to its facilities and services, it is of value to identify facilities and signage associated with such facilities which should be prioritised as part of Council's branding upgrade across the Council area (this may include Civic Centres, libraries, customer service centres, major community centres etc). This will require a specific budget allocation.

In other circumstances, signage for reserves and Council buildings / facilities largely exists. Therefore, installation of signage will be required upon a review or upgrade of a reserve or upon identification of a need for signage replacement, either as a result of vandalism, or reaching the end of its useful life. Replacement signage will need to be incorporated into existing reserve signage upgrade budgets.

Any upgrades or development of Council buildings or reserves, should include upgrades to signage as part of the project, with appropriate budget allocations forming part of the overall redevelopment budget.

Signage may also require review and upgrading upon changes to the services provided by Council at those facilities. At this time, consideration should be given to upgrading the signage at the facility to the latest style format.

Signage for tenants to Council's buildings or reserves should be installed upon endorsement of the proposed signage following a request from a tenant. This includes any seasonal advertising around the perimeter of playing arenas which should not be installed until Council approval has been granted.

#### **Who should pay for the sign?**

Council is solely responsible for signage associated with its buildings and reserves, and therefore the cost should be borne by Council for such signage.



Signage on Council's buildings or reserves that is for the purpose of promoting a local club (sporting or otherwise) should be established at the cost of the club with which the sign relates.

Seasonal advertising will be at the expense of the advertisers and/or relevant club. It is appropriate for Council to charge a fee for the endorsement of such signage to cover costs associated with undertaking this task. This fee should be separate to any development application fees which may apply to any development application (where required).

#### **How is it reviewed and maintained?**

Signage on Council buildings and reserves should be entered into Council's asset register so that a record of the signage type, style, materials and date of construction are known and used to inform when an appropriate review of signage is required (say every 2-3 years depending on signage materials and location).

Council has a responsibility to ensure facility and reserve signage that is damaged or missing is repaired and replaced as quickly as possible, particularly for those signs that have an important wayfinding function to important facilities (such as civic centre, libraries, customer service centres, community centres). This will require ongoing review and monitoring by all staff (when they notice signs throughout the Council area as they pass by).

Similarly, signage needs to be accurate and relevant, and therefore, any changes to the services of a particularly facility needs to be reflected on the signage. As such, where this occurs, a review of signage at the facility should be undertaken to ensure signage remains relevant.

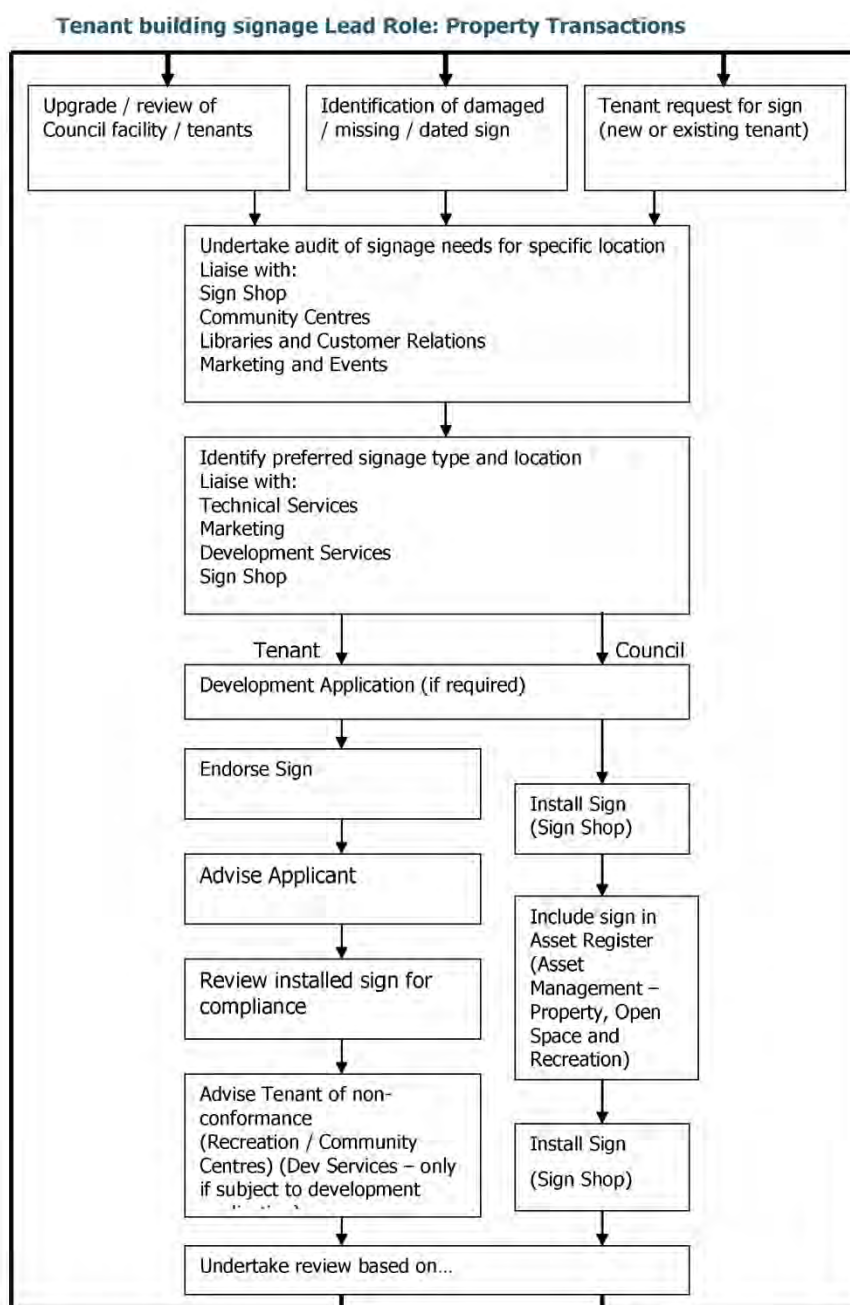
Tenant signage should be reviewed as part of tenancy agreements, with all relevant signage removed upon cessation of any particular tenant from a facility.

Council has a responsibility to monitor and enforce any signage on Council land to ensure it is consistent with what has been endorsed, and if it has been endorsed at all.

#### **Procedure Flowpath and Responsibilities.**

Council facilities building and wayfinding signage/sporting grounds/recreation centre signage/reserves. Lead Role: Community Assets

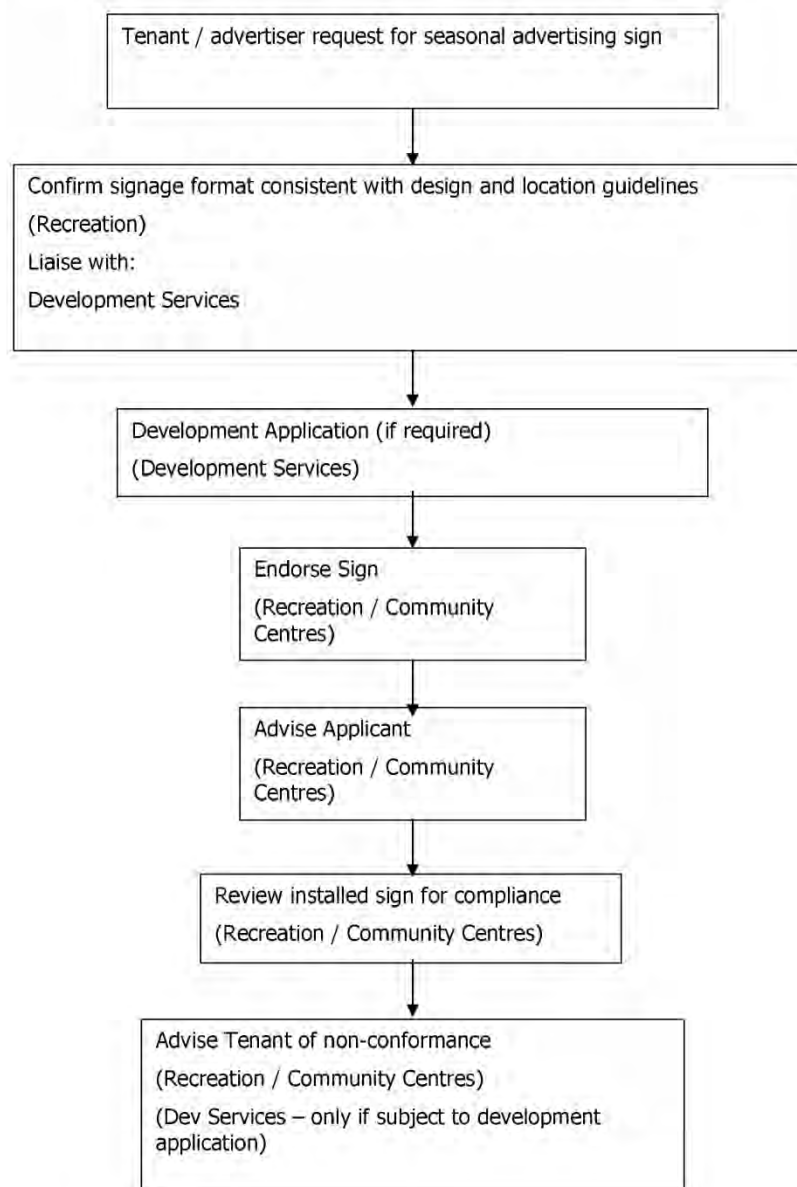






**Seasonal Advertising Signage** (associated with sporting arenas)

**Lead Role:** Property Transactions







## 4.6 Regulatory and advisory signs

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### Regulatory Signage

- Traffic control devices (traffic signs such as speed restrictions, speed hump signs, school crossings etc)
- Dry zone signage
- Parking controls

### Advisory Signage

- Warning signs such as cliffs etc
- Advice regarding applicability of fines
- Dogs on leash / no dogs, no diving signs

### What is Council's Role in relation to this signage?

#### Minimise risk and Enhance Safety

This is council's primary role – to inform people of dangers in order to adequately manage risks to residents and visitors.

#### Wayfinding and direction

Provision of signage which assist with direction of residents, visitors and tourists

#### Promotion, branding and Marketing

Promotion of Council branding through uniformity in signage styles excluding those signs subjected to compliance with AS 1742.

#### Monitoring and Compliance

Provision of signage which assists in explaining legislative rules and consequences. Council is responsible for enforcing these rules and monitoring of signage is important to this role.

### When will the signs be appropriate?

#### Regulatory Signage

A range of legislation requiring administration by Council includes the need for signage form a variety of functions. These signs seek to inform the public of their responsibilities relative to particular legislation and laws, including the consequences of offences. Provision of this form of signage includes (but is not limited to):

- road traffic safety functions for administering the Australian Road Rules and includes the installation of traffic control devices across the Council area. The



circumstances in which the range of signs required for this function are governed by the DPTI Technical Standards and Guidelines, along with the Austroads Guide to Traffic Management and Road Design and Australian Standards.

- parking controls – provisions of signage for parking restricted locations and/or time periods
- restrictions on the use of public land – such as dry zones, no dumping, animal management requirements and responsibilities, no camping, no fire lighting, access limitations and times.

### **Advisory Signage**

Advisory signage is such signage considered appropriate to inform the public in decision making but rather aim to guide behaviour in order to promote safety and minimise risks associated with particular activities or locations. These signs are appropriate in the following scenarios (but not limited to):

- identification of potential hazards – such as unstable cliffs, vehicles entering or existing, unsafe swimming conditions, slippery surfaces,
- provision of information of use to the public such as: location of facilities such as toilets, playgrounds, closure times etc

Depending on the location, both forms of signage may be appropriate or required. In these circumstances, Council should seek to rationalise signage as much as possible through coordinated signage which serves both functions (where Australian Standards and DPTI Technical Guides and Standards allow)

### **Where should the signs be located?**

Signage of this nature needs to be located specific to the requirement for the provision of the information. For Traffic Control Devices, this is governed by Australian Standards and relevant DPTI and Austroads Codes.

However, for other forms of signage, the location needs to be at key points of access where they are most likely to be visible and relevant to the information being displayed. This would include:

- at entrance to public spaces and reserves (beginning of access tracks / paths, gates)
- along foreshore areas, particularly car park entrances and access points onto the beach
- footpaths where specific hazards or regulations apply

The location needs to consider potential distractions or other routes through to a particular location, so as to ensure the necessary information and warnings are received by the public and the effectiveness of the signage is maximised.

For many regulatory signs, such as Traffic Control Devices, the type of sign is determined within relevant Australian Standards and DPTI Technical Guides and Standards. Flexibility with the style and branding of such signage is limited, and in most cases not appropriate as they display important information requiring consistency across the State.

It is noted that there is not specific signage type identified within Council's style guide for these forms of signage, however, a trial of consolidated signage has been undertaken for the Moana foreshore. This trial utilised a design standard set out within the National Aquatic and Recreational Signage Style Manual. This Style Manual remains an appropriate guide to adopt for considering future signage types for rationalised regulatory and advisory signage across the Council area.

Port Noarlunga Sth

WATER RESERVE

WARNING

Swimming - Danger

Shallow Water

Marine Life - Avoid Touch

Rip Currents

Strong Currents

Large Rocks - Avoid Contact

No Alcohol

No Smoking

No Pets

No Camping

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#### **When will a sign be installed?**

In the majority of cases, regulatory and advisory signage already exists across the entire Council area. Therefore, replacement signage should be installed following an audit of risk and existing signage within particular locations. This will determine what needs to be displayed on the signs, identify opportunities for rationalisation of signage, and update signage to the Council's current branding.

This can be broken down into specific projects for particular locations, and allocated a budget line.

Alternatively, this process can form part of the redevelopment / revitalisation of a particular area (such as a section of foreshore or a specific reserve) in which a budget allocation should be set aside for the audit and subsequent signage.

#### **Who should pay for the sign?**

The provision of regulatory signage and advisory signage is the responsibility of Council in most cases (other than for DPTI roads). Therefore, the costs of providing this form of signage should be borne by Council and allocated appropriate resources for implementation.

Where signage is being reviewed as part of a larger review or upgrade of a particular location, then the budget for the upgrade should include an allocation for new signage in accordance with this policy position.

#### **How is it reviewed and maintained?**

##### **Audit**

Existing signage should be audited to confirm suitability as part of a scheduled (say 5 yearly) audit process, reflective of risks associated with particular locations or activities.

The audit should also include opportunities for consolidation of existing signage infrastructure, so to prevent proliferation of this form of signage, particularly in visually sensitive areas, such as the foreshore.

New signage should be placed into Council's asset register, identifying signage type, applicable symbols, and date of installation. This will facilitate an ongoing review of the signage when it is determined to be close to its useful life, and the allocation of budgets and resources in advance for its replacement.

##### **Ongoing Maintenance and Review**

Ongoing maintenance and review of signage is required to ensure that missing or vandalised signage is replaced as a priority. This is particularly important where the signage comprises warnings for risk minimisation.

##### **Procedure and Responsibility**

Case Manager – Lead Role: Community Safety and Technical Services





- Undertake a Risk assessment for a specific location
  - determine risk and level of signage needs and types
  - confirm appropriate locations and design (liaise with Technical Services and Marketing)
- Community engagement (in sensitive locations) – liaise with Engagement about approach etc
- Finalise design, locations, construct signage and installation (liaise with technical services, marketing and sign shop)
- Insertion of signage into asset register (Asset Management)
- Ongoing maintenance and review for repairs (Rangers)

#### 4.7 Recreational and art trail signs





#### **What is Council's Role for this signage type?**

Council's role in signage of this type relates to local trails and those portions of regional trails that are located within the Council Area (as described in Council's Recreational Trails Strategy and Action Plan). National trails (such as the Heysen Trail) are managed separately and have their own specific signage and branding requirements. Examples include:

- Tom Roberts Trail
- Coast to Vines Trail
- Aldinga to Sellicks Trail
- Field River Trail

#### **Wayfinding and Direction**

Council's prime role is to provide direction and information for visitors and users of trails through clear, themed and relevant signage to help navigate the trail. Trail signage is critical to ensuring the ease of use and therefore enjoyment of these community assets.

#### **Economic Development**

Opportunity to promote local attractions which assist the local economy. Recreation Trails can provide a destination / reason to visit the Council area and self guided trails are a popular means of promoting the Council's recreation opportunities.

#### **Promotion, Branding and Marketing**

Signage of this nature can assist in promoting the Onkaparinga brand, as well as possible tourism attractions / experiences or local features along the way. However, signage should be planned as part of a range of interpretive services, including brochures, publications and digital information formats such as websites and smartphone applications.

#### **Minimise Risk and Enhance Safety**

Providing clarity in direction and information (such as walking times) reduces the risk of visitors getting lost and putting themselves at risk in particular locations or times of the day.

#### **When will the signs be appropriate?**

Planning for signage along a trail should take into account the type of functions the range of signs will have. There are principally two functions for signage along trails which are:

- to provide clarity in where you are, where you need or want to go and other information which may help you understand directions or connections.



- to reinforce a strong connection to the natural environment, open space network or cultural heritage. The intent is to provide trail users with a recreational and education experience which will increase visitor's understanding of the local environment, promote an area's history and heritage and add to the tourism appeal and potential of locations across the Council area.

In order to avoid proliferation, and potentially impacts on attractive natural landscapes that feature on recreational trails, signage should be limited to these functions and be limited to the purpose or focus of the specific trail only.

#### **Where should the signs be located?**

Signage along trails should be located where they best serve their function (as discussed above). This includes the following specific locations along trails:

- at the trail entry point or commencement. This important sign is required to provide information about the trail, including links to history, or natural features, as well as important information about a trail at its starting point, both to identify it as the starting point, but also to provide users information such as:
  - map
  - timeframes etc
  - parking locations
  - stops and points of interest along the way
  - locations of other trail connections
  - usage instructions (such as for shared trails)
  - warnings or regulations that apply along the trail
- at specific locations which form natural stopping points or highlight particular characteristics or features along a trail route and help tell a story or inform users of the trail / visitors (such as a habitat location, species to look out for, historic feature) (known as interpretive signs).
- at locations where clarity or reassurance is required to assist in directing users of the right direction for path trails, particularly, where it bends, uses portion of a public road, continues through road crossings etc (known as markers).
- where trails connect with other trails to provide options and flexibility on how the trails are used.

Once broad signage locations and numbers have been established from the above criteria, specific locations for signs along a trail path should have regard to the following design principles:

- be clearly visible to people at the start of the trail, such as at the entrance to the trail path from a car park area (particularly relevant for trail entry signage)





- located directly in front of any feature to which they relate, but not so it detracts from the visitor's appreciation of the site or location (ie take into account critical views/capes). Potentially, locations adjacent walls, banks or vegetation so views aren't blocked should be considered.
- located to minimise impacts on the environment, particularly unnecessary removal of vegetation
- positioned where sufficient space is available for a small group of people to gather around and read the sign without blocking trail or movement paths (important for interpretive signage)
- have regard to visibility for a range of users, particularly for a shared trail where cyclists could be travelling at higher speeds. Locations should allow for at least three seconds to view and read the sign in order to make a decision
- located so that they do not create or obscure a hazard (such as near a junction of two trail paths so as to block views of oncoming traffic)
- comply with AS 2156-2001

#### **What type of Sign is warranted?**

##### **Signage Types**

Four signage types are identified for use within a trail network. These are as follows:

- **Trail Head**  
These signs are positioned at the entry to trails or trail commencement points. Trail head signs are to provide as much information for a trail user upfront for the safe and enjoyable use of the trail and are typically located under a shelter or at the car park for the trail entry. Trail signs should be descriptive signs that include a rating type (where applicable) of trail, when trail may be affected by weather (such as flooding, slippery surfaces, bushfire risk), points of interest to look out for (natural and or heritage), opening and closing times (if applicable), distances, estimate completion times, graphic / history information (if applicable) and an overall map of the trail.
- **Interpretive Signs**  
These signs are positioned throughout the trail at particular locations of interest and are used to convey information and educational material about a natural or cultural feature on / adjacent a trail – such as detailing an historic function / use / event, species of interest or value, restoration or rehabilitation works.
- **Point of Interest Markers**  
These signs are names of particular points of interest (such as a name of an old building or geographic feature) but where insufficient information is available for an interpretive sign.
- **Trail Markers** these are simple markers used only for navigation and direction. These signs contain arrows, a logo or name of trail and potentially walking



distance or times to trail end. Markers can also be used to identify a trail connection where trails intersect.

Council's Signage Style Guide does not contain a template for the forms of trail signage envisaged within this policy framework. Consideration should be given to expanding Council's style guide to providing a basic template which uses Council's branding as a guide for adapting to signage themes for different trails.

### **Design considerations**

Signage design needs to reflect the type of trail and its likely users. Shared trails require catering for a variety of user needs, including bicycles, horse riders, as well as walkers. This needs to be reflected in the signage design, height and content to ensure clarity of information at higher speeds where applicable.

The following design principles should be considered in establishing trail signage which will ease identification and ease of reading the signs:

- attractive and informative with interesting text and graphics
- easy to follow and understand
- brief with content well organised and concise
- provide connections with a photo or illustrations (particularly if explaining an historical feature which may have evolved)
- materials should be resistant to corrosion, rotting, vandalism, fire and fading

Trail signage, while adopting a corporate branding, should also be easily identifiable to a theme related to the trail's identity which will assist in differentiating between trails across the Council area (particularly where they intersect). Consideration of themes should reflect the character, or desired character, of the area of the trail (ie coastal, rural, suburban, forest, country settings) through the use of colours, graphics and logos.

Where sponsorship is provided for a trail, logos of sponsors may be appropriate on signage, but should only be limited to trail head signage, so as to avoid confusion. The extent of corporate branding (other than Council's) should be limited to a small area of the sign, so as not to erode Council's corporate branding, or confuse the trail identity. Any corporate branding on signage should be applied via stickers which can be removed should the sponsorship cease prior to the life of the sign.

Additional guidance for signage design is contained within numerous design criteria for the different trails. Regard in the design should be had to the following guides where applicable / relevant:

- Guidelines for Producing Trail Signage document prepared by for the SA Tourism Commission
- National Parks and Wildlife Publications and Signs Standard Manual, 2002
- AS 2156-2001



#### **When will a sign be installed?**

Trail signage has a critical role in the enjoyment and ease of use of trail and therefore should be installed as part of the establishment of any new trails within the Council area.

For existing trails, an audit of trail signage, to ensure it achieves the relevant design and locational criteria and principles should be undertaken. Where dated or unsatisfactory signage exists, specific budget allocations should be made to prioritising signage replacement for these signs.

Upgrades to any trails should include a review of signage and appropriately budget for replacement signage as part of the trail upgrade.

#### **Who should pay for the sign?**

Trail signage for Council trails is Council's responsibility and therefore would need to be funded by Council. However, additional funding avenues are available from the State Government via a range of funds managed by the Department of Environment, Water and Natural Resources, Department for Planning Transport and Infrastructure (for bicycle trails and as part of Planning and Development Fund), SA Tourism Commission and Office for Recreation and Sport. Any proposal for signage upgrades or new trails, should investigate funding opportunities available at the time.

Council should consider potential for corporate sponsorship of trails where it promotes a local business. Sponsorship packages could be considered dependant on the trail type, length and level of exposure.

#### **How is it reviewed and maintained?**

The ongoing management and maintenance of trail signage should be established as part of Council's asset register. This would require an initial audit of existing trail signage to determine signage type, content, materials and condition, so that a schedule of replacement timeframes can be established and incorporated into budget cycles.

Relevance of signage or opportunities for additional interpretive signage (for earlier trails) should be reviewed as part of any trail review or upgrade as identified within the Recreational Trails Strategy and Action Plan.

The ongoing monitoring of trail signage represents a challenge to Council's to ensure that missing or damaged signs are repaired or replaced. This is important to minimise risk to users from getting lost or injured and being able to make informed decisions.

Council should seek to build relationships and establish "friends" groups of specific trails as well as volunteer organisations (such as through Walking SA) to help adopt a trail or section of trail. These regular users of trails are more likely to be able to provide timely feedback on vandalism and missing signs.



#### **Procedure flowpath and responsibilities.**

Lead Role Recreational trails: Community Assets

Lead Role Art Trail: Arts and Cultural Development

- Identify new trail or undertake a review of existing trail
  - undertake audit of existing trail signage (as part of broader audit of trail)
  - input audit data into asset register (liaise with Asset Management)
- identify opportunities for new signage types
  - consult with heritage advisory committee for potential feature signage
  - liaise with any friends groups with knowledge of trail (discuss approach with Engagement)
  - liaise with Marketing, Economic Development and Tourism to identify text, images etc
- Identify potential signage locations (consult with Technical Services)
- Develop signage design(s) in collaboration with Marketing section (consult Development Services to determine if development application required and Sign Shop for input on construction and cost)
- identify and apply for alternative funding sources
- secure budget allocation
- lodge and approve development application (if required)
- construction and installation of signage
- inform community / friends group of new trail signage
- inform Marketing, Economic Development and Tourism of signage (to update/create brochures etc)
- input signage into asset register.

#### **4.8 Community event and promotional banners**





### **What is Council's role for this signage type?**

#### **Economic Development**

This is a key role for council for signage of this type and involves supporting local community events and fundraising activities, as well as local tourism opportunities.

#### **Promotion/branding and marketing**

Also an extremely important role for this signage. In involves assisting with the marketing of the City as a place for community activities.

#### **Minimise risk and enhance safety**

Provide guidance as to placement and design of signage to enhance traffic safety and reduce risk of accidents.

#### **Monitoring and compliance**

Assess and approve temporary signage locations, design and time periods so as to control use of public land. Monitor key locations to ensure signage is approved and complies with approval time period, location and design/construction. Removal of non-confirming / unapproved signage.

### **When will the signs be appropriate?**

These signs will only be appropriate where they directly promote one-off or special events that are being held within the City of Onkaparinga that have a local tourism or community benefit. These events can be of a cultural, social, recreational, religious or political nature, but must encourage a high level of community participation.

Examples:

- Sea and Vines Festival
- Surf Life Saving Titles

### **Where should the signs be located?**

These signs should be located at or close to the site of the community event and, as they are promotional, located at prominent Council owned sites. The following guidelines should be used as a basis for deciding appropriate locations for these forms of temporary signage.

- positions that maximise exposure of the signage to the community of relevance to the event (ie major road intersections, near centres, public transport hubs).
- complies with DTEI's Road Signage Guidelines, AS1742 and does not compromise the safety of an intersection for road users, pedestrians or cyclists, by virtue of:
- impairing sight lines around corners or for navigating the road or footpath
- does not block or intrude into footpath areas



- complies with relevant Australian Standards
- not located within medians or on roundabouts
- not impair important vistas, such as across rural landscapes, gateways into townships, or historic areas / buildings
- avoids proliferation of temporary signage at any one location at any one time, particularly within rural areas, where signage should be limited to one sign within a specific sightline.

Given the size of the Council area, it may not be appropriate to limit the number of signage for specific events, especially if the event is spread across venues throughout the Council area (such as the Sea and Vines Festival).

Rather, the emphasis needs to be on preventing a proliferation of signage, both within a specific location, but also within a location (ie avoiding a sign on every corner on a particular road). In this instance, the number of signs being considered by Council will need to be contextual to the event and suggested locations.

Council has already identified a number of locations in which signage is allowed. These have been negotiated with DPTI, as they involve DPTI controlled roads. These locations remain appropriate.

#### **What type of Sign is warranted?**

In the majority of circumstances, signage of up to 2 square metres in total advertisement area (ie 1m<sup>2</sup> double sided or 2m<sup>2</sup> single sided) would be appropriate for promotional purposes. This is to avoid the need to obtain Development Approval.

Signage that is larger than this size could be considered, provided there is a sound rationale for a larger sign. However, Council will need evidence of a Development Approval for the sign, which will have implications for timing (ie signage request will need to be substantially earlier).

In addition, signs should be designed, constructed and installed so that they

- do not move
- do not flash in any way
- do not reflect light so as to be a nuisance to motorists
- are not internally illuminated / backlit

Advertising on community event / promotional banners should be limited to the announcement of major sponsors only. No more than 30% of the sign should be utilised for listing of sponsors. Consideration of sound design principles should be adhered to, reflective of the need to deliver a message to people passing by quickly and efficiency. Therefore, layouts for signage should:

- be clean and not cluttered with too much information or images / colours
- draw the eye to critical information through the use of appropriate text sizing, weight and colours above other non-essential information





Council should consider preparing a set of Guidelines which set out design principles for community groups in achieving effective roadside banners, but may also facilitate a more standardised design layout which will enhance Council's branding and design palette. Standardised designs can potentially also reduce the costs of preparing temporary signage of this nature.

Signage should be constructed of materials that are resistant to vandalism, but also cost effective, given the temporary nature of the signage. This may include metal, plastic / core-flute, plastic coated cardboard which can be secured to the ground via star droppers or similar (ie easy to install and remove) and are likely to withstand adverse weather conditions. Signs should be limited to no greater than 1.2 metres in height at installation, to prevent potential wind interference.

Where demand for temporary event and promotional signage is frequent at any one location, Council should establish a standardised 2 square metre steel frame within which temporary signs can be installed. This will facilitate use of coreflute material, and potential re-use of older signs, which can save in costs and is consistent with seasonal signage currently prepared by Council (such as for fire season).

#### **When will a sign be installed?**

Community event signage should only be installed a maximum of four weeks before the event, and be removed no later than 5 business days following the event.

The request for temporary signage should be received by Council no less than 6 weeks from the event to allow for confirmation of suitable locations, approval of design and construction of sign.

#### **Who should pay for the sign?**

The event organiser should pay for the construction of the sign (to standards established within a guideline document).

No other fee should be sought for such signage, given the intent is to support local events and tourism.

#### **How is it reviewed and maintained?**

Council will be responsible for reviewing and endorsing the proposed locations for the sign, having regard to the guidelines set out (particularly to prevent proliferation).

Council will approve the design and be responsible for the construction and installation (and removal) of the sign.

#### **Procedure Flowpath and Responsibilities.**

Lead Role: Property Transactions and Marketing and Events

### **4.9 Commercial tourism facility signs**

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#### **What is Council's role for this signage type?**





### Wayfinding and Direction

Council's principal role is through helping tourists and visitors find their way to local or regional tourist attractions. This signage could be the DPTI "brown" signs, or other signage provided by council to show tourists the way to the attraction or tourist region. It does not include private tourism business signage.

### Economic development

A secondary role is through negotiating with DPTI on DPTI signs to advocate improved opportunities for promotion and branding of tourism facilities. This might relate to improvements in the location, style or content of the sign.

### What type of signage is covered in these guidelines?

Across the State, tourist direction signage takes the form of brown panelled signage, which is controlled by DPTI, along with the SA Tourism Commission (to confirm accredited destination). The benefit of this format is that it is an endorsed DPTI format, allowing for easier approval processes on roads under their control, but it is also recognisable to tourists travelling through the Council area.

There is a range of signage types associated with tourism related signage. These include:

Entry Point Signs



Town Attraction Signs



Advanced signs



Intersection directional signage

Locality signage



Reassurance signs



Information bays



Accredited Information Centre (licensed under SATC)



### Identification signs

Used to identify Tourism business in particular Cellar Doors in 80 km roads, there are placed directly opposite driveways to car park entrances to avoid visitors parking in winery areas and using vineyard roads thus minimising Phylloxera disease spread and safety issues.



Council's Signage style guide does not include a specific signage type for tourism directional signage having regard to the requirements set out within AS1742, and the desire to include the use of standardised symbols. The guide should be updated to add these signage types so that a high quality and consistent signage branding is achieved for tourism facilities across the Council area.

### When should council get involved in the provision of tourism facilities signage?

Council should be involved with only signage for those tourism businesses which are registered with the Australian Tourism Data Warehouse (ATDW).

Tourism Facilities signage is particularly appropriate where tourism facilities are located off principal tourist routes such Main South Road, Victor Harbor Road, Commercial Road or the Southern Expressway. Such signage is not intended to



replace individual signage at the location of the facility which is expected to be contained on the site of the facility, in accordance with Development Plan policy.

Additionally, council may get involved with tourism businesses who are not registered with the ATDW but who wish to have directional signage to help tourists find their way to their facility. Whilst in the first instance, Council should encourage the business to on the ATDW.

#### **Where should the signs be located?**

##### **SIGNAGE LOCATED ON DPTI CONTROLLED ROADS FOR BUSINESSES REGISTERED ON THE AUSTRALIAN TOURISM DATA WAREHOUSE (ATDW) WITH THE SA TOURISM COMMISSION**

Although signage locations for businesses registered with the SAATDW are guided by the DPTI /SATC Road Sign Guidelines which establish criteria for acceptable locations for signage for which DPTI will approve, council can also have a role in working with DPTI to ensure that the sign location and content maximises their potential benefit.

Key aspects of signage location are:

- Ensuring that signs do not obstruct a driver's view of the road and do not obscure or interfere with other traffic, traffic signs or devices. In all cases, road safety is paramount and signage locations need to comply with Australian Standard 1742.
- Preference for tourism facility signage is along principal tourist routes, which typically form part of the arterial road network controlled by DPTI.

##### **SIGNAGE LOCATIONS AND CONTENT FOR TOURISM ATTRACTIONS THAT ARE NOT LOCATED ON DPTI CONTROLLED ARTERIAL ROAD NETWORK, OR ARE CONSIDERED BY COUNCIL TO BE IMPORTANT LOCAL OR REGIONAL TOURISM ATTRACTIONS**

Such tourist attractions may also warrant council fingerboard ID or reassurance signage to help guide visitors to these locations.

In these circumstances, signs:

- should ideally be located at township approaches and exits and key road junctions, providing clarity in the direction of the facilities, and the approximate distance.
- should avoid being located on the skyline, above the horizon, or otherwise be prominent (dependant on signage type and location)
- should not block views to other existing approved signage on private land (consideration of placement within section of road)
- avoid proliferation by ensuring only one sign structure is visible along a given sightline
- should respect any specific heritage or character considerations in their design, materials and colours relative to a specific location.





Location of tourism signage should also have regard to important vistas and character, particularly within the McLaren Vale Prescribed Character area, together with traffic safety. As such, signage should be rationalised as much as possible across the Council area and avoided in visually sensitive locations.

The placement of reassurance, fingerboard ID and other directional signage for tourism facilities should assist Council to reduce opportunities for A frame signage in these locations to only in front of the property itself. This will require a review of Council's By-Laws.

#### **When will a sign be installed?**

Signage will only be installed when approved by either DPTI (for DPTI controlled roads) or Council (for the remainder of circumstances).

Signage for DPTI controlled roads will need to be lodged with DPTI and will be assessed and approved by DPTI (with consultation with SATC as required).

The process and relevant forms are found within DPTI's Road Sign Guidelines document ([http://www.transport.sa.gov.au/forms/tourism\\_services\\_signs\\_app.asp](http://www.transport.sa.gov.au/forms/tourism_services_signs_app.asp))

In circumstances where Council is approached by tourism businesses to have a sign installed (on a Council controlled road), consideration of the suitability for a sign, appropriate signage type and potential location against the criteria identified above need to be addressed. This may potentially involve engaging with other tourism businesses in the surrounding location to identify opportunities for rationalisation and cost sharing.

It should be noted that it there may be circumstances where signage within road verges may not be possible as they fail to achieve safety standards set out within the Australian Standards.

#### **Who should pay for the sign?**

All tourism signage is requested and paid for by the tourism businesses which they serve. All costs associated with the design, construction and installation of the sign should be borne by the businesses. Removal or replacement of signage is controlled by Council and therefore at the cost of Council.

DPTI seeks that only approved contractors are permitted to install, maintain or replace signage under their control. Council has a similar approach (if not undertaken in house) to ensure an adequate quality control is maintained and all signage is in fact cost neutral to Council.

#### **Process**

- Request comes into Council – (Case Manager: Economic Development)
- Initial assessment of proposal
- confirmation of business registered on ATDW with SA Tourism Commission
- consideration of rationalisation opportunities



- determine what other signage exists in the specific location (liaise with DPTI, sign shop and Tech Services, Asset Management in Council)
- engage with other tourism businesses in surrounding location to gauge interest for consolidated signage.
- confirm if Development Approval is required (Development Services)
- Confirm appropriate signage type (including use of symbols) and location (liaise with Tech Services)
- Sign designed and specific location confirmed (Sign shop and Tech Services)
- advise applicant of cost (drawings with quote, dial before you dig and installation information)
- applicant approves and signs quote documentation
- Lodgement and approval of development application (if required)
- Sign is constructed and installed (Economic Development confirm order for construction with Sign Shop (or external contractor))
- applicant is advised of signage installation (Economic Development following confirmation from Sign Shop / Contractor)
- applicant makes payment (processed by Accounts and overseen by Economic Development)
- Sign (and any design details, materiality, graphics etc) is entered into asset register (Sign Shop confirm signage details and location with Asset Management – this should be done by economic development if sign constructed by external contractor)

#### **How is it reviewed and maintained?**

Signage on DPTI controlled land is reviewed and maintained by DPTI, with costs recovered by the businesses which the signage services.

All signage on Council controlled land should be maintained by Council, or approved contractors acting on behalf of Council, so as to maintain a level of control over the signage information (ie prevent changes to include logos, alternative fonts / colours etc), and this should be undertaken on a cost recovery basis.

Once installed, signage will be added to Council's asset register, with an annual review / maintenance program established, to ensure accuracy of signage information, and determine any replacement / upgrading of signage due to weathering.

While maintenance work will be undertaken and coordinated by Council (or its approved contractors), costs for such works should be recovered from the tourism operators through an annual fee for the signage.

#### **Procedure flowpath and responsibilities.**

Lead Role: Economic Development



#### 4.10 Cultural and historic feature signs

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##### **Council's role in this signage type?**

##### **Wayfinding and direction**

Council has a role in providing information and direction to residents and visitors about the City's history of settlement, and other important historic and cultural landmarks.

##### **Economic development**

Signage of this nature supports visitor and tourist experiences and therefore enhances an economic development function.

##### **Promotion, branding and marketing**

Signage provides an opportunity to present and promote the Onkaparinga brand and market Onkaparinga to visitors.

##### **When will the signs be appropriate?**

Signage for cultural and historic features is intended to primarily identify, and potentially provide information about such features to residents and visitors to the area.

The signs assist in providing information about our history, important local people or places that have shaped our culture, as well as landmarks of conservation value and can be used as part of an interpretive or recreation / conservation trail.

Therefore, signage of this nature is appropriate where they serve this information function and are appropriate to identify:

- heritage places within Council's Development Plan
- historic areas and settlements (such as township main streets)
- shipwrecks and other events or artefacts



- monuments or places of reflection
- areas of conservation value (such as Aldinga Scrub)
- places of importance to the Kurna community (ie that help tell the story of the Kurna people and culture)

#### **Where should the signs be located?**

Typically, signage of this nature will be placed on the road verge adjacent to the place or location of which it relates, or in some cases, on public land (such as reserves and foreshore).

However, the specific location of individual signs needs to be considered in its context, given the specific historic character considerations applicable to each setting and the ability to place sign a sign within the footpath area without compromising access (particularly in locations where footpaths are narrow).

Therefore, the following guidelines should be considered in determining an appropriate location for the signage:

- not compromise vistas to historic streetscape or heritage buildings
- not compromise the original fabric or setting of a heritage building or place
- have regard to the guidelines applicable to individual historical settlements (such as Willunga, Clarendon and Kangarilla) in the format of the sign, materials and colours
- ensure adequate vehicle sight lines are maintained (in accordance with Australian Standards)
- not compromise pedestrian movement and safety (including the creation of obstructions for people with vision impairment)

#### **What type of sign is warranted?**

The type of signage appropriate needs to be determined based on the applicable historic character of its setting. This needs to be negotiated with our Built Heritage Planner in regards to size, height, format (freestanding or fixed), materials and colours and typography.

However, Council should investigate potential templates to signs for different types of applications that can be added to its signage style guide for future signage of this nature. This will, where possible, achieve a degree of consistency across the Council area for signage of this type (even if slight variations are required to colours and materials). This will also assist visitors in reading signage within different historic townships as belonging to a trail of some kind (separately from other signage throughout the townships). Specifically, signage types should incorporate:

- heritage place identification plaques to be applied to buildings (potentially including identifier within a trail)





- heritage / conservation area interpretation signs which details a location / building, its history and significance (and potentially linking in to a trail).
- These signs will typically be larger signage panels at an angle and height that can facilitate ease of viewing for a range of visitors (including children and those within wheelchairs).

Council should provide for linking signage information with new technologies to enable visitors and tourists to get more information on the place (including old photos, videos, restoration information etc), download trail information and other visitor facilities and information (such as nearby attractions) to assist in improving the visitor experience. This can be achieved through an app which identifies the place through scanning from the sign.

Notwithstanding historic character considerations, given their location in the open, signage materials and finishes should be robust and resistant to vandalism and graffiti, long lasting and capable of withstanding inclement weather.

#### **When will a sign be installed?**

Signage of this nature will be installed as part of specific projects relating to:

- the establishment or upgrade of a heritage trail / walk
- introduction of a new heritage trail / walk
- redevelopment /upgrade of a public space comprising a monument or area of conservation value (such as a reserve or part of the foreshore)

During the concept development of such projects, the ability to install cultural and historic feature signage should be included and form part of the budget estimates.

#### **Who should pay for the signs?**

Signage of this nature principally seeks to provide an information and promotion service supporting tourism and therefore an economic development function for Council. As such, the signage will need to be procured and controlled by Council.

There may be opportunities for funding of signage where it relates to State Heritage Places from the State Government, and Council may also seek partnership arrangements with the National trust for signage upgrades relating to their properties.

Any additional or upgrades of signage of this nature would need to be allocated to a specific project, potentially focussed on a specific locations(s) that will deliver maximum tourism benefit. Consideration of heritage signage needs and priorities should be considered by Council's Arts, Culture, Community Capacity, Events & Heritage Committee with specific projects identified and allocated budgets.



### **How is it reviewed and maintained?**

#### **Asset register**

The placement of cultural and heritage signage within Council's asset register, once installed, will assist Council in ensuring appropriate review of the signs following an approximately rime period to determine whether there is a need to upgrade the signage as a result of wear (fading etc). This time period will need to be determined upon the design and materiality of the sign, based on the manufacturers' specifications and advice (as the signs are specific to their settings) and should be included as date within the asset register/database.

#### **Monitoring and Review**

The need for signage related to heritage places should be reviewed by Council's Arts, Culture, Community Capacity, Events & Heritage Committee (with advice from Council staff and Built Heritage Planner). This should include identifying the need for specific heritage place plaques and interpretive signage.

There is a role for Council's Economic Development / Tourism and Marketing team to review the trails in place throughout the City to ensure they are reflective of the cultural assets throughout the Council area and contribute to the visitor's experience.

It is therefore important that any reviews are undertaken on consultation with those staff within Council that has an interest in this signage type. This needs to be reflected in the procedure flow for this signage type.

As these signs are placed within the public realm, they will be subject to vandalism and exposed to the elements. Therefore, there will be a need to ensure that any damage to the signs is repaired, particularly if they form part of a trail serving a tourism function.

### **Procedure and responsibilities**

#### **Lead role: Projects and Development Policy**

- Identification of new trail / review of existing trail
  - Consult with Council's Arts, Culture, Community Capacity, Events & Heritage Committee (extent and nature of trail (if heritage focussed)
  - Consult with Kurna community (if representing aboriginal culture)
- Identification of signage needs and types
  - confirm locations and design with Built Heritage Planner
  - confirm locations with Technical Services (specific positions within road verges etc)
  - confirm if development application required with Development Services (may be the case for certain types of heritage places and areas)
- Determine external funding opportunities



- Seek initial quotes from contractors for signage construction
- Consult with property owners regarding placement of signs (privately owned heritage places on a trail) (liaise with Engagement about approach etc)
- confirm final signage locations, numbers and designs
  - get sign-off on design and location from Council's heritage advisor
  - get sign-off from Kaurua community representatives
- Lodgement and approval of development application (if required)
- Engage contractor or sign shop to construct signage
- Advise property owners of pending installation of signage
- Install signage
- Enter signage into asset register database
- Prepare flyers and other information (digital and print) to accompany signage / promote trail
- Undertake review of signage and trail to determine need for upgrades (after a time period – say 2 years)

## 5 Engaging about signs

These guidelines sit within the context of City of Onkaparinga's own engagement strategy. In general, it is noted that the responsibility for the engagement will sit with the council team responsible for the particular signage issue. They will generally liaise with the Engagement team for advice and support as required.

### 4.11 Engaging with the broader community

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#### **Do the public have to be notified about new signs as part of the development assessment process?**

Yes in some instances, and no in others. Public notices for many kinds of development are determined by legislation and is described by a Public Notice *Category*. However for signage, often the interpretation of whether public notification is required will rest in the hands of the Planner assessing the proposal, as the legislation gives minimal guidance.

A new sign, depending on the precise circumstances, may be considered a Category 1, 2, or 3 development. The category of the development determines both whether or not an application will be notified, and additionally, the rights of the applicant and any third party appeal rights to the Environment Resources and Development Court.

(**Refer** Schedule 9 of the *Development Regulations 2008* for be Category 1 and Category 2 development, and **Refer** Section 38 of the *Development Act 1993* in regards to public notification processes).



### **What other times are the broader community and non-council stakeholders consulted on signage issues?**

Each circumstance may require a different engagement approach.

Working with the engagement team to get advice on the reasons for engagement and the best way to engage is strongly encouraged.

Some of the key potential engagement circumstances are:

#### **Residential estate and gateway signage**

Where there is likely to be a deviation from a generic council standard (ie sometimes in the case of legacy residential estates or historic character areas such as Clarendon where the developers have in the past created a brand and profile, or where the community has been involved in the local signage, the local community may need to be consulted on new or improved signage.

#### **Other signage**

Other signs that may require broader community engagement include signage relating to:

- Park names
- Place names
- Special building or location names (where there may be reference to a cultural or historical event or person that the broader community have an interest in)
- Tourist locations or regions
- Event names

#### **Engagement considerations**

In developing an engagement approach, the following questions should be asked before an engagement process and activities are decided upon.

#### **Who engages with the local community?**

- Management of the engagement on a new or updated sign will be the responsibility of the project officer with the prime responsibility for that signage process.
- The engagement process should be informed by advice from the Engagement and Grants team.

#### **Purpose of community or stakeholder input**

- What aspects can they provide input on and expect to influence?
- What aspects can they not expect to influence (for example where there are existing signage guidelines that must be adhered to)
- Who are the community of interest?



#### **What aspects of the signs can people input into?**

- Style and character
- Heritage
- Materials
- Public art
- Location

#### **Who are the communities of interest or stakeholders?**

There are a range of other stakeholders that potentially should be consulted – this will depend on the purpose of the sign. These stakeholders may include:

- Tourism Operators
- Business & Tourism Associations
- Community Groups
- Sporting Clubs
- Service Operators
- Park Users
- Local environment groups
- Building owners
- Adjoining land owners

### **4.12 Engaging internally within council**

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#### **Council Staff**

It is recognised that the signage process, from inception through to approval, design, construction, installation and ongoing maintenance, potentially involves a range of council departments and associated internal communications. The involvement of a wide range of staff is described elsewhere in these guidelines in the “process” section associated with each of the signage types

#### **Key Considerations:**

How is knowledge communicated between each department as the process moves through the chain of activities?

- How is that knowledge/information about key aspects of the signage recorded? (eg. design details, criteria, policies or standards required, key stakeholder and community feedback etc). There should be clear and accessible records kept.
- Key aspects of the communications may be also kept on council’s inventory as part of the asset management process.
- Who manages the internal communication process? Generally this should be the key section of council assigned to the role of managing the process.



### **Elected Members**

Where the decisions about any stage of the signage process involved a policy change, significant expenditure, or is likely to generate significant public commentary, elected members potentially should be consulted.

#### **Key Considerations**

- What is the purpose of consulting with elected members? The purpose of consultation will influence how and when elected members are consulted. For example, it may be a briefing (to inform them); a workshop or interactive presentation (to involve them in the decision making process or to seek approval?)



City Wide Signage Guidelines

Attachment 2

## **SUMMARY OF KEY RECOMMENDATIONS**

### **A Frames**

- Businesses should be encouraged to keep A Frame usage to a minimum and compliance with the By Law monitored to avoid sign proliferation.

### **Business wayfinding/directory signage**

- Business directory signage is the responsibility of local businesses – not council.
- Council to support local business through provision of wayfinding signage and through other economic development measures.
- In supporting local businesses, council to progressively install standalone fingerboard signage (on main/arterial roads) for wayfinding to businesses (complex/shopping hubs) in residential areas (subject to necessary consents/approvals).
- Business wayfinding fingerboard signage to include council's business brand and service identity icons/symbols.

### **Economic Development**

- Supporting local business is a core function of council, however it is not a core function of signage.
- Council to support local business through a range of measures including an online business directory, a City of Onkaparinga business brand, both supported by a detailed marketing campaign utilising QR codes.

### **Audit and Reviews**

- Undertake an audit of all existing signage, to assess the condition and accuracy of existing signage, and determine if new signs are required.
- Populate council's GIS and asset register with existing signage locations and signage types.
- Implement an ongoing review and monitoring programme and document all findings on council's asset register.

### **Monitoring and Compliance**

Develop a system of monitoring and compliance with council signage policies.

### **Council's Corporate Style Guide**

Update council's corporate style guide to include the new business brand and signage types:

- business wayfinding fingerboard signage
- tourism directional signage
- consolidated fingerboard street signs
- trail signage and interpretive signage (templates only)
- advisory and regulatory signage.

### **Signage Guidelines**

Develop and manage an implementation plan for the rollout of the guidelines including identifying and working with case managers for each sign type/category.

### **Internal and External Communications**

- Provide an information session for all key staff involved in any aspect of the guidelines.
- Prepare guidelines for new street signage and residential estate gateway signage to inform developers. Guidelines should be attached to all land division approvals.

Jensen Planning and Design

## **9.12 Elected member induction, training and development policy 2014**

This is a regular or standard report.

Director:	Alison Hancock, Director People, Governance and Regulatory Services
Report Author:	Therese Brunotte, Senior Governance Officer
Contact Number:	8301 7228
Attachments:	<ol style="list-style-type: none"><li>1. Elected member induction, training and development policy 2014 (5 pages)</li><li>2. Draft Elected member induction, learning and development program (45 pages)</li></ol>

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### **1. Purpose**

This report presents the Elected member induction, training and development policy and draft Elected member induction, learning and development program 2014 (the program) for adoption.

### **2. Recommendations**

- 1. That the Elected member induction, training and development policy 2014 provided as attachment 1 to the report be adopted.**
- 2. That the Elected member induction, learning and development program 2014 provided as attachment 2 to the report be adopted.**

### **3. Background**

All councils are required to prepare and adopt a training and development policy for elected members. A policy and program have been developed in accordance with Section 80A of the *Local Government Act 1999* (the Act). For this policy to be effective in improving competencies of elected members it needs to be translated into a meaningful and comprehensive training and development plan.

The policy (attachment 1) has been reviewed and a program developed to assist in decision making for the new Council in November 2014.

The program (attachment 2) consists of an orientation and induction for the new Council and a learning and development plan to be continued through 2015.

Further development of the learning and development program to encompass the learning requirements of new and returning elected members over the full term of Council will be progressed in 2015.

### **4. Financial Implications**

A budget allocation for the training and development of elected members is included in the annual budget. The 2014-15 budget incorporated a budget increase to ensure funding is available for training and development for the newly elected Council.

## 5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Breach of legislative requirements of the <i>Local Government Act 1999</i> .	Prepare and adopt a training and development policy for elected members.
Limited skills and knowledge that are required by elected members to enable the effective performance roles and responsibilities.	Provide a balanced program that meets the needs of elected members entering their first term as a council member and returning elected members who are experienced.
Limited elected member participation in the program	The program is designed to encourage active participation in the continuing learning and development of elected members by providing support to enable the fulfilment of the elected member role. It will also provide transferable skills that will be useful in many other contexts.

Opportunity	
Identify	Maximising the opportunity
Candidates	The Induction, Learning and Development program will be made available to candidates at Candidate Briefing Sessions, providing candidates with an understanding of the commitment that is required in order to carry out the role of an elected member.
New Council	A sound learning framework of Governance, Leadership and Community will support and build a more robust and cohesive elected member team with effective decision making skills.

## 6. Additional information

### Elected member workshop

An elected member workshop was held on Tuesday 8 July 2014 to gather information from elected members based on their experiences in relation to ideas they may have for the induction of the new Council. Feedback from the workshop was collated and forwarded to members via email on Wednesday 9 July 2014 with an invitation to provide any further comments/suggestions by return email before close of business Friday 18 July 2014. Feedback that was provided by elected

members at the workshop has been captured in the Learning and Development plan.

### **Key dates**

Important dates for elected members have been collated and identified within the plan to provide a succinct and easy to follow summary of commitments and events.

- Declaration of Office to be held on the evening of Friday 14 November 2014.
- Orientation for new council members to be held on the evening of Tuesday 18 November 2014.
- Induction program to commence with a residential to be held on the weekend commencing Friday 21 November 2014 at Wirrina Resort.

Dates for the induction component of the plan are now set, however the Learning and Development Plan 2014 is a flexible document and as such will be adapted to fit suitable dates, times and training needs on an ongoing basis.

### **Key addition**

In addition to the necessary training and skills required for the role of an elected member the Learning and Development Plan for 2014 includes a comprehensive learning component in relation to leadership. The leadership program elements include:

- Persuasion and influence
- Understanding self
- Accountability
- Building cohesive relationships



## Council policy

# Elected member induction, training and development policy 2014

## 1. Purpose

The purpose of this policy is to plan for the provision of orientation, induction, training and development activities for elected members to assist them in the performance and discharge of their functions and duties. This policy recognises our responsibility to develop and adopt a training and development policy for this purpose under Section 80A of the *Local Government Act 1999*.

It is expected that all elected members will participate in the orientation, induction, learning and development opportunities offered to assist in the formation of a holistic and cohesive team.

The *Elected member induction, learning and development program* has been developed to support this policy. The program will ensure that the activities provided will contribute to the personal development of the individual, the elected member team and the achievement of the strategic and good governance objectives of Council.

The *Elected member induction, learning and development plan* is a working document and will be updated to capture the changing training and development needs of individual elected members and the elected member team. The Plan will also be reviewed to prepare for a new Council term.

## 2. Policy Principles

*The Local Government Act 1999 specifies that council members:*

- *represent the interests of ratepayers and residents;*
- *provide community leadership and guidance; and*
- *facilitate communication between the community and the Council.*

*The role of a council member involves:*

- *participating in the deliberations and civic activities of the Council;*
- *monitoring that the Council's objectives and policies are reviewed so as to ensure that they are appropriate and effective; and*
- *monitoring that the Council's resource allocation, expenditure, activities and the efficiency and effectiveness of its service delivery is reviewed.*

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### 3. Definitions

**Orientation** – guidance for elected members in relation to the basic operation of the organisation and facilities.

**Induction** – provision of detailed training on the context of local government decision making and the role of elected members.

**Learning** – the provision of necessary information to both the elected member team and individuals enabling them to gain the required skills.

**Development** – the process of enhancing the skills of both the elected member team and individuals.

**Good governance** – adhering to governance practices required by legislation and objectives that are considered to be best practice, as per the Local Government Association of SA's Good Governance Assessment Program.

### 4. Learning and Development framework

The Induction, Learning and Development program is structured within a sound learning framework which has three dimensions: Governance, Leadership and Community.

The Induction, Learning and Development program provides focused and well-structured support to elected members ensuring development of their knowledge and skills to assist them in their roles within the Council.

In preparing the Induction, Learning and Development Program staff will undertake consultation with elected members regarding their orientation, induction, training and development needs in one or more of the following ways:

- Annual assessment using an appropriate tool to identify areas where elected members could update and enhance their skills.
- Survey at regular intervals including during the induction period to gauge the effectiveness and appropriateness of the plan.
- Individual elected member discussions.
- Workshops.

A range of delivery methods to support the training needs of elected members will be used including:

- in house training and briefing sessions conducted with appropriate staff, trainers and guest speakers
- attendance at workshops and conferences etc offered by the Local Government Association of SA, Australian Local Government Association and Local Government Managers Australia
- attendance at training courses and conferences etc offered by other bodies and/or private providers offering courses for elected members to enhance their skills and knowledge and to network with other elected members

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## Council policy

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- printed material including training booklets and discussion papers, that may be distributed for information
- on-line self-paced learning.

### 4.1 Induction

The induction process will enhance the wide range of valuable skills and experience that elected members bring as a result of their background in community or business related activities. It particularly meets the needs of new members.

The induction will provide detailed knowledge of the context of local government decision making, how the Council works and what is expected of elected members.

Elected members will gain an insight into the critical issues facing the City of Onkaparinga and a knowledge base to assist in their future decision making role.

All elected members are encouraged to actively participate in the induction program.

The following elements have been identified for induction sessions:

- building cohesive relationships
- internal communication systems and organisation structure
- legal requirements
- governance
- meeting procedures
- strategic planning and framework
- financial management
- planning and development

Information provided as part of the induction program will be supported by written materials provided to elected members.

The *Elected member induction, learning and development plan* will outline the detail and timelines.

### 4.2 Supplementary elections

The orientation and induction section of the *Elected member induction, learning and development program* should be followed and tailored to individualise requirements following a supplementary election.

The *Elected member induction, learning and development program* provides an additional outline to follow after a supplementary election.

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## Council policy

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### 4.3 Orientation and induction of the Mayor

The orientation and induction of the Mayor should commence as soon as possible following the appointment of a new Mayor. This would involve a number of important topics for discussion between the Mayor and the CEO to ensure a smooth transition for the whole of Council.

### 4.4 Budget

An additional allocation for the induction and orientation of a new council shall be made in the annual budget prior to a periodic election year.

A budget allocation for the training and development of elected members shall be made in each annual budget.

### 4.5 Annual reporting

All training undertaken by elected members will be recorded in the *Allowances and benefits register* which will be updated as required to reflect attendances of elected members at courses and conferences.

Council's annual report is required to include information on attendances by elected members at training courses and conferences.

## 5. References

*Local Government Act 1999*

## 6. Associated documents

Elected member induction, learning and development program 2014.

Elected member allowances, benefits and support policy and procedure 2013.

## 7. Attachments

Elected member induction, learning and development program 2014.

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## Council policy

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Responsible officer(s)/department(s):	Manager Risk and Compliance
Adopted/approved by:	Council
Date approved/adopted:	
Next review:	Best practice provides for a review in the year of an election ie September 2018
	20 June 2006
Date(s) of previous review(s):	19 June 2007
	7 September 2010
	15 November 2011
ECM DSID number:	2784319

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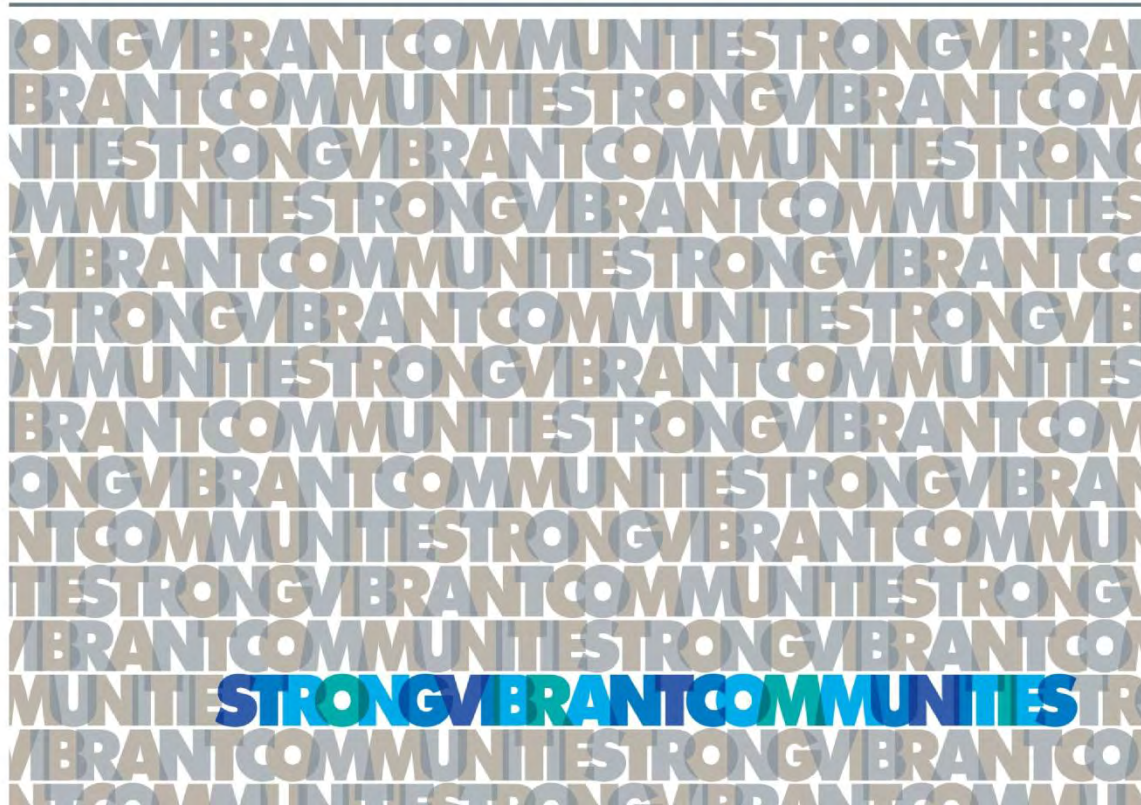
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**DRAFT** Elected member induction, learning and development  
program



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## Introduction

Congratulations on being elected by your community as a council member for the City of Onkaparinga.

Whether you are a resident, property owner/occupier, business operator, or all three, becoming a council member can be the most direct and rewarding way that you can contribute to your local community.

In order to fully discharge your duties on behalf of local communities, it is vital that you develop further knowledge, skills and tools to carry out your complex and evolving role. You are encouraged to make the most of the Elected member induction, learning and development program, which has been designed to provide you with development and support opportunities that will enable you to fulfil your role as a council member and provide you with transferable skills that will be useful to you in many other contexts.

The program is designed to meet the needs of those who are entering their first term as a council member as well as for those who are returning and experienced council members. The dedicated participation of both first term and returning council members is essential in developing cohesive relationships and a high performing Council.

The City of Onkaparinga is forward thinking, professional and focused on providing high levels of customer service across its entire community. The range of services it provides is diverse and spans a broad range of areas including the environment, planning and development, infrastructure, information management, recycling and waste management, health, aged care, youth and recreation to name just a few!



## Your role as a council member

The role of a council member is both rewarding and challenging.

As a council member you will be part of a team that has the opportunity to shape the strategic directions and policies for the Council as a whole.

*The Local Government Act 1999 specifies that council members:*

- *represent the interests of ratepayers and residents;*
- *provide community leadership and guidance; and*
- *facilitate communication between the community and the Council.*

*The role of a council member involves:*

- *participating in the deliberations and civic activities of the Council;*
- *monitoring that the Council's objectives and policies are reviewed so as to ensure that they are appropriate and effective; and*
- *monitoring that the Council's resource allocation, expenditure, activities and the efficiency and effectiveness of its service delivery is reviewed.*

Council policy informs the direction of our approach to our community. This involves making decisions about protecting and enhancing the wellbeing and quality of life of its residents, the health of the environment and the capacity of the economy to support the community.

In order to undertake any of these roles effectively a council member will need to take an informed, active role in the business of the Council.

## Learning and development program

The learning and development program will:

- provide focused and well-structured support
- prepare and enhance your capability in your role as a Council member, prepare you for greater responsibilities, help you become more creative in tackling new challenges and provide you with transferable skills which can be utilised in other roles
- help you fulfil your governance role effectively, thereby improving local governance and accountability of public services to local communities

The learning and development program has three key elements: theory, skill development and mentoring. Content is a combination of theoretical concepts and role specific information, world trends and regional information that can be integrated and applied to your decision making and your own individual development. This includes tours of Council's major project sites, psychometric profiling, experiential activities, subject matter experts using specialised facilitators, and a dedicated mentoring component with post program learning opportunities.



Our program is structured within a sound learning framework which has three dimensions: Governance, Leadership and Community. Underpinning our Framework are our organisational behavioural values of:

**COURAGEOUS INSPIRATIONAL CURIOUS**  
**POSITIVE CONNECTED ACCOUNTABLE**

Our program draws on principles of learning through the Four Pillars of Learning, as defined by UNESCO (United Nations Educational, Scientific and Cultural Organization):

<b>Learning To Know</b>	to provide the cognitive tools required to better comprehend the world and its complexities, and to provide an appropriate and adequate foundation for future learning.
<b>Learning To Do</b>	to provide the skills that would enable individuals to effectively participate in the economy and society.
<b>Learning To Be</b>	to provide self-analytical and social skills to enable individuals to develop to their fullest potential psycho-socially, affectively as well as physically, for an all-round 'complete' person.
<b>Learning To Live Together</b>	to expose individuals to the values implicit within human rights, democratic principles, intercultural understanding and respect and peace at all levels of society and human relationships to enable individuals and societies to live in peace and harmony.

Activate participation in the program will ensure:

- you are confident about your role as a Council member
- you have a clear understanding of strategic and operational planning and financial responsibilities
- you become more efficient and effective sooner by developing your understanding of legislative business drivers, strategy and processes.

To support new Council members in their induction and development, returning Council members will be encouraged to have a participating role, where possible.

## Leadership

### Leadership

- Persuasion and Influence
- Understanding self & others
- Accountability
- Building cohesive relationships

Leaders must activate, initiate and decide. Effective Leadership is about creating the right environment for groups, teams, organisations and communities to effectively and creatively cope with changing environments.

The personal traits associated with effective leadership are empathy, open mindedness, ability to synthesise information, emotional maturity, integrity, effective communication and listening.

Leaders inspire and create conditions for others to be their best in the pursuit of shared goals. They seek maximum involvement of key stakeholders in order to make well informed decisions and build commitment for successful implementation.

They can facilitate agreement across diverse perspectives in order to generate breakthrough decisions and actions and consciously choose to inspire a shared vision that sets direction and collective commitment.



Program Elements			
	Topic	Outcome	Demonstrated Behaviours
Leadership	Persuasion and Influence	Knows own impact and able to persuade others and build alliances	<ul style="list-style-type: none"> <li>• Prepares information carefully, raising appropriate arguments to support propositions</li> <li>• Able to tailor information well to different groups to ensure buy-in</li> <li>• Uses experts or others to extend influence</li> <li>• Building relationships with all kinds of people up, down, sideways, inside and outside the organisation</li> <li>• Aware of impact on others and adjusts accordingly</li> <li>• Gives specific, positive and constructive feedback</li> <li>• Shares experience and expertise with others</li> </ul>
	Understanding Self & Others	Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity	<ul style="list-style-type: none"> <li>• Knows own strengths and limitations</li> <li>• Responds calmly</li> <li>• Helps others remain composed in stressful situations.</li> <li>• Anticipates and prepares for situations</li> <li>• Is considered mature, does not become defensive or irritated when times are tough</li> </ul>

Program Elements			
	Topic	Outcome	Demonstrated Behaviours
	Accountability	Ability to articulate in plain english rationale, process and outcome of decisions made by Council	<ul style="list-style-type: none"> <li>• Strives to achieve, encourages and brings the group along</li> <li>• Can respond in a positive and flexible manner to change and uncertainty</li> <li>• Makes clear the rationale for a decision and communicates this with conviction, even in the face of conflicting opinion. However will modify decision where subsequent argument or experience is compelling</li> </ul>
	Building cohesive relationships	Functional relationships that enable wise decision making.	<ul style="list-style-type: none"> <li>• Seeks, builds and sustains relationships with a network of key people to resolve issues impacting performance</li> <li>• Influences and contributes to key decisions to reflect collaborative and cross functional input</li> <li>• Influences those who want to do their 'own thing' to align back to the needs of the business</li> <li>• Able to engage effectively with our communities so that key stakeholders are influencing decisions that are both relevant and important to them</li> </ul>



## Community



The City of Onkaparinga is made up of diverse communities of identity, interest and place. We have a population of approximately 160,000 (10% of the state's population). 80% of our residents live in suburbs north of the Onkaparinga River, 15% along the central and southern coast and the remainder in rural and township areas.

Our city is part of the Kaurna country and includes significant cultural heritage areas such as the Tjibruke Trail along the coast which includes Ochre Point and the Washpool.

Our age profile is similar to that of South Australia but with a higher proportion of younger people (aged 19 and under) and a lower proportion of older people (aged 70 and over). Approximately one-fifth of our population are aged 0 to 14 years, one-fifth aged 25 to 39 years and one-fifth aged 40 to 54 years. The largest age groups in the city are 40 to 44 year olds, 50 to 54 year olds and 45 to 49 year olds. The smallest age groups in the city are those aged 85 and over.

Community is at the heart of what we do as a Council. Our community capacity, engagement, economic development and environment initiatives enable members of our communities to deepen their connectivity to our region and the issues and opportunities that abound within it.

We develop the capacity of individuals, community and sporting groups, and businesses to ensure that our city will be a place where innovative ideas are celebrated, people are valued for what they bring to the process and networks are built to create community connections, opportunities for learning, involvement in decision making and the implementation of meaningful, purposeful change.

The community modules in this program will provide an overview of our diverse communities; introduce you to our approach to community engagement and explore your role in building community capacity and city development.

Program Elements			
Community	Topic	Outcome	Demonstrated Behaviours
	Environment	Increased understanding of local environment issues and initiatives Understanding of contemporary legislation and management activities	<ul style="list-style-type: none"> <li>• Appreciation of the local environment</li> <li>• Participation in relevant events</li> </ul>
	Introduction Community Capacity Building	Understanding of what community capacity building is and our role in it	<ul style="list-style-type: none"> <li>• Ability to enable and empower communities of interest, place and identity in decision making and the implementation of meaningful, purposeful change that is important to them</li> </ul>
	Introduction to Kaurua/Council relationships	Awareness of Kaurua protocols and our responsibilities. Understanding of the significance of Kaurua history and culture in our region	<ul style="list-style-type: none"> <li>• Culturally appropriate interactions with member of the Kaurua community</li> <li>• Ability to deliver acknowledgment of country and statement of recognition confidently</li> </ul>
	Development Policy	The strategic and statutory framework for planning and development.	<ul style="list-style-type: none"> <li>• Applied understanding of council's policy principles, roles and strategic priorities</li> <li>• Effectively and productively contribute to the preparation and review of strategic plans</li> <li>• Demonstrated understanding of strategic planning process</li> </ul>

Program Elements			
Community	Topic	Outcome	Demonstrated Behaviours
	Council's Development Plan	Processes for investigating and amending Council's Development Plan, including community engagement.	<ul style="list-style-type: none"> <li>Applied understanding of council's policies that deliver desired planning outcomes in the most efficient and effective manner</li> </ul>
	Development Assessment Panel (DAP) fundamentals	Provide participants with and overview of the planning framework and basic information and knowledge to operate effectively as a DAP member.	<ul style="list-style-type: none"> <li>Understanding of the function and relationship between the panel, Council and relevant legislation</li> </ul>



## Governance

### Governance

- Overview of Local Government
- Legal responsibilities
- Council's Role
- Meeting procedures
- Financial management
- Strategy and policy

Governance enables a council to provide community leadership in an accountable and transparent manner. It seeks to reflect the aspirations of the community it serves, both in current terms and for the future. It reflects the strategic management planning and policy development function of a council; its relationship with other spheres of government; its accountability to the community; the decision making role of the elected Council and the process by which a Council enacts its statutory responsibilities and functions to achieve its strategic directions. Local government is established by and operates within a legislative framework. Governance requirements of Council are set out in the *Local Government Act 1999* and many other Acts.

Good governance is about the processes for making and implementing decisions. Good decision making processes and therefore good governance share a number of characteristics. All have a positive effect on various aspects of local government including role clarification, good working relationships, setting directions, policies and procedures, meeting practices and Council member and officer conduct.

Our governance modules are aimed at increasing elected members knowledge of legislative and governance roles and functions, awareness of the operation of the local government, current issues that the local government is dealing with and, most importantly, your responsibilities and the role expected of you.

Program Elements			
	Topic	Outcome	Demonstrated Behaviours
Governance	Overview of Local Government	<p>Awareness of how local government operates, its powers and responsibilities, legislative framework</p> <p>Knowledge of the processes and protocols that govern the local government environment</p>	<ul style="list-style-type: none"> <li>Operate within the boundaries of local government</li> </ul>
	Council's role and responsibilities	Awareness of Council's decision making structure and knowledge of specific roles and functions of Councils	<ul style="list-style-type: none"> <li>Appreciation of the knowledge and experience of the corporate body and separation of roles between elected body and administration (management)</li> <li>Able to interact with nominated officers to undertake their role</li> <li>Appreciate other members priorities and expectations</li> <li>Awareness of the separate but complementary roles of the Council as a whole, individual Council members and the CEO</li> </ul>
	Legal and statutory responsibilities	Knowledge of Council's Codes and Policies and legal and statutory obligations that guide the behaviour and conduct of an elected representative	<ul style="list-style-type: none"> <li>Demonstrate Council's values and behaviours which operate within legal requirements</li> <li>Having an understanding of formal obligations and time commitment as an elected representative of the community</li> </ul>

Program Elements			
	Topic	Outcome	Demonstrated Behaviours
Governance	Meeting procedures	Understanding of the Act and the Regulations in relation to procedures at Council and Council Committee meetings Knowledge of the conduct and procedure of Council and Committee meetings Be able to appropriately access and utilise provided resources to carry out their role as an elected member	<ul style="list-style-type: none"> <li>Effectively and productively contribute to Council and Council Committee meetings</li> <li>Demonstrate and promote fair and reasonable discussion</li> <li>Aware of own and other members impact on outcomes/decisions of Council</li> <li>Use appropriate means of communication with staff for information</li> </ul>
	Strategy and Policy	Understanding of the strategic framework including role statements, policy principles and strategies (including Community Plan 2035) that articulate the community's priorities and guide Council's decision making	<ul style="list-style-type: none"> <li>Ability to use evidence to set policy directions</li> <li>Applied understanding of council's policy principles, roles and strategic priorities</li> <li>Effectively and productively contribute to the preparation and review of strategic plans</li> <li>Demonstrated understanding of strategic planning process</li> <li>Aware of strategic indicators that track progress and trends over time</li> </ul>
	Strategic financial planning	Understand the role of strategies and asset service levels in defining the future requirement of council. Understand ongoing development of our strategic financial planning framework (resource model and long term financial plan.) Understand our current policy positions on funding (debt v rates) and KFI's. Understand the role of the Service Review Framework in context with the above	<ul style="list-style-type: none"> <li>Appreciation of the knowledge and experience of the corporate body</li> <li>Able to interact with nominated officers to undertake their role</li> <li>Aware of impact on outcomes/decisions of Council</li> <li>Demonstrated understanding of strategic planning process</li> </ul>
Elected Member induction, learning and development plan 13			



Program Elements			
	Topic	Outcome	Demonstrated Behaviours
Governance	Budget setting	<p>Understand our obligations under the Act when setting a budget.</p> <p>Understand the role of resource allocation strategies in identifying priorities for the budget year.</p> <p>Confirm understanding of our current policy positions on funding (debt v rates) and KFI's</p>	<ul style="list-style-type: none"> <li>• Appreciation of the knowledge and experience of the corporate body</li> <li>• Effectively and productively contribute to the preparation budget setting.</li> <li>• Awareness of the separate but complementary roles of the Council as a whole, individual Council members and the CEO</li> <li>• Aware of impact on outcomes/decisions of Council</li> </ul>
	Rating strategies and policies	<p>To gain and understand of our obligations under the Act and how we allocate rating requirements for different land uses and the function of the fixed charge and rate in the dollar.</p>	<ul style="list-style-type: none"> <li>• Appreciation of the knowledge and experience of the corporate body</li> <li>• Aware of impact on outcomes/decisions of Council</li> </ul>
	Budget reviews and monthly reporting	<p>Understand our obligations under the Act for reviewing budgets and carry forwards.</p> <p>Understand monthly reporting of actuals v budgets.</p>	<ul style="list-style-type: none"> <li>• Appreciation of the knowledge and experience of the corporate body</li> <li>• Aware of impact on outcomes/decisions of Council</li> </ul>

## Induction learning and development plan

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Elected Member induction, learning and development plan 15



Orientation					
	Module	Topic	Module Content	Core or Elective	Date
Orientation Evening	Module 1	Declaration of Office	<ul style="list-style-type: none"><li>Family and friends invited to attend</li><li>Introduction to senior staff</li><li>Official photograph</li><li>Explanation of first ordinary meeting of Council</li><li>Provision of orientation information pack</li><li>Issue of security passes</li></ul>	Core	Friday, 14 November
	Module 2	Orientation evening	<ul style="list-style-type: none"><li>Mayor's welcome to new members</li><li>Tour of Council Office</li><li>Provision of orientation information pack</li><li>Issue of IT equipment</li><li>Information sheets and folders provided including:<ul style="list-style-type: none"><li>IT skills assessment</li><li>EFT requirements</li><li>Contact list</li><li>Communication systems</li><li>EM Enquiry</li><li>Email tips</li><li>Business card/name tag</li></ul></li><li>Introduction to corporate systems and programs</li><li>Onkaparinga and elected member website overview</li><li>Provide advance notice to elected members of reports that will be presented to the first Council meeting that will require decisions and appointments to be made to various positions and committees</li></ul>	Core	Tuesday, 18 November 7pm



Residential					
Module	Topic	Provider	Module Content	Core or Elective	Date
Module 3	Council's Roles and responsibilities	CEO	<ul style="list-style-type: none"><li>Mayors greetings and expectations</li><li>CEO's presentation on the organisation,</li><li>Council Members – What Brought Me Here</li><li>(3 minute presentation by each Council member to provide a short description about themselves)</li></ul>	Core	Friday, 21 November 4pm
Module 4	Council's Roles and responsibilities	Director Group	<ul style="list-style-type: none"><li>Information session designed to provide elected members with an understanding of the organisation and its structure</li><li>Director's overview of their departments and responsibilities</li><li>Overall governance and operational aspects of the Council</li></ul>	Core	Saturday, 22 November morning session
Module 5	Strategy and Policy	Manager Strategy & Sustainability	<p>This session will provide elected members with an understanding of:</p> <ul style="list-style-type: none"><li>the Community Wellbeing Monitor</li><li>Council's strategic framework including role statements and policy principles.</li><li>key strategies</li></ul>	Core	Saturday, 22 November morning session
Module 6	Strategic financial planning	Manager Finance	<p>This session will provide elected members with an understanding of:</p> <ul style="list-style-type: none"><li>role of strategies and asset service levels in defining the future requirement of council</li><li>ongoing development of our strategic financial planning framework (resource model and long term financial plan)</li></ul>	Core	Saturday, 22 November morning session

Induction					
Module	Topic	Provider	Module Content	Core or Elective	Date
Module 7	Asset Management	Manager Assets	This session will provide elected members with an understanding of: <ul style="list-style-type: none"> <li>• Asset management planning and service levels</li> <li>• How asset planning process works</li> </ul>	Core	Saturday, 22 November morning session
Module 8	Building cohesive relationships	Stillwell Management (TBC)	<b>Team, Purpose and Practices</b> This session will provide elected members with an opportunity to develop their governing principles as a group. <ul style="list-style-type: none"> <li>• How will we work together</li> <li>• What is okay and not okay</li> <li>• What are we signing up for</li> </ul>	Core	Saturday, 22 November afternoon session
Module 9	Accountability	Stillwell Management (TBC)	<b>Team, Purpose and Practices cont'd</b> Establishing Role Clarity What do we do? What don't we do? Are we clear on what may straddle these two and what constitutes handover points	Core	Saturday, 22 November afternoon session
Module 10	Budget setting	Manager Finance	This session will provide elected members with an understanding of: <ul style="list-style-type: none"> <li>• our obligations under the Act when setting a budget</li> <li>• the role of resource allocation strategies in identifying priorities for the budget year</li> <li>• our current policy positions on funding (debt v rates) and KFIs</li> </ul>	Core	Tuesday, 25 November 7pm

## Workshop



Induction					
Module	Topic	Provider	Module Content	Core or Elective	Date
Module 11	Meeting procedures	Governance staff	<ul style="list-style-type: none"> <li>Mayor to introduce</li> <li>Council's decision making structure</li> <li>Seating arrangements in chamber</li> <li>Agenda items eg notice of motions, questions on notice</li> <li>Meeting procedures and chairing meetings</li> <li>Mock Council meeting</li> <li>Meeting cycles, agenda/minutes</li> <li>Council committees</li> </ul>	Core	Tuesday, 2 December 7pm
Module 12	Rating strategies and policies	Manager Finance	<p>This session will provide elected members with an understanding of:</p> <ul style="list-style-type: none"> <li>our obligations under the Act and how we allocate rating requirements for different land uses</li> <li>the function of the fixed charge and rate in the dollar</li> </ul>	Core	Saturday, 6 December morning
Module 13	Overview of Local Government	Governance/ external facilitator	<ul style="list-style-type: none"> <li>Introduction to the function of local government</li> <li>Information session about the processes and protocols that govern the local government environment</li> <li>Local Government—how it operates, its powers and responsibilities, legislative framework</li> </ul>	Core	Saturday, 6 December afternoon

Induction					
Module	Topic	Provider	Module Content	Core or Elective	Date
Module 14	Legal and statutory responsibilities	Governance/ external facilitator	<ul style="list-style-type: none"><li>• Council's Codes and Policies</li><li>• Legal issues such as conflict of interest, defamation, Freedom of Information Act, records and documents and personal liability</li><li>• Delegated authority (brief overview)</li></ul>	Core	Saturday, 6 December afternoon
Module 15	Persuasion and Influence	Persuasive Presentations Sharon Ferrier (TBC)	<p>This workshop will look at the psychology of persuasion and influence and provide you with the tools to be persuasive. Topics include:</p> <ul style="list-style-type: none"><li>• Rapport development and why you need to build a rapport bridge</li><li>• "Facts tell, stories sell" How to use stories to increase your ability to persuade</li><li>• Cialdini's six elements of persuasion. How and when to use them</li><li>• How to win people's hearts as well as their minds</li><li>• How to think on your feet and answer questions</li><li>• How to develop your own persuasion plan</li></ul>	Core	Saturday, 6 December afternoon
Module 16	Budget reviews and monthly reporting	Manager Finance	<p>This session will provide elected members with an understanding of:</p> <ul style="list-style-type: none"><li>• our obligations under the Act for reviewing budgets and carry forwards.</li><li>• monthly reporting of actuals v budgets</li></ul>	Core	Tuesday, 13 January 2015 7pm

Induction					
Module	Topic	Provider	Module Content	Core or Elective	Date
Module 17	Assets bus tour	Manager Assets	<ul style="list-style-type: none"> <li>Bus tour of the city to inspect current issues and award winning accomplishments</li> <li>Working lunch included - opportunity to interact with staff and provide additional info of projects etc</li> </ul>	Elective	Saturday, 17 January 2015 morning
Module 17 (cont'd)	Assets bus tour	Manager Assets	<ul style="list-style-type: none"> <li>Bus tour of council offices</li> </ul>	Elective	Saturday, 17 January 2015 afternoon
Module 17 & Module 19	Development Policy Council's Development plan	Manager Projects & Development Policy	<p>This session will provide elected members with an understanding of:</p> <ul style="list-style-type: none"> <li>the strategic and statutory framework for planning and development</li> <li>processes for investigating and amending Council's Development Plan, including community engagement</li> </ul>	Core	Tuesday, 27 January 2015 7pm



Learning and Development						
	Module	Topic	Provider	Module Content	Core or Elective	Date
Workshops	Module 20	Environment	Manager Strategy & Policy Manager Field Operations	This session will provide elected members with an understanding of: <ul style="list-style-type: none"><li>• Key environment strategies</li><li>• Projects and programs</li></ul>	Core	Thursday, 5 February 2015 7pm
	Module 21	Onkaparinga Council	All	<b>Expo evening</b> Showcasing different aspects of council , departments and services	Core	Thursday, 19 February 2015 7pm
Residential	Module 22	Understanding self	Manager Culture & People	This session will provide elected members with: <ul style="list-style-type: none"><li>• A HBDI Profile will provide insights into your thinking preferences and as a result, insights into how you approach things like communicating, decision making, and problem solving</li><li>• The Herrmann Brain Dominance Instrument (HBDI) Profile is scored from a 120-question survey that measures individual thinking preferences in four unique and distinct modes of thinking. Inspired initially by Nobel Prize winning research, the HBDI has been completed by over 2.5 million individuals and is utilised in many of the world's leading corporations</li><li>• At the end of this session, elected members will also be given an opportunity to provide feedback on the program to date and discuss further development in 2015-2016.</li></ul>	Core	Friday, 13 March 4pm

Learning and Development					
Module	Topic	Provider	Module Content	Core or Elective	Date
Residential	Module 23 Understanding Self	Stillwell Management (TBC)	<p>This session will provide elected members with the following:</p> <ul style="list-style-type: none"> <li>• How do you see yourself? How do others see you?</li> <li>• Personnel Relations Inventory - Johari Window</li> <li>• Conflict styles</li> <li>• Energy management</li> <li>• Circle of Influence - Encourage thinking about accountability and motivation within one's sphere of influence and control</li> </ul>	Core	Saturday, 14 March morning session
	Module 24 Understanding Self cont'd...	Stillwell Management (TBC)	<p>This session will provide elected members with the following:</p> <ul style="list-style-type: none"> <li>• How do you see yourself? How do others see you?</li> <li>• Personnel Relations Inventory - Johari Window</li> <li>• Conflict styles</li> <li>• Energy management</li> <li>• Circle of Influence - Encourage thinking about accountability and motivation within one's sphere of influence and control</li> </ul>	Core	Saturday, 14 March Afternoon session

## Learning and Development

Module	Topic	Provider	Module Content	Core or Elective	Date
Module 25	Hosting and networking skills training	External provider	<p>This session will provide elected members with the following:</p> <ul style="list-style-type: none"> <li>• Role of an elected member at official functions</li> <li>• Responsibilities of and elected member at invited external events</li> </ul>	Elective	Saturday, 14 March Afternoon sessions
<b>Information Technology Skills Training</b>					
Ongoing	Information technology skills training	Organisational Development	<p>A technology skills assessment form will be included in the Orientation pack. Elected members can identify their information technology skill level on the assessment form</p> <p>Practical group training sessions will be run according to the competencies identified on the assessment form</p> <p>In addition to the group training session our e-learning program provides access to basic training in computer skills, Office 2007 &amp; 2010 programs (Word, Excel, Access, PowerPoint, Project) as well as internal modules. Access will be provided to the e-learning system for elected members to learn at their own pace</p>	Based on the requirements of elected members sessions will be scheduled throughout the year	



Learning and Development					
Module	Topic	Provider	Module Content	Core or Elective	Date
Module 26	Introduction Community Capacity Building	Community Capacity	Understanding of community capacity building and our role in it	Elective	March 2015
Module 27	Introduction to Kaurua/Council relationships	Manager Community Capacity	<p>This session will provide elected members with an understanding of:</p> <ul style="list-style-type: none"> <li>• Kaurua protocols and our responsibilities.</li> <li>• the significance of Kaurua history and culture in our region</li> </ul>	Core	April 2015
Module 28	Accountability and Persuasion & Influence	Persuasive Presentations Sharon Ferrier (TBC) (3.5 hours)	<p>Stand Up, Speak Up &amp; Persuade</p> <p>How is it that two people can talk about the same thing, but only one gets their message across? That's because it's all in the delivery. As your role includes persuading and influences others, these techniques will help you to build on your presentation skills and excel in influencing others. Program content includes:</p> <ul style="list-style-type: none"> <li>• Managing your nerves</li> <li>• Defining your presentation objectives</li> <li>• Researching your audience</li> <li>• Developing your topic</li> <li>• Structuring your presentation</li> <li>• The 5 steps for a persuasive presentation</li> <li>• The role of body language and voice</li> <li>• Impromptu speeches and how to answer questions</li> </ul>	Core	April 2015

## Workshops

## Learning and Development

Module	Topic	Provider	Module Content	Core or Elective	Date
Module 29	Meeting procedures	TBA	<p><b>Audit Committee</b></p> <p>Participants will gain an understanding of the audit committee's role in:</p> <ul style="list-style-type: none"> <li>• Councils' financial reporting and its monitoring</li> <li>• internal controls and risk management systems</li> <li>• audit committee work programs and their construction</li> <li>• whistleblowers' policies and procedures</li> <li>• internal audit and the committee deliberations</li> <li>• external audit and its relationship with the committee</li> <li>• dealing with emerging risks</li> </ul>	Core for Audit Committee members	Dates to be advised
Module 30	Meeting procedures	TBA	<p><b>CEO Performance Review</b></p> <p>This course has been designed to assist those involved with the CEO performance management and appraisal. Participants will gain an understanding of:</p> <ul style="list-style-type: none"> <li>• principles of performance management</li> <li>• legal framework, both in statute, and at common law, regulating performance management in the employer/employee relationship</li> <li>• unique relationship between the CEO and Council and the role of the CEO contract of employment and key performance indicators</li> <li>• best practice in managing CEO performance</li> <li>• overview of who can assist with the performance management process</li> </ul>	Core for CEO Performance Management Committee members	Dates to be advised

## Learning and Development

Module	Topic	Provider	Module Content	Core or Elective	Date
Module 31	Meeting procedures	External facilitator	<p><b>Development Assessment Panel (DAP) fundamentals</b></p> <p>Councils are required to establish a Development Assessment Panel comprised of independent members, elected members and Council officers. This course will provide participants with the basic information and knowledge to operate effectively as a DAP member. The course will include:</p> <ul style="list-style-type: none"> <li>• overview of the planning framework</li> <li>• role and responsibilities of DAP members</li> <li>• relationship between Council staff and DAP members</li> <li>• development assessment</li> <li>• understanding the Development Plan</li> <li>• non-complying development</li> <li>• global influences—sustainability, climate change</li> <li>• hearing applicants/representors</li> <li>• determining/advising a decision—reasons for approval/refusal</li> <li>• Environment, Resources and Development Court</li> </ul>	Core for DAP members	



## Learning and Development

Module	Topic	Provider	Module Content	Core or Elective	Date
Module 32	Legal and statutory responsibilities	Governance/external facilitator	<p><b>The delegation process</b> This course will give participants an overview of the delegation process as it applies to Councils. Topics covered will include:</p> <ul style="list-style-type: none"> <li>• why have delegations</li> <li>• delegation of a power, duty or function</li> <li>• why delegations apply to a position not a person</li> <li>• sub-delegations</li> <li>• authorised officers</li> <li>• what are powers, duties and functions</li> <li>• how long a delegation applies and what can't be delegated</li> </ul>	Elective	Within first 6 months of new term
Module 33	Legal and statutory responsibilities	External facilitator	<p><b>Whistleblowers – Fraud and Corruption Reporting</b> This practical and interactive course will raise awareness of corruption and corruption risks and the role of Council Officers and Council Members in recognising and responding to these issues. This course will provide participants with the opportunity to:</p> <ul style="list-style-type: none"> <li>• examine and discuss the types of conduct that could constitute corruption and/or fraud</li> <li>• understand the relevance of the Whistleblowers Protection Act and the ICAC Act in the context of fraud and corruption reporting</li> <li>• identify fraud and corruption risks</li> <li>• identify strategies to manage fraudulent and/or corrupt conduct</li> </ul>	Core	Within first 6 months of new term

Learning and Development					
Module	Topic	Provider	Module Content	Core or Elective	Date
Module 34	Meeting procedures	LGA Education and Training	<b>Council and Committee meeting procedures and chairing skills</b> This course is designed to: <ul style="list-style-type: none"> <li>• increase participants' understanding of the legislative requirements in relation to the process and procedures involved in Local Government meetings and their participation in meetings</li> <li>• develop participants own skills and strategies to enable them to chair Local Government meetings more effectively and productively, in accordance with the requirements of the <i>Local Government Act 1999</i> and the <i>Local Government (Procedures at Meetings) Regulations 2013</i></li> </ul>	Elective	Dates to be advised
Assessment			<b>Elected member assessment</b> Six month assessment using an appropriate assessment tool to identify areas where elected members could update and improve their skills, exploring the competency in the following areas: <ul style="list-style-type: none"> <li>• elected members' statutory responsibilities</li> <li>• roles and responsibilities of elected members</li> <li>• meeting procedures of Council and committees</li> <li>• financial governance and management</li> <li>• elected member and staff relationships</li> <li>• community representation</li> <li>• knowledge of the council area</li> <li>• federal, state, local government relationships</li> </ul>	Core	

Learning and Development					
Module	Topic	Provider	Module Content	Core or Elective	Date



## Induction of the Mayor

DRAFT

Induction of the Mayor				
Topic	Provider	Module Content	Date	
Mayor and CEO meeting.	Governance	Mayor and CEO meeting .	Tuesday 18 November	
Administrative arrangements	Governance	<ul style="list-style-type: none"> <li>• Mayoral entitlements, allowances etc</li> <li>• Provision of equipment</li> <li>• Assessment of IT skills and training needs</li> <li>• Executive support</li> <li>• Specific Council policy authorisations and delegations</li> <li>• Mayor's access to staff</li> </ul>	TBA	
Official responsibilities	Governance	<ul style="list-style-type: none"> <li>• Current community and relevant internal issues</li> <li>• Civic and ceremonial duties and imminent Mayoral appointments</li> <li>• Dealing with media comment</li> <li>• Dealing with other levels of government – promoting good relationships</li> <li>• Spokesperson role</li> </ul>	TBA	
Roles and responsibilities	Governance	<ul style="list-style-type: none"> <li>• Role as leader of Council</li> <li>• Ways in which the Mayor and CEO can work to maintain and improve working relationships</li> <li>• Critical behaviours to ensure the Mayor and CEO remain positive role models to Council members and staff</li> <li>• Process for providing feedback when some improvement required</li> <li>• Sharing of confidential information and 'intelligence'</li> <li>• Shared responsibility for developing and promoting Council's vision</li> <li>• Mayor's role with the Council members responsibilities and accountabilities</li> </ul>	TBA	

Induction of the Mayor				
Topic	Provider	Module Content	Date	
Meeting procedures	Governance	Presiding at meetings of Council Power of Mayor in terms of calling meetings Update on Council agenda and reports	TBA	
Legal and statutory responsibilities	Governance/external facilitator	Specific legal requirements and limitations of the Mayor's role Code of Conduct – managing and modelling good conduct The administrative law and legislated roles and responsibilities of a Council and its members	TBA	
		<b>Professional development program to be negotiated with Mayor.</b>		

## Local Government Education and Training Service

The LGA Education & Training service has an extensive and comprehensive range of training courses available to the Local Government sector in South Australia. Courses are programmed throughout the year in accordance with demand and topic relevance. Advance notice of all dates and venues for LGA Education and Training Service opportunities will be provided via Weekly News.

Listed below are training opportunities that could be beneficial. For information on a course visit [www.lga.sa.gov.au](http://www.lga.sa.gov.au) and click on Training Opportunities.

### Child Friendly Cities

Children's Participation in Democratic Decision-Making and Planning

Council Members Strategic Issues Residential Seminar

Designing Outdoor Learning Environments for Young Children

Freedom of Information

IAP2 Public Participation Certificate

Introduction to Maladministration - Online

Managing Conflict - Understanding Mediation Processes

Mayors' and Chairpersons' Residential Seminar

Media Skills for Council Members

New Elected Members' Residential Seminar

Policy Development for Council Members

Public Speaking Skills for Council Members

Recycle Right Training Tour

Section 101A Development Act Strategic Planning and Development Policy Committee

Strategic Financial Sustainability Tools for Good Governance Decision Making

Treasury Management

Understanding your obligations under the Burial and Cremation Act 2013 and Regulations

Youth Participation

### Online Training

Council members who have limited time available to attend training sessions may find the online training allows them to complete modules at a time and pace that suits them. The following online modules available through the LGA Education and Training Service:

- Roles and responsibilities of elected members
- Conflict of interest and register of interests
- Council and committee meeting procedures
- Financial management and reporting

<b>Responsible officer(s)/department(s):</b>	Manager Risk and Compliance
<b>Adopted by:</b>	Council
<b>Adoption date:</b>	26 August 2014
<b>Next review:</b>	
<b>ECM number:</b>	DSID

### **9.13 Update on elected member code of conduct**

This is an update on a previously reported subject, concept or issue.

Director: Alison Hancock, Director People Governance and Regulatory Services

Report Author: Alison Hancock, Director People Governance and Regulatory Services

Contact Number: 8384 1507

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This report will be provided under separate cover.



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## **9.14 The Quarter April- June 2014**

This is a regular or standard report.

Director:	Steve Mathewson, Director Finance and Commercial
Report Author:	Lorraine Applebee, Team Leader Finance and Community Administration
Contact Number:	8384 0707
Attachments:	1. The Quarter (74 pages)

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### **1. Purpose**

This report presents the June 2014 edition of The Quarter.

### **2. Recommendation**

**That the June 2014 Quarter be received and noted.**

### **3. Background**

The Quarter forms a key part of the City of Onkaparinga's Reporting Framework. It is generally presented to Council in May, August, December and February of each year. The June edition covers the period of April, May and June 2014.

The first section provides graphical representation of all quarterly Key Performance Indicators (KPIs).

The second section provides supporting details for the KPIs and has been grouped under the Balanced Scorecard headings of Stakeholders, Finances, Employees and Processes. In addition, this section incorporates Key Result Areas (KRAs) which have influenced KPI outcomes. These quarterly statistics are current to June 2014.

The third section of The Quarter includes information grouped departmentally about progress on Key Result Areas (KRAs), service levels, major projects, service reviews, funding received, significant events and other related issues that occurred during the period in review. These activities are current to August 2014.

### **4. Financial Implications**

No financial implications have been identified.

### **5. Risk and Opportunity Management**

No key risks have been identified.



## Introduction

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The Quarter is the City of Onkaparinga's quarterly corporate report and a key instrument in the Council's reporting framework.

This edition contains information about the Council's performance for the three months ending 30 June 2014 and activities during the five months ending 31 August 2014.

For easy reference, The Quarter is presented in three sections, which are:

- a graphical representation of all quarterly Key Performance Indicators (KPIs)
- supporting details for the KPIs grouped under Balanced Scorecard headings of Stakeholders, Finances, Employees, Processes and Grants. This section also includes Key Result Areas (KRAs) which have influenced the KPI results
- information grouped departmentally about our City's progress on major organisational projects, significant events and other related issues that have occurred during the period in review.

I encourage feedback about The Quarter and trust that you find its content valuable and informative.

Mark Dowd

**Chief Executive Officer**

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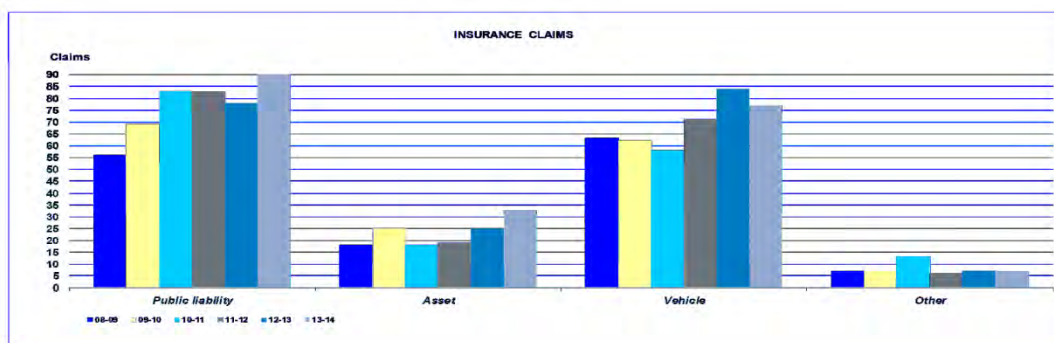
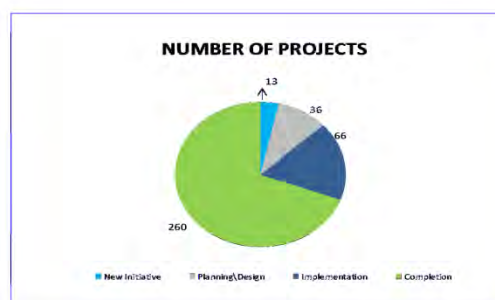
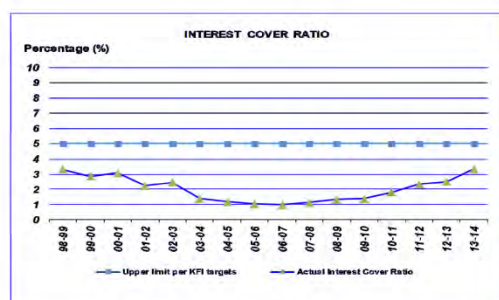
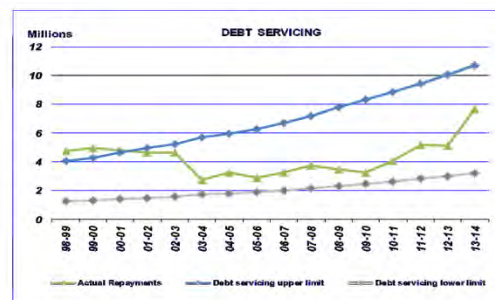
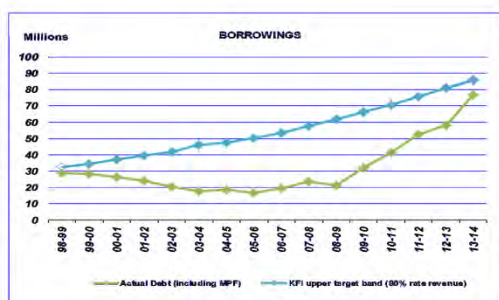
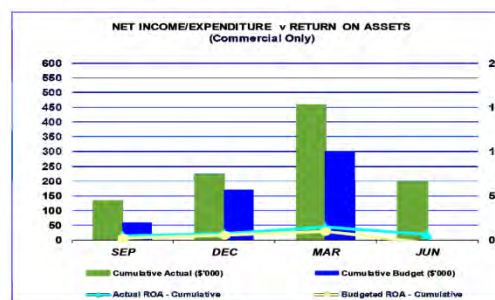
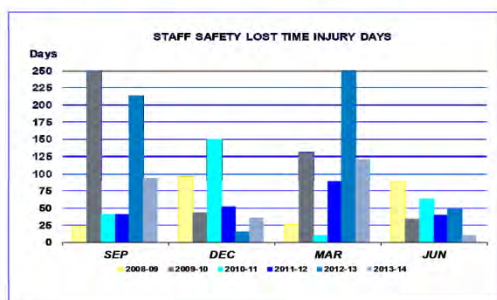
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# Balanced Scorecard

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## QUARTERLY KPI's as at 30 June 2014



## Balanced Scorecard

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### Financial

#### ***Net Income/Expenditure v Return on Assets (Commercial Only) (Refer to KPI summary) (Ben Hall)***

This graph shows the actual cumulative results in dollars versus those cumulatively budgeted as well as the cumulative Return on Assets (ROA) for Commercial Activities only.

As reflected on the graph the YTD actual return on assets from Commercial Activities is above budget. During the April-June quarter the tourist parks have operated favourably due to a continued demand for cabins during this unseasonable time. The Golf Course incurred an annual water charge during the quarter resulting in an unfavourable performance (for the quarter).

#### ***Borrowings (Refer to KPI summary) (Darren Styler)***

This graph compares the level of borrowings (forecast to 30 June 2014) with the target range established for borrowings as part of the 2013-14 budget process.

An upper limit of borrowings at 100 per cent of rate revenue (excluding the NRM levy) has been established for this indicator with an upper target limit of 80 per cent of rate revenue (excluding the NRM levy).

The forecast for borrowings as at 30 June 2014 (following budget review 3) is currently \$76.4 million. This is below the upper target range of \$85.7 million (80 per cent of rate revenue excluding NRM levy). This illustrates our capacity to undertake the level of borrowings required to fund the Major Projects Fund Works.

Actual debt is represented by a combination of fixed term loans and short term borrowings. Short term borrowings are utilised to fund periodic cash flow requirements and are repaid during times of peak cash inflows such as rates instalments.

#### ***Debt servicing (Refer to KPI summary) (Darren Styler)***

This graph compares the debt servicing expenditure forecast at 30 June 2014 (following budget review 3) with the upper and lower target limits established as part of the 2007-08 budget process. Debt servicing includes interest expenses and principal repayments.

An upper limit of 10 per cent and a lower limit of 3 per cent of rate revenue (excluding the NRM levy) have been established for this indicator.

The forecast for debt servicing as at 30 June 2014 is currently \$7.7 million. This remains well below the upper limit of \$10.7 million (10 per cent of rate revenue excluding NRM levy).

#### ***Interest cover (Refer to KPI summary) (Darren Styler)***

This graph compares net interest expenses as a percentage of operating revenue (excluding the NRM levy and investment income) with the upper target limit established as part of the 2009-10 budget process. An upper target limit of 5 per cent has been established for this indicator.

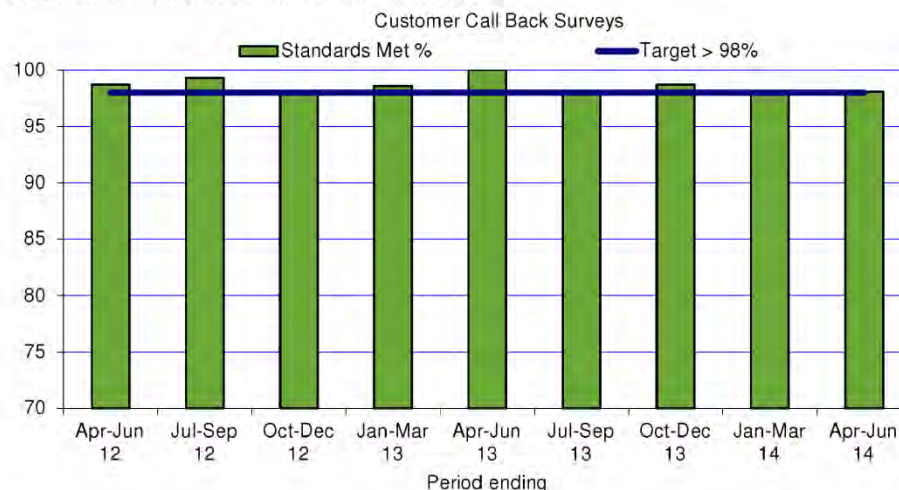
The forecast for the interest cover ratio for 2013-14 is currently 3.33 per cent. This indicates that 3.33 cents of every \$1 in operating revenue will go towards interest payments. This ratio remains well below the upper target limit of 5 per cent.



## Balanced Scorecard

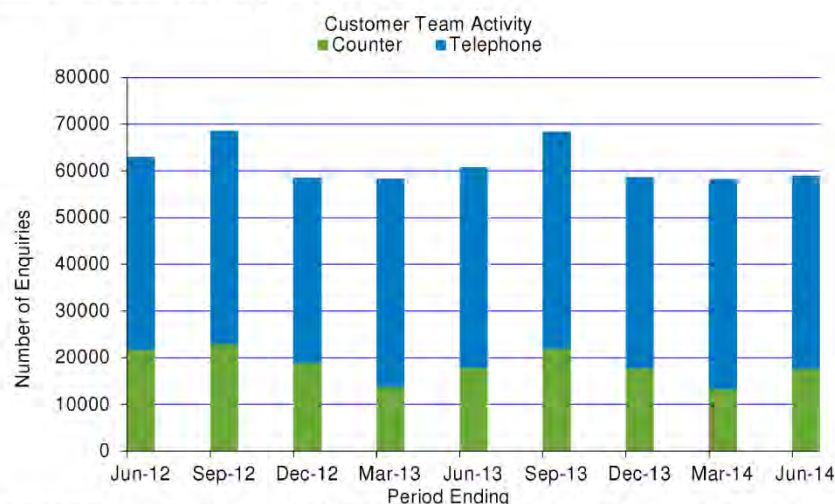
### Stakeholders

#### **Customer call back surveys (Judi Cameron)**



On a weekly basis, customers who have recently contacted our customer centre are surveyed. Each customer call back survey consists of eight questions/comments that measure a combination of customer service standards and internal procedural standards specifically related to the service provided by our customer service officers. Feedback and/or coaching is provided to each customer service officer based on the results of the surveys.

#### **Customer team activity (KRA) (Judi Cameron)**

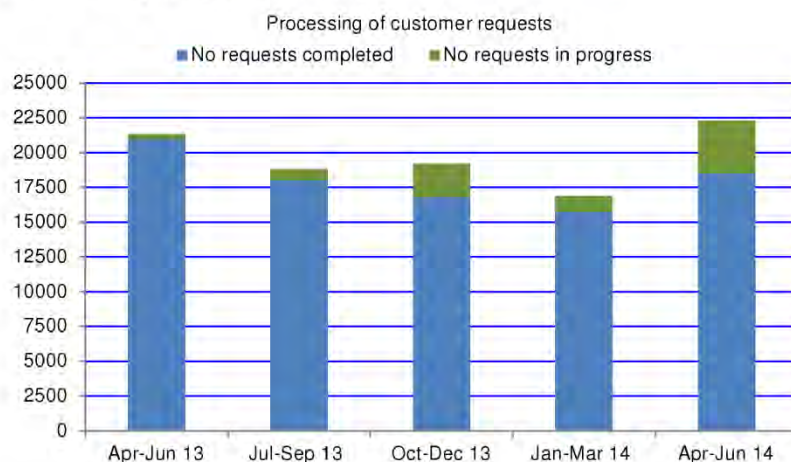


During this quarter we received 58,956 enquiries. The number of enquiries is slightly lower compared with the same quarter last year.



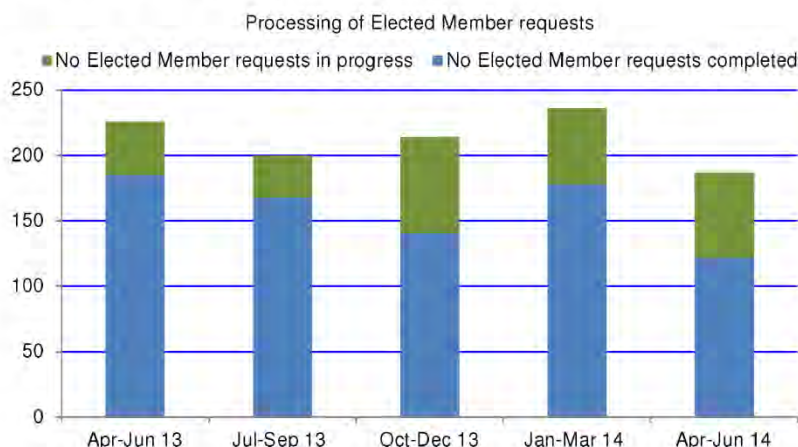
## Balanced Scorecard

### Customer request (Judi Cameron)



The Pathways customer request system is used to track customer requests. For the quarter a total of 19,887 requests were received, an 17.82 per cent increase in comparison to the June 2013 quarter. Of these 1413 requests were in progress as at 30 June 2014, which represents a completion rate of 92.89 per cent compared to 93.38 per cent in the June 2013 quarter. Employees and graffiti volunteers initiated 71.14 per cent of the total number of requests for the quarter.

### Elected Member request (Karen Ingram)



Elected member requests are entered into the Pathways system. A total of 184 requests were received during the June 2014 quarter, a decrease of 22.04 per cent in comparison to the June 2013 quarter. A total of 37 elected member requests were either ongoing or still in progress, which represents a completion rate of 79.89 per cent compared to 75.42 per cent in the June 2013.

## Balanced Scorecard

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### Employees

#### ***Staff safety (refer to KPI summary) (Jacki Done)***

This graph tracks employee Lost Time Injury (LTI) statistics over the quarters of previous years and enables comparison with current results. The data is provided from the Local Government Association Workers Compensation Scheme (the Scheme). This data is used by the Scheme to calculate the percentage of our salaries and wages payable as workers compensation insurance premium.

The LTI statistics are updated on a monthly basis but the currency/accuracy of data is dependent upon the status of a claim and the injured employee's return to work. This reporting approach is uniform across local government areas in South Australia and in no way has any adverse effect on our Health and Safety or Injury Management responsibilities or outcomes.

During the current quarter there shows a decline in the number of LTI's and duration rate.

### Processes

#### ***Projects (Refer to KPI summary) (Nicole Page)***

At the end of the fourth quarter of the 2013-14 financial year there are three (0.8 per cent) PCW projects at stage 1 (new initiative, PCW projects that have not yet started). There are 116 (30.9 per cent) PCW projects in progress between stage 2 (assessment) through to stage 5 (evaluation). The number of PCW projects completed is 256 (68.3 per cent). The percentage of PCW projects completed on time and on budget is 95 per cent.

#### ***Risk management (refer to KPI summary) (Graham Cahill)***

This graph provides a breakdown of insurance claims by category for the past six years. The categories are Public Liability, Vehicle, Asset and Other. The 'Other' category includes personal accident for Elected Members, volunteers and those special type liability claims such as at the Willunga Golf Course, volunteer personal accident and professional indemnity. 'Motor vehicle' and 'Public liability' claim numbers are trending slightly higher for the current year. The increase in public liability claims can be attributed to an increase in road related issues caused by wet weather and claims from utilities for damage to their infrastructure. There were no apparent contributing factors for the increase in motor vehicle claims. 'Asset' and 'Other' claims are consistent with previous years.

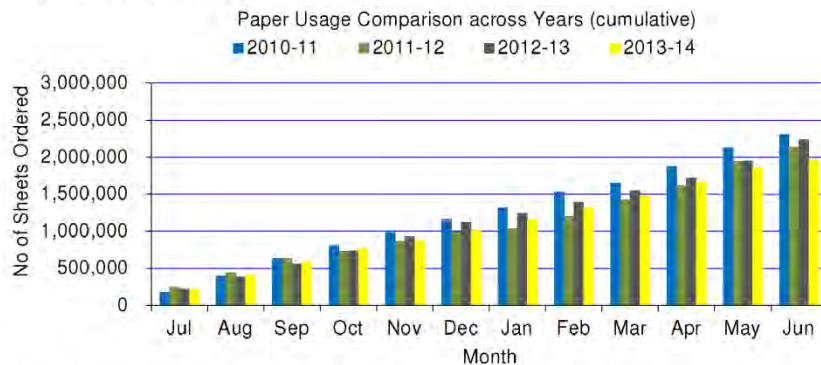
#### ***Risk Management Review 2014 (Graham Cahill)***

The LGA Mutual Liability Scheme have advised the score for the 2013 Risk Management Review, will be carried forward to 2014 and in that review the City of Onkaparinga achieved an excellent overall score of 95.1 per cent compared to the metropolitan council average of 93.0 per cent, with all eight risk categories scoring over the metropolitan council average (Local Government average was 5.2 categories).

## Balanced Scorecard

### Energy/water/paper management (KRA)

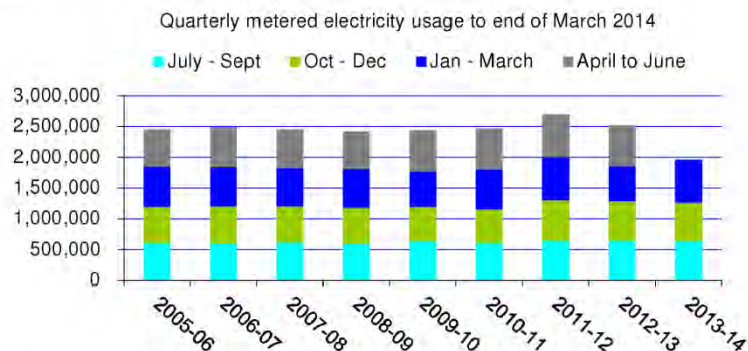
#### Paper usage (Ben Hall)



This graph reports cumulatively the number of sheets of A4 white copy paper purchased monthly. Paper usage in the libraries is not included due to the combination of staff, student and public use. Paper purchased for the final quarter of 2013-14 was 472,500 sheets compared to the same quarter in 2012-13 of 690,000 sheets, a decrease of 31.52 per cent.

Overall this financial year 2013-14 paper purchased has decreased 282,500 sheets or 12.62 per cent compared to the same period last financial year 2012-13.

#### Electricity usage (Ben Hall)



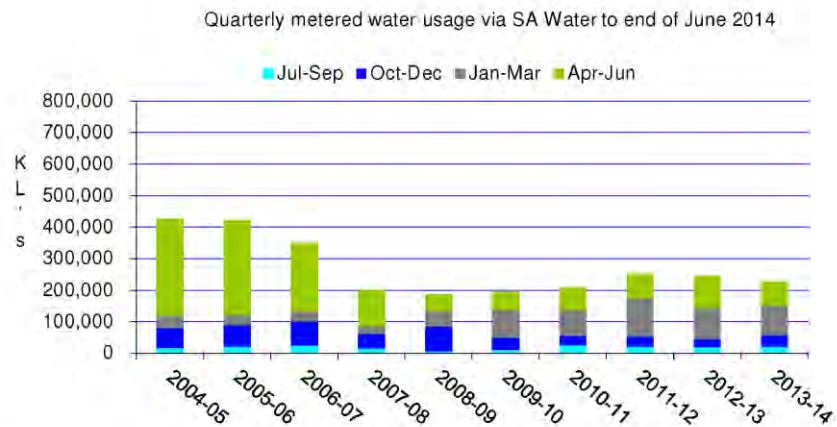
This graph provides a summary of quarterly metered electricity usage for the council. It has been updated to include the March 2014 quarter during which we used 697,029 kWhs. When compared to the previous five years for the March quarters, electricity usage is consistent.

Water Proofing the South (Water Services) electricity usage has been removed from the report as this is a separate business unit and to ensure that it does not interfere with the trending figures for councils general operation given the potential high-level of demand associated with the operation of the scheme.



## Balanced Scorecard

### Water usage (Ben Hall)



This graph provides a summary of the quarterly metered water usage via SA Water. The water consumption for the period April to June 2014 was 75,174 kl's, which when compared to the same period last year is a decrease of 25,309 kl's.

# Departmental Reporting

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## Departmental Reporting

### People, Governance & Regulatory Services

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### Key Result Areas/Service Levels/Statistics

#### **Development Applications (Ben Victory)**

Comparison of development application (DA) numbers lodged:

2013		2014	
April	314	April	309
May	341	May	335
June	273	June	314
<b>Total</b>	<b>928</b>	<b>Total</b>	<b>958</b>

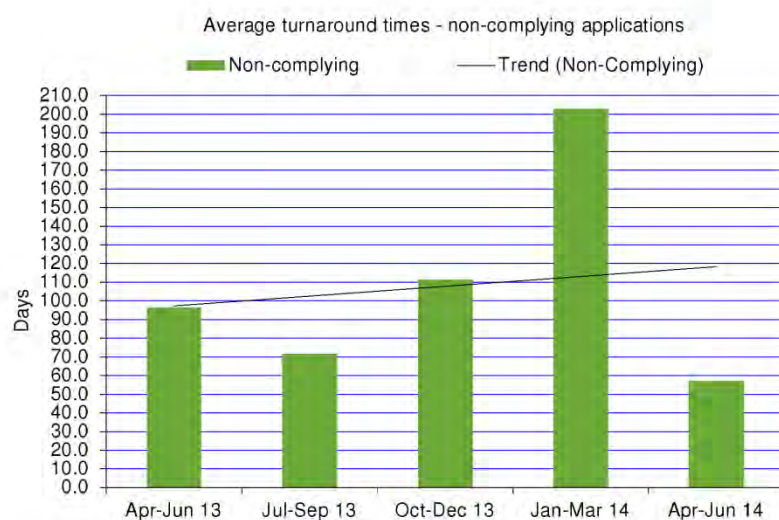
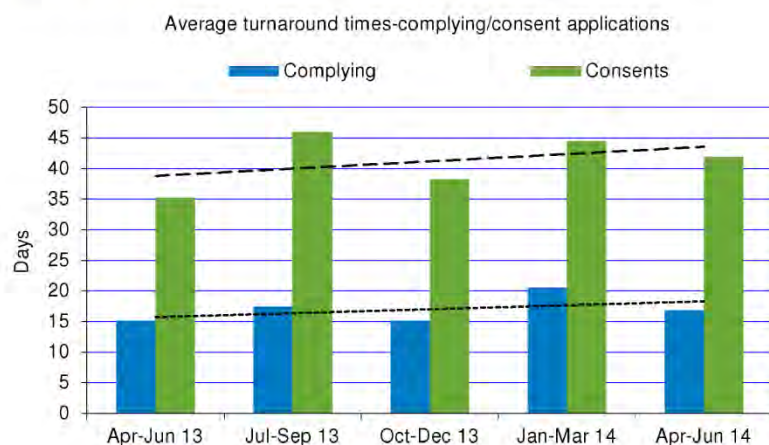
The fourth quarter figures for 2013-14 recorded a 3.1 per cent increase in the number of DAs lodged when compared with the same period for 2012-13. This is a 3.6 per cent decrease from the 994 DAs lodged in the previous quarter (January-March). There have been 4200 DAs lodged in the last 12 months, a 9.8 per cent increase on the 3786 lodged for the 12 months prior.

#### **Turnaround Times April to June 2014 for development applications (Ben Victory)**

The average turnaround time for complying applications (including Building Rules Consent only DAs) was 23.7 business days, which compares with 17.5 days for the corresponding 2013 quarter. Residential Development Code complying applications took an average of 37 business days, compared with 39.5 days in April-June 2013 quarter. Merit (consent) applications had an average turnaround time of 41.9 business days compared with 46 days in the corresponding 2013 quarter. The turnaround times included planning and/or building consent components.



## Departmental Reporting



Two non-complying development applications were determined during the quarter, taking an average time of 85.7 days. Non-complying applications generally take longer to assess than merit applications due to their complexity and processing requirements, and the very small number of non-complying applications can result in significant variations in average turnaround times.

### ***Open space provision and contribution (Ben Victory)***

Three land division applications creating more than 20 allotments were approved in the quarter:

- 35 allotments in a community title land division at 12 Swinton Close, Christies Downs - no open space was provided as the development is private.

## Departmental Reporting

- 40 allotments at lot 270 Marston Drive, Morphett Vale. No open space was provided based on existing reserves located nearby and a payment of \$266,008 was instead made into the open space fund in lieu of the 12.5 per cent open space.
- 292 allotments for stage 2 of the Seaford Heights development - includes the provision of an 8690m<sup>2</sup> of open space in two reserves (representing 4.62 per cent of the Stage 2 site) with a monetary contribution of \$1,174,225 being paid for the shortfall below 12.5 per cent.

### ***Development Assessment Panel (DAP) decisions (Ben Victory)***

Four development applications were considered by the DAP in the quarter, with three being approved and one refused. DAP decisions are reported via inclusion of the Panel minutes in Weekly News.

### ***Major developments (Ben Victory)***

During the April to June 2014 quarter, 10 developments valued at more than \$1 million were approved:

- Four two storey dwellings with balconies at 80-81 Esplanade, Port Noarlunga South valued at \$1 million.
- Construction of a two storey residential flat building comprising four dwellings with associated garages located on the eastern property boundary with associated earthworks and landscaping at 24 Clovelly Avenue, Christies Beach valued at \$1.1 million.
- Single storey dwelling and removal of a tree at allotment 1 Scenic Road, Clarendon valued at \$1.2 million.
- Store for the storage of palletised bottled wine including additional carparking, access road around wine store, retaining walls and associated landscaping at Martins Road, McLaren Vale valued at \$1.25 million.
- One two storey residential flat building comprising eight dwellings with garages and one two storey group dwelling with garage at 9 Main South Road, O'Halloran Hill valued at \$1.35 million.
- Education facility – 'senior students' learning centre at 140 Pimpala Road, Morphett Vale valued at \$1.54 million.
- Additions and alterations to the existing shopping centre comprising three new tenancies and amenities at 130 Main Road, McLaren Vale valued at \$1.9 million.
- Medical clinic with associated emergency accommodation building, carparking, signage and landscaping at 2-20 Prow Drive, Seaford Meadows valued at \$2.4 million.
- Alterations and additions to a shop tenancy including external loading dock at Pt Allot 54 Burgess Drive, Noarlunga Centre valued at \$2.5 million.
- Demolition of outbuildings and construction of three independent living units (one detached and two semi-detached), alterations and additions to the existing community centre including three storey extension, undercroft parking, five new apartments, new office, community lounge, internal signage to building, freestanding sign and additional carparking at Part Allotment 25 McHarg Road, Happy Valley valued at \$4.3 million.

## Departmental Reporting

### ***Regulated/significant tree applications (Ben Victory)***

The [Development Plan](#) sets out the provisions for assessing development applications for removing or damaging regulated and significant trees and can be viewed via our [website](#). Refer in particular to the General Section provisions for Regulated Trees and Significant Trees.

The following data relates to DAs for this quarter involving regulated and significant trees:

Total number of development applications involving regulated trees	14
Total number of development applications involving significant trees	13
	Total 27
Number of regulated trees sought to be removed or pruned	14
Number of significant trees sought to be removed or pruned	14
	Total 28
Number of development applications for pruning of regulated trees	0
Number of development applications for pruning of significant trees	1
	Total 1
Number of development applications for removal of regulated trees	14
Number of development applications for removal of significant trees	12
	Total 26
Number of regulated trees sought to be pruned	0
Number of significant trees sought to be pruned	1
	Total 1
Number of regulated trees sought to be removed	14
Number of significant trees sought to be removed	12
	Total 26
Number of native regulated trees sought to be pruned	0
Number of native significant trees sought to be pruned	1
	Total 1
Number of native regulated trees sought to be removed	14
Number of native significant trees sought to be removed	13
	27
Number of non-native regulated trees sought to be pruned	0
Number of non-native significant trees sought to be pruned	0
	Total 0
Number of non-native regulated trees sought to be removed	0
Number of non-native significant trees sought to be removed	0
	Total 0
Number of regulated trees sought to be pruned where the species was not specified	0
Number of significant trees sought to be pruned where the species was not specified	0
	Total 0



## Departmental Reporting

Number of regulated trees sought to be removed where the species was not specified	0
Number of significant trees sought to be removed where the species was not specified	0
	Total 0
Reason for application for regulated trees:	
• To enable development	3
• Dangerous	6
• Ill-health of tree	5
	Total 14
Reason for application for significant trees:	
• To enable development	3
• Dangerous	6
• Ill-health of tree	4
	Total 13
Number of regulated tree development applications with council as applicant	0
Number of significant tree development applications with council as applicant	1
	Total 1

Of the 14 private development applications lodged involving regulated trees:

Withdrawn	0
Decision pending	4
Refused	0
Approved	10

Of the 13 development applications lodged involving significant trees:

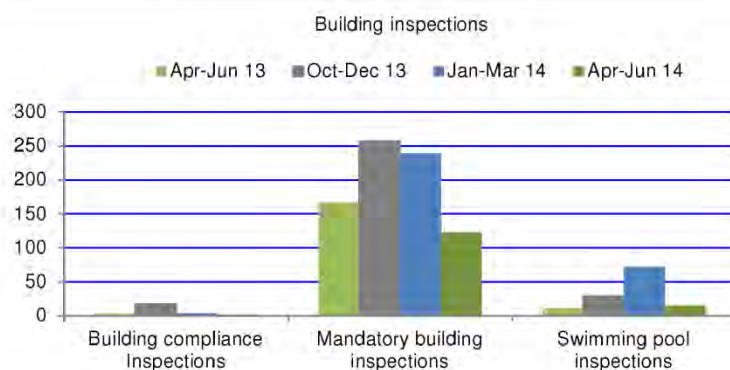
Withdrawn	1
Decision pending	6
Refused	0
Approved	6

## Departmental Reporting

### **Building Team – inspections (Dustin Georgeson)**

In addition to the assessment function, the Building Team has carried out inspections of building work, new pool inspections and building compliance inspections over the quarter. Inspections by the Building Team are reflected within the following table and graph.

Building compliance inspections	2
Mandatory building inspections	123
Swimming pool inspections	15
<b>Total</b>	<b>140</b>



In many instances the inspection of building work or a swimming pool will reveal non-compliance with the Building Rules and as a result require further inspections and follow up with builders and/or owners, and in some cases the issuing of enforcement notices. However, this activity is not reflected in the above figures.

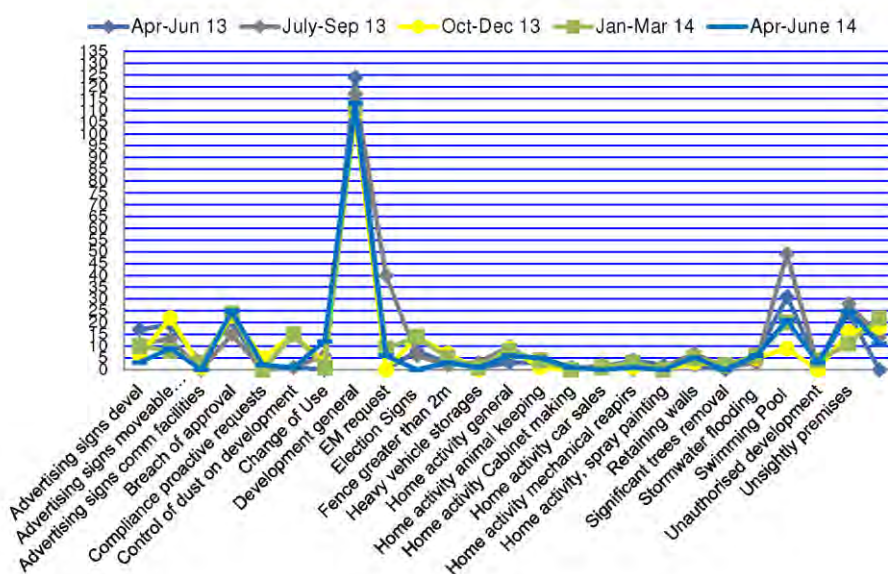
### **Development Compliance (Dustin Georgeson)**

The following table and graph reflect the number of development compliance related investigations undertaken as a result of customer enquiries for the quarter.

<i>Compliance Customer Service Request Type</i>	<i>No.</i>
Advertising signs – development	3
Advertising signs – moveable banners	9
Advertising Signs – community facilities	0
Breach of approval	25
Control of dust on development	1
Proactive requests	2
Change of use	12
Development general / miscellaneous	113
Election Signs compliance	6
Elected member request	0

## Departmental Reporting

Fence general greater than 2m	3
Heavy vehicle storage	1
Home activity, animal keeping	5
Home activity, cabinet making	1
Home activity, car sales	0
Home activity, general	6
Home activity, mechanical repairs	1
Home activity, spray painting	0
Retaining walls general	5
Shipping containers (compliance)	0
Significant tree removal	6
Stormwater flooding private property	21
Swimming pool compliance (fence)	3
Unauthorised development	25
Unightly premises	11
<b>Total</b>	<b>273</b>





## Departmental Reporting

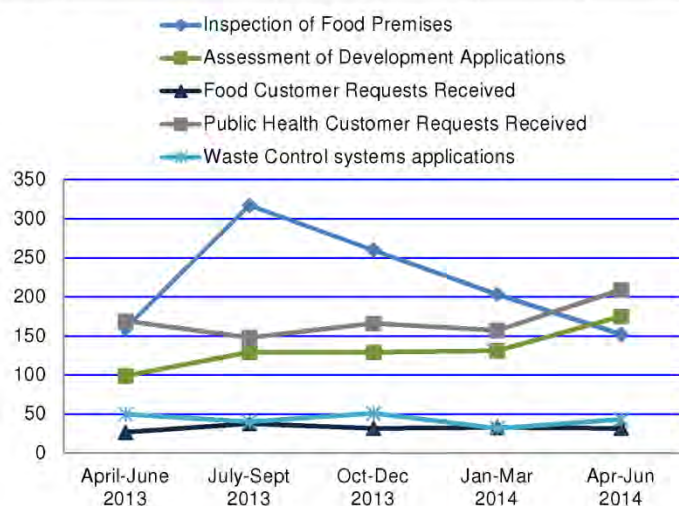
In many instances the investigation of enquiries and complaints may require a number of inspections, letters, possibly enforcement notices issued and court appearances made by staff; however, this is not reflected in the above figures as it only reflects once the request has been completed.

### **Environmental health (Nicole Moore)**

The following table and graph reflect environmental health related activities for the quarter.

Key statistics for the quarter:

<i>Service Type</i>	<i>Apr-Jun 2013</i>	<i>Jul-Sep 2013</i>	<i>Oct-Dec 2013</i>	<i>Jan-Mar 2014</i>	<i>Apr-Jun 2014</i>
General enquiries	1401	1186	1069	1277	1113
<b>Food</b>					
Customer requests received	27	38	32	33	32
Food premises - inspections	160	317	260	203	152
Food audits	6	5	13	17	13
<b>Public Health</b>					
Customer requests received	169	148	166	157	209
Skin penetration inspections	2	5	4	1	0
Public swimming pool inspections	2	9	11	22	3
<b>Other</b>					
Assessment of Development Applications	99	129	129	131	175
Wastewater system applications	50	40	51	32	43



## Departmental Reporting

The graph shows:

- Food premises inspections have reduced slightly this quarter.
- The total number of waste control system applications this quarter has increased slightly.
- The initial assessment of development applications has increased this quarter.
- The amount of food related customer requests has remained steady this quarter.
- Public health related customer requests have increased this quarter.

Other Environmental Health activities for the quarter included:

- Thirteen food safety audits at high risk premises were conducted, including childcare centres and aged care facilities. Due to the complexity, each audit can take up to a day to complete.
- Three food education sessions were presented to community groups, residents and food handlers.
- Eleven Improvement Notices were issued to food businesses for non-compliance with the *Food Act, 2001*.
- Four Compliance Notices were issued against properties with failing septic tanks under the *South Australian Public Health Act, 2011*.
- One Expiation Notice was issued under the *South Australian Public Health Act 2011*.
- Four Expiation Notices were issued under the *Food Act 2001*.
- The sentence hearing for Coles McLaren Vale was held in the Adelaide Magistrates court on Thursday May 15 2014. The Magistrate convicted Coles on all seven of the charges that they had previously plead guilty to, and imposed a fine of \$31,500 with an additional \$10,000 towards our costs and payment of the victims of crime levy for each charge. Each of the seven counts related to displaying of food for sale, namely cold meats, which were past their use-by dates.

### **Immunisation (Petra Noble)**

The City of Onkaparinga provides immunisation services to residents within our council as well as that of the Alexandrina Council under a contract arrangement. Our nurses also conduct the School Based Immunisation Program on behalf of the City of Victor Harbor, visiting their three high schools.

#### **City of Onkaparinga**

- A total of fifty four immunisation clinics were conducted over the quarter.
- Twenty four schools were visited as part of the School Based Immunisation Program.
- 42 worksites were visited this quarter administer the Influenza vaccine.

#### **Alexandrina Council**

- Six clinics were held in Alexandrina over the quarter, three in Goolwa and three in Strathalbyn.
- Two worksites were visited to provide the Influenza vaccine.

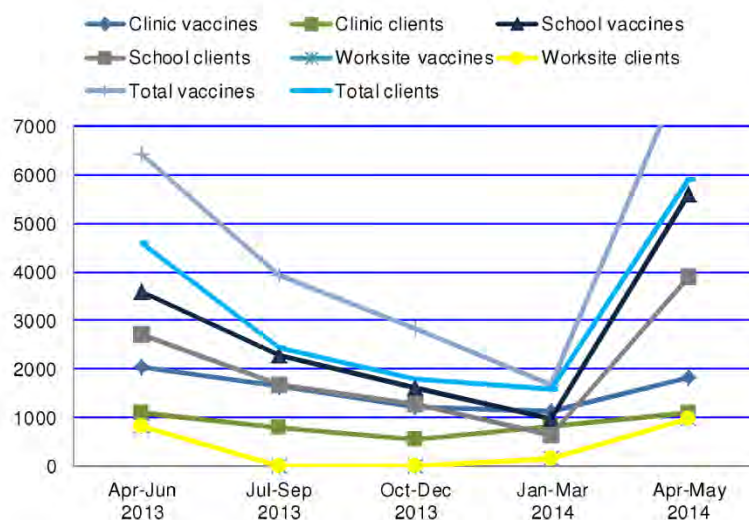
#### **City of Victor Harbor**

There were five school visits as part of the School Based Immunisation Program.

## Departmental Reporting

The following table and graph reflect immunisation related activities for the quarter. Following are the client and vaccine statistics for the City of Onkaparinga:

Service Type	Apr-Jun 2013	Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014
Clinic Vaccines	2045	1640	1223	1126	1824
Clinic Clients	1078	791	545	810	1088
School Vaccines	3586	2272	1617	969	5604
School Clients	2717	1652	1255	614	3882
Work Vaccines	802	0	0	139	959
Work Clients	797	0	0	139	957
<b>Total vaccines</b>	<b>6433</b>	<b>3912</b>	<b>2840</b>	<b>2324</b>	<b>8387</b>
<b>Total clients (including multiple vaccinations)</b>	<b>4592</b>	<b>2443</b>	<b>1800</b>	<b>1563</b>	<b>5927</b>



The above graph shows:

There has been an increase in the total number of clients and vaccines during this quarter. This is for a number of reasons, including:

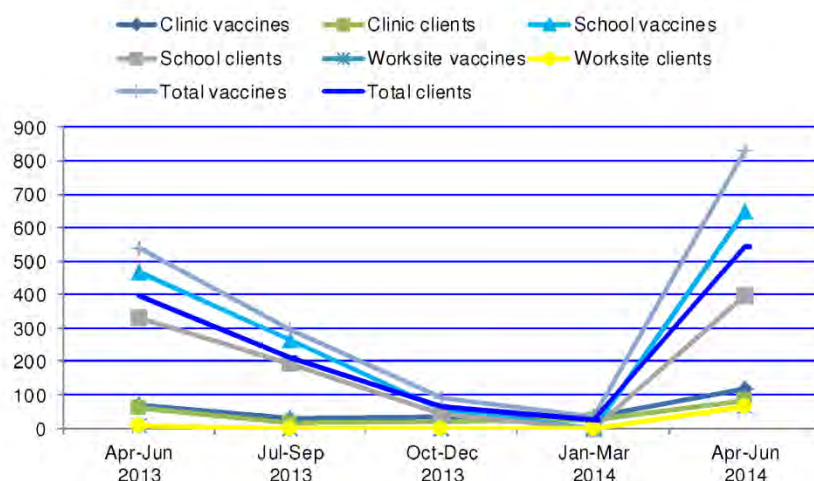
- In addition to the usual School Based Immunisation Program, Year 9 Boys are being vaccinated for Human Papillomavirus (HPV)
- Strong demand and late arrival of the Influenza vaccine lead to high uptake in the current quarter.

Following are the client and vaccine statistics for the Alexandrina Council:



## Departmental Reporting

Service Type	Apr-Jun 2013	Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014
Clinic Vaccines	69	31	35	34	116
Clinic Clients	61	17	20	23	82
School Vaccines	466	266	55	0	649
School Clients	331	193	43	0	398
Work Vaccines	5	0	0	0	64
Work Clients	5	0	0	0	64
<b>Total vaccines</b>	<b>540</b>	<b>297</b>	<b>90</b>	<b>34</b>	<b>829</b>
<b>Total clients (including multiple vaccinations)</b>	<b>397</b>	<b>210</b>	<b>63</b>	<b>23</b>	<b>544</b>



The above graph shows:

There has been an increase in the total number of clients and vaccines during this quarter. This is due to:

- The Influenza vaccine was available at community clinics and worksites.
- There were six school visits as part of the School Based Immunisation Program, with year nine boys now also being vaccinated for Human Papillomavirus (HPV).

## Departmental Reporting

### ***Community rangers (Peter Cookson)***

The following table and graph reflect community rangers related activities for the quarter.

Summary statistics for the quarter.

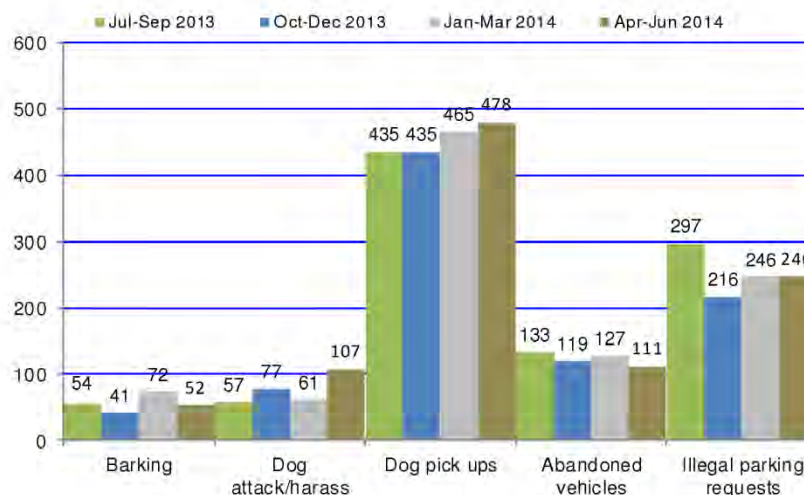
	<i>Apr-Jun 2013</i>	<i>Jul-Sept 2013</i>	<i>Oct-Dec 2013</i>	<i>Jan-Mar 2014</i>	<i>Apr-Jun 2014</i>
Barking dog requests	99	54	41	72	52
Dog attack/harassment	70	57	77	61	107
Dog pick ups	405	435	435	465	478
Abandoned vehicles	121	133	119	127	111
Illegal parking requests	131	297	216	246	246

- The number of dog pick-up requests increased by 3 per cent when compared with the last quarter, however were 18 per cent more than the April to June 2013 figure.
- Illegal parking requests remained the same on the last quarter but are an increase of 87 per cent when compared with the April to June 2013 figure.
- Reports of dog attack/harassment has increased from the previous quarter by 75 per cent.
- Inclusive of the highlighted statistics above Rangers dealt with 10,544 customer requests from July 2013 to June 2014.

The increase in the number of reported dog attacks in this quarter may be partly attributed to our efforts in raising public awareness and encouraging people to report incidents of this nature. Our Community Safety Team engage with members of the public on a daily basis to promote responsible dog ownership and advice of what action can be taken by council pursuant to the Dog and Cat Management Act in relation reported matters. In comparison to the 34,000 plus dogs we have registered in our district the number of dog attacks reported is considered to be at the lower end of scale. Recent initiatives by council such as paying for the first year of registration for dogs purchased through organisations such as the RSPCA and AWL ensures these dogs are micro chipped, temperament tested and importantly, de-sexed. De-sexed dogs have a lesser propensity of aggressive behaviour patterns which allows for safer and more sociable dogs in our community.

## Departmental Reporting

Community Safety quarterly comparison of tasks



## Project Reporting

### ***Parking Management Strategy (Laura Galdes)***

The private parking agreement between council and the management at Wallis Cinema Noarlunga is progressing. It is anticipated Wallis Cinemas agreement will be finalised in August 2014. A parking plan has been implemented to manage priority areas for parking enforcement, hazardous parking, permit holder access and turnover of trade in local shopping centres; with consideration being given to other potential private car parks.

### ***Free dog registration initiative for adopted rescue dogs (Laura Galdes)***

A new initiative 'free first year dog registration for adopted rescue dogs' offers Onkaparinga residents free initial registration of dogs adopted through recognised responsible dog shelters. This initiative encourages the adoption of desexed, microchipped, temperament tested, wormed and vaccinated dogs and reduces the euthanasia rate of uncollected dogs. This campaign allows us to capture details of dogs and their owners, ensuring these dogs can be identified if found wandering.

## Service Reviews and Process Reviews Update

### ***Pathway expiation and infringement process review (Laura Galdes)***

Community Safety is currently conducting a full review of the Pathway systems for generating expiation notices, addressing disputes, enforcement and reporting, to ensure compliance with the new Fines Enforcement Recovery Office (FERO) and to streamline and improve internal processes.



## Departmental Reporting

### ***Development Applications (Ben Victory)***

We have recently made improvements with our initial assessment process which involves a renewed focus on reviewing all applications within two days of lodgement and approving the straightforward proposals within 5 days. The benefit of this process is to the customer who receives approval a lot quicker than previously and well within our statutory timelines.

### ***Dog registrations (Peter Cookson)***

Having completed the Dog Survey our dog registration renewals, of which there were over 34,000, were sent out to dog owners. Dog registrations are due by 31 August 2014. After this date Rangers will undertake random dog surveys in the field in an endeavour to have all dogs registered.

### ***Mobile Technology (Peter Cookson)***

To improve the service Rangers provide we continually review best practices and explore ways of better providing more efficient services to our community. At present we are testing mobile technology in the field in order to improve our service delivery.

### ***Environment protection burning permit program (Laura Galdes)***

The annual burning permit program is ongoing, with a total of 695 applications received to burn within the council area. Of the total number of applications received, 47 per cent have been lodged using our online application process which is a strong endorsement of this process improvement implemented the 2012 Fire Season.

### ***Learning and Development (Lucy Mahon)***

Employees and Volunteers attended a number of activities during the quarter. To support our corporate systems and processes, ECM, Project Register and Report Writing training were delivered. Legislative and Compliance training was conducted and included Manual Handling, First Aid, Fire Warden and Workzone Traffic Management. Ten employees successfully completed the dual qualification, Certificate IV Frontline Management and Certificate IV Business. Lunch and Learn sessions continued including topics on Performance Management, Goal Setting and Ethical Behaviour. The development of e-learning modules continues with work underway on 'Introduction to ECM' module and completion of the 'Project Management' Module. Attendance rates remained constant for external training opportunities, Conferences and Seminars.

## Significant Events

### ***Citizenship Ceremonies (Karen Ferry)***

We continue to receive approximately 140 candidates for citizenship per month from the Department of Immigration and Border Protection which we provide the final Citizenship to at each ceremony, which are generally held monthly.

On Monday 14 April 2014 a public citizenship ceremony was held in the Hopgood Theatre, Noarlunga Centre when 119 residents received their Australian citizenship.

Performers: Rowan Wilson and Elle Chessom

VIP Guest Speaker: Jenni Mitton, Recipient of the 2014 City of Onkaparinga Australia Day Event of the Year Award on behalf of the Harvest Festival McLaren Vale.

TS Noarlunga Cadets assisted the Mayor in providing all new citizens with an Australian native plant to mark the occasion and the children received an Australian

## Departmental Reporting

made gift. The citizens came from 23 different countries spanning Europe, Asia and the United Kingdom.

On Monday 30 June 2014 a public citizenship ceremony was held in the Hopgood Theatre, Ramsay Place, Noarlunga Centre where 144 residents received their Australian citizenship.

Performer: Gary Stillwell

VIP Guest Speaker: Celian Kidega, Training Officer Cultural Competency Training for the Australian Refugee Association

TS Noarlunga Cadets assisted the Mayor in providing all new citizens with an Australian native plant to mark the occasion and the children received an Australian made gift. The citizens came from 19 different countries spanning Europe, Asia and the United Kingdom.

### ***Council and Committee Meetings (Sue Hammond/Matthew Lawrence)***

The Governance section produced agendas and minutes for six Council meetings and fifteen Committee meetings. Four elected member workshops were held in the April to June 2014 quarter covering the topics of Sport and Active Recreation Strategic Management Plan Workshop, Caretaker Provisions, Review of Events, Seaford District Centre and Christie Downs Masterplans.

## Departmental Reporting

### City Operations

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*Daryl Sowerby, Manager Field Operations*  
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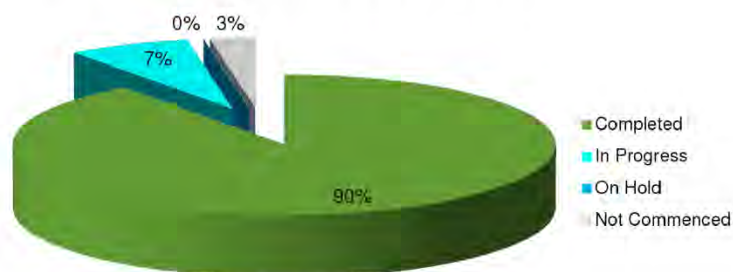
*Britt Gowing, Manager Assets*  
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### Key Result Areas/Service Levels/Statistics

#### **Construction (Ron Ganzevoort)**

<i>Projects</i>	<i>Total</i>	<i>%</i>
Completed	234	90%
In Progress	19	7%
On Hold	0	0%
Not Commenced	7	3%
<b>Total</b>	<b>260</b>	<b>100%</b>

**Construction Projects Status at 30 June 2014**





## Departmental Reporting

### ***Construction Capital Works***

The projects undertaken by the Construction team currently consists of 260 individual projects from the Project and Capital Works program categories including bridges, bus shelters, footpaths, reseals, car parks, road works, open space, water resources, street lighting, coastal and traffic management.

The number of projects completed to at June 30 is 90 per cent and is consistent with previous 2013-14 programs. The seven projects not yet commenced are programmed to be completed early in the 2014-2015 financial year when designs and approvals have been received.

Key projects of 2013-2014 are:

- Christie Road, Lonsdale full road reconstruction with a budget of \$1.38 million -commenced June 2014. Current works are at 40 per cent complete with a scheduled completion for late August 2014
- Baudin Street, Woodcroft full road reconstruction with a budget of \$1.01 million works were complete mid February 2014 including footpaths, lighting and verges.
- Quinliven Road, Aldinga was a full road reconstruction including How Road intersection with a budget of \$1.74 million which included footpath, lighting, storm water and verge treatments.

### **Project Reporting**

#### ***Footpath program (Ron Ganzevoort)***

The 2013-14 footpath programs consists of 18 separate projects valued at \$1.3 million funded via the Project and Capital Works footpath category. We have currently completed 17 streets with one street scheduled to commence in September 2014 due to approval delays, which is in line with anticipated outcomes for the quarter. The remaining footpaths were completed by June 2014.

The majority of the footpaths are new and form links within suburbs as per the footpath network strategy. All footpaths are installed to meet current Disability Discrimination Act (DDA) requirements.

#### ***Bus Shelter program (Ron Ganzevoort)***

The bus shelter program consists of 46 separate installations of DDA compliant bus shelters and pads. External funding was approved in December 2013 for the bus shelter program and as such, we completed 43 bus shelters to date. Based on the current program scheduling the three remaining bus shelters will be completed by July 2014.

#### ***Reseal program (Ron Ganzevoort)***

The 2013-14 reseal program consisted of 106 separate projects valued at \$5.0 million funded through the Project and Capital Works roadworks reseal category. We have currently completed 103 streets, which is in line with anticipated outcomes for the quarter. The three remaining roads are scheduled to all be completed by July 2014 and have been delayed due to inclement weather.

Capital funding was allocated in the 2013-14 financial year once again for the completion of kerb repairs prior to the asphalt or spray sealed surface being applied as part of the reseal program. All kerb repairs prior to reseals for the total 106 streets have been completed. Scoping kerb replacement works in preparation for the 2014-15 reseal program commenced with on ground works commencing July 2014.

## Departmental Reporting

Scoping has also commenced for other pre works carried out as part of the reseal program include heavy patching to repair large failures to improve drainage and drive ability along with tree pruning or removal as required, which are funded via operational budgets.

### ***Road reseal and reconstruction program planning (Murray Conahan)***

The Roadworks Asset category received an additional \$1.5 million for the 2014-15 financial year, \$1 million in line with Council's funding strategy to gradually increase roads funding to match modelling requirement for sustainable management of our road network and \$500,000 in indexing to offset the increasing cost of road construction works.

Unfortunately a \$994,000 reduction in the Federal Governments Supplementary Roads funding program has off set our increase and has resulted in a number of projects initially recommended being removed from the program. These include:

- the reconstruction and upgrade of Education Road, Happy Valley, between Woodswallow Drive and McHarg Creek, and
- the reconstruction of Roy Terrace from Beach Road to Deemster Avenue, and
- 1.3 km's of reseal projects

The 2014-15 reseal program has been finalised with a budget of \$6.25 million to reseal 33.5km of roads. The reseal program is supported by \$2.2 million of kerb reconstruction work to be completed ahead of the reseal works.

The 2014-15 road reconstruction program has been finalised with significant reconstruction projects including:

- Blewit Springs Road, Blewitt Springs, Continuation of reconstruction between Douglas Gully Road and Whitings Road
- Plains Road, Aldinga, Reconstruct Aldinga Road to Colville
- Zabica Avenue and Taladira Way, Woodcroft

### ***Spanning Road Bridges Condition Assessment and Valuation (Heath Newberry)***

During the first half of 2014 a condition assessment and valuation project was completed for all of our spanning road bridges. All up there are 80 spanning road bridges throughout the City of Onkaparinga under our care and control. Engineering experts inspected all bridges where they applied current best practice methodologies in order to provide an overall condition rating for each bridge. This information was then used to value these assets based on current pricing mechanisms. Overall, our bridges were assessed to be in a 'fair' condition, with only a small amount of bridges requiring remediation works in the near future.

The condition ratings and data collected as part of each bridge inspection will help inform our future maintenance and capital renewal programs for these important assets. This project outlined a total replacement value for all spanning road bridges within City of Onkaparinga in the order of \$23 million.

### ***Asset Management Information System (AMIS) Project (Jane Cremers)***

An important part of our improvement planning is to continually improve the quality, completeness and accuracy of asset related information and data. Key to this is the implementation of an asset management system for the organisation. The tender process has now been completed, and the contract awarded to Assetic Pty Ltd who commenced the project in June 2014. The system will deliver better data management outcomes, program modelling, financial management and reporting.



## Departmental Reporting

### ***Implementing the concept plan for Kangarilla Recreation Ground (Larissa Jennings)***

In January 2011 a Concept Plan for Kangarilla Recreation Ground was finalised providing a long term vision and guidance for future improvements both on the site and adjoining undeveloped land. Current implementation of the Concept Plan includes the recent replacement of the oval irrigation system, obtaining Development Approval and funding to build new cricket nets in 2014, recent completion of a new waste water system, replacement of sheds with a pavilion and current 2014-15 PCW funding to develop designs for the relocation of tennis and netball courts.

The funding plans for the oval irrigation, cricket nets and eventually the new courts is by tri-funding sourced from the club, Office for Recreation and Sport and Council. These projects were prioritised with the old irrigation reaching the end of its life, the existing cricket net being unsafe, located adjacent a roadway and being in disrepair and, the existing courts subsurface is failing.

The wastewater system was designed to address immediate demands from the existing football clubhouse, the community centre, future pavilion and public toilets. It also provides capacity to accommodate the 20 year Concept Plan for the site. Hydroscape Pty Ltd completed the installation on 16 June 2014.

Finally, the scope for the construction of the pavilion is currently being assessed to ensure the project can be delivered within budget. Documentation is currently being finalised and it is anticipated that construction will commence later in the year.

### ***Graffiti (Rod Vincent)***

The following graphs relating to the Graffiti Management Program demonstrate results achieved in key areas during this quarter. These statistics refer to graffiti removed from council assets and the assets of fee-for-service customers who are part of either our Corporate Customer Program or Graffiti Removal Partnering initiative with utilities. We remove graffiti from our own assets including buildings, reserves, playgrounds, bus shelters and signs and support local residents, businesses and government agencies to remove graffiti from their assets.

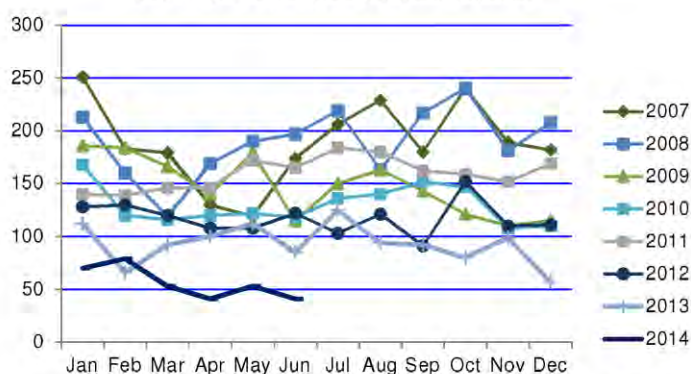
We are undertaking a number of initiatives to further develop a shared regional approach to graffiti control and prevention by strengthening our partnering relationships with, and commitment from SAPol, public and private agencies and utilities, local businesses and community groups.

These initiatives include a Graffiti Removal Partnering Program with SA Power Networks, Office of the Rail Commissioner and the Department for Planning, Transport and Infrastructure. Further initiatives include security and surveillance operations in conjunction with SAPol and positive engagement projects with persons involved in or at risk of being involved in graffiti vandalism.



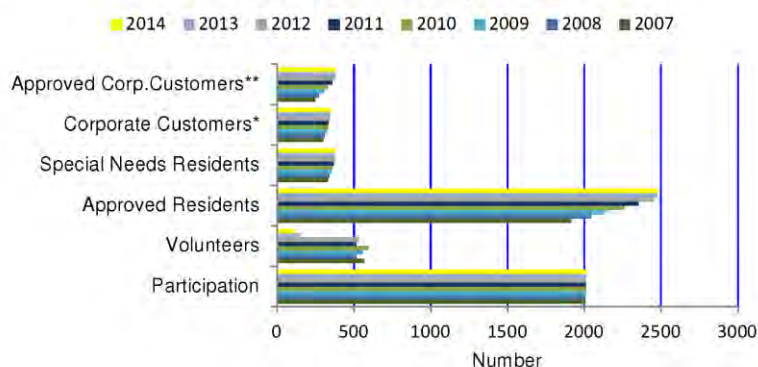
## Departmental Reporting

Graph 1-Graffiti Removals Customer requests



Graph 1 shows that we received 135 requests for graffiti removal during the June quarter. This is a decrease of 33.2 per cent when compared with the previous quarter and 54.5 per cent decrease when compared to the same period last year. These reductions can be attributed to both the success of our preventative initiatives and the rapid removal of graffiti before it is reported, as part of our Proactive Removal Program. The rapid removal of graffiti from a site can be an effective way to discourage further graffiti from being applied to that site. We will continue to promote the importance of community members reporting graffiti so that we can arrange for its removal as soon as possible.

Graph 2-People participating in graffiti removal

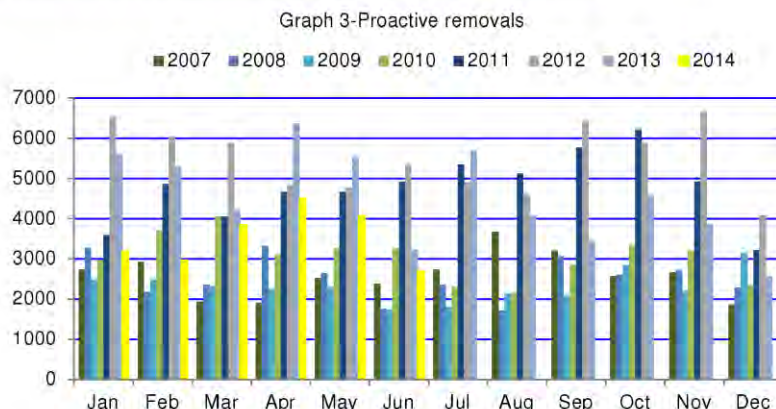


**\*\* Approved businesses request paint/materials from us to remove graffiti themselves**

**\* Businesses pay us to remove graffiti from their property**

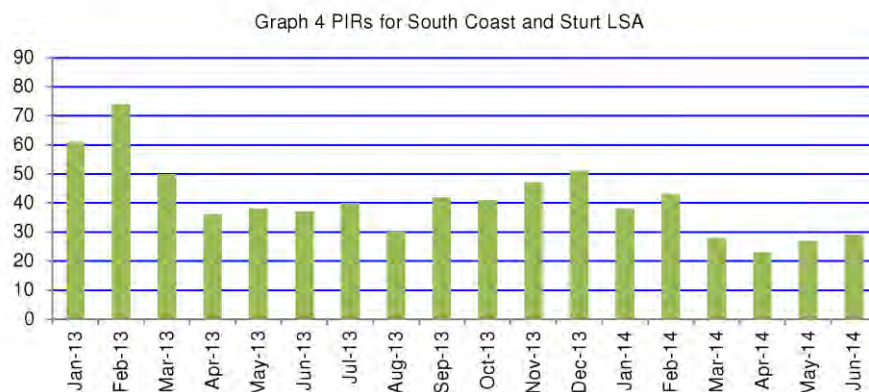
Graph 2 shows the total number of volunteers registered with our program to 112 and the total number of community members and businesses registered to 3689.

## Departmental Reporting



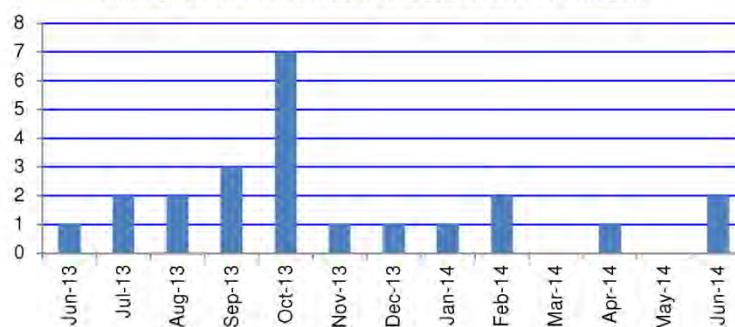
Proactive graffiti removals occur when staff, volunteers or contractors remove graffiti prior to it being reported.

Graph 3 shows that 11,273 pieces of graffiti were removed proactively during the June quarter. This figure is a decrease of 25 per cent when compared with the same period last year. This result is consistent with the great feedback we are receiving from our volunteers, staff and residents that there has been less graffiti around for them to remove. The result can be attributed to the success of our Proactive Removal Program and the great work of our staff, contractors and volunteers, who continue to remove graffiti before it is reported. This has proven to be an effective way to discourage graffiti. In addition, our Graffiti Removal Partnering Contract with DTEI, SA Power Networks and the Office of the Rail Commissioner which also results in the rapid removal of graffiti from these utilities assets before it is reported, has also contributed to this result.



## Departmental Reporting

Graph 5 -Graffiti Apprehensions for South Coast and Sturt LSA



Graphs 4 and 5 show the combined total number of graffiti related apprehensions and PIRs (Police Incident Reports) received within the City of Onkaparinga by SAPol's South Coast and Sturt Local Service Areas.

The information provided shows that a total of three graffiti apprehensions occurred within the City of Onkaparinga during the June quarter. The graph also indicates a combined total of 79 PIRs within the City. These results are partly due to the partnering relationship between council, South Coast and Sturt LSAs and the success of targeted projects and surveillance operations.

Although no joint surveillance operations occurred during the quarter, both council and the South Coast LSA are committed to reducing the negative impacts of graffiti and more operations will continue throughout the year in an effort to make graffiti vandals more accountable for their actions.

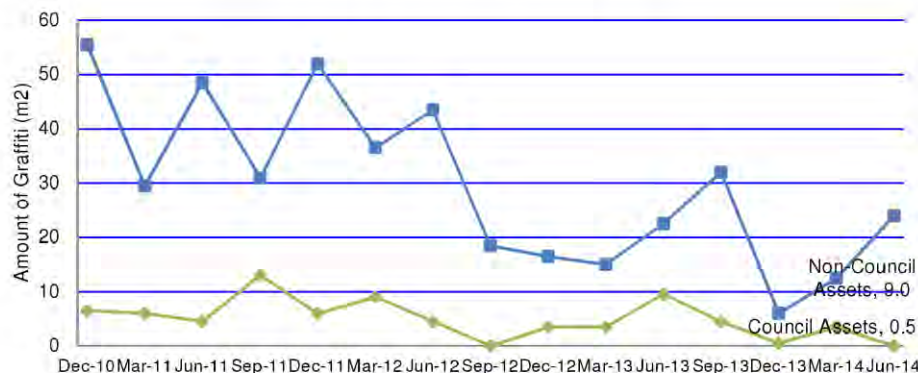
Data Source: SAPol

Note: Since January 2010 the Graffiti Management Team have been undertaking graffiti audits in three additional audit areas (Aberfoyle Park, Woodcroft and Aldinga). The aim of these additional audits is to provide further statistics relating to when and where graffiti incidents are occurring so that resources can be allocated accordingly and so that a more accurate assessment of the success or otherwise of our programs and initiatives can be undertaken. As a result Graph 6 now includes the additional three audit areas, bring the total number of audit areas to six. We have also included an additional graph (Graph 7) that shows the total annual audit comparisons since the audits began in December 2002.



## Departmental Reporting

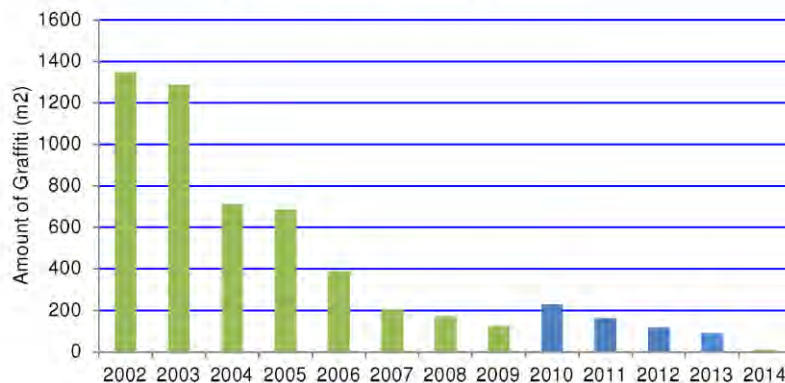
Graph 6-Audit Quarter Comparison chart



Graph 6 indicates that there has been a 200 per cent increase in the total square metres of graffiti on both council and non-council assets in the six audit areas (Flagstaff Hill, Morphet Vale, Seaford, Aberfoyle Park, Woodcroft and Aldinga) in the June quarter when compared to the previous quarter. This increase, which equates to only 19 square metres of graffiti, was due to a spike in the amount of graffiti situated on private property within the Aldinga area, which has now been removed. We are working with SAPol to address this current 'hotspot' location.

The ongoing lower levels of graffiti being recorded are consistent with the feedback we are receiving from staff, volunteers and residents that graffiti vandalism appears to have reduced. This can be attributed to the success of our volunteer program, the rapid removal of reported graffiti and the success of our proactive/programmed approach to graffiti removal. The success of our partnering relationships and preventative initiatives including SAPol Operations, where 'hot spot' locations are identified and targeted has also contributed to the overall reduction of graffiti.

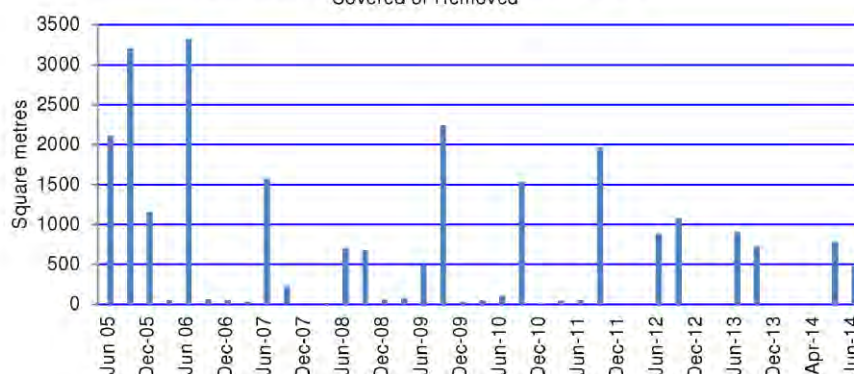
Graph 7-Total annual audit comparison chart



## Departmental Reporting

Graph 7 shows the total annual square meters of graffiti on both council and non-council assets in the audit areas. The green totals indicate the years when only three audit areas were measured (Flagstaff Hill, Morphett Vale and Seaford). The blue totals indicate when the additional three audit areas (Aberfoyle Park, Woodcroft and Aldinga) were included in the quarterly audits.

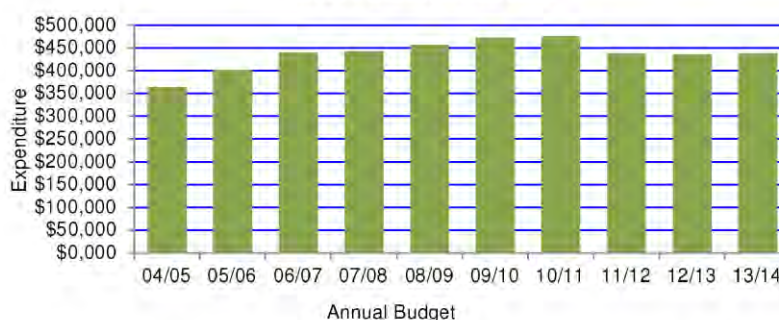
Graph 8 Square Metres of Potential Graffiti Canvas Covered or Removed



Graph 8 shows the amount in square metres of potential graffiti canvas covered or removed through the application of CPTED (Crime Prevention through Environmental Design) principles to aid in preventing access to graffiti vandals. These CPTED initiatives include the planting of screening trees and shrubs along 'at risk' fence lines, the application of murals to at-risk surfaces (e.g. the Wall of Respect opposite the Memorial Gardens on Main South Road) and the removal of unnecessary signs.

Since the June 2005 quarter, a total of 24,745 square metres of potential graffiti canvas has been either covered or removed. During the June 2014 quarter 1250 square metres of potential graffiti canvas was covered through the application of aerosol murals to at risk surfaces situated in the Robertson Road reserve, Reynella and the planting of screening trees along at risk fence lines.

Graph 9 Graffiti removal costs





## Departmental Reporting

Graph 9 shows the annual budget spent on the removal of graffiti situated on council and non-council assets. These costs include staff wages, contractor expenses and removal materials and equipment for staff and persons and or businesses registered with our Graffiti Management Program as Volunteers, Approved Residents, Special Needs Residents, Corporate Customers and Approved Corporate Customers.

The increases in budget from 04-05 to 06-07 were largely due to increased funding from the Office for the Southern Suburbs and due to increased contributions from the Department for Transport Energy and Infrastructure, SA Power Networks and Office of the Rail Commissioner as part of our Rapid Removal Graffiti Partnering Contract. CPI and wage increases have also contributed to these increases. The minimal increase from 09-10 to 10-11 is also due to CPI and wage increases, increases in contributions from Utilities and to cover maintenance costs of contributed assets.

The reductions in 11-12 and 12-13 were due to efficiency gains made in reducing the costs of graffiti removal. These gains can be attributed to the refinement of our proactive programs, removal team structures, success of our preventative initiatives and the increase in volunteers who give their time to remove graffiti across the City.

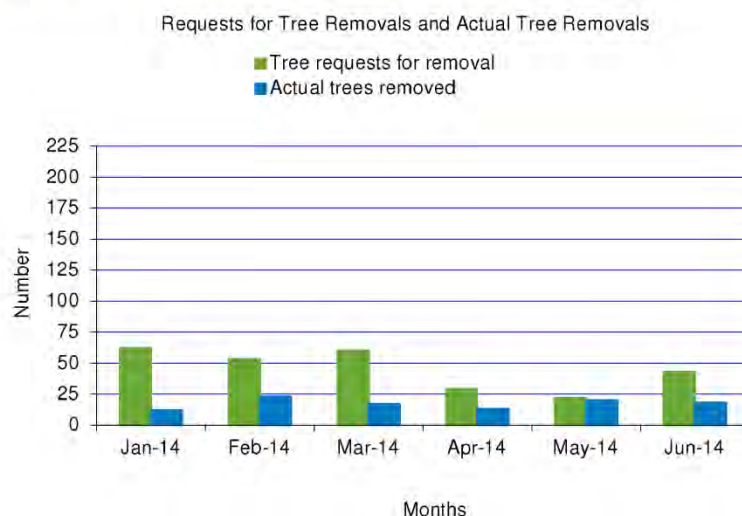
### ***Tree management (Chris Janssan)***

The total number of requests for tree assessment was 94 and the total number of actual tree removals was 51. The majority of these trees were removed due to being dead/dying, structural and safety issues and some for infrastructure damage where no other options were available.

This quarter the number of tree removals has fluctuated up in May before decreasing again in June. This is as a result of a number of assessments relating to storm damage and resulting failures in trees. We continue to receive a large volume of tree related requests as storm damage takes its toll on our trees. Staff are currently working to clear the backlog of work through our Program Maintenance Cycle. The main species of trees removed were: Hakeas, Pinus, Callistemon, Chinese Elms, Tasmanian Blue Gum, Pines, Flat Topped Yates, Olives, and Ash.

The graph below indicates the number of requests received for tree removal and the number of trees removed throughout the City of Onkaparinga area for a six month period (1 January 2014 to 30 June 2014).

## Departmental Reporting



### ***Significant tree facts***

This quarter we assessed six significant tree requests on our property with two trees pruned and retained one tree being approved for removal and three trees are currently under Development Assessment for permission to be removed.

### ***Tree monitoring facts***

There are 73 trees on our monitoring list with 34 trees being monitored at the following locations for the June Quarter:

- 1 tree Williams Street, Morphett Vale
- 1 tree 51 Copernicus Rd Christie Downs
- 1 tree 33 Nicolle Dr Morphett Vale
- 4 trees 12 Wattle St Morphett Vale
- 1 tree 21 Frances St Morphett Vale
- 1 tree U10-24 Solace Dr Morphett Vale
- 5 trees Market Square Old Noarlunga
- 6 trees Hutchinson Reserve Old Noarlunga
- 8 trees Willunga Rose Garden Reserve
- 1 tree 63 Main Rd McLaren Vale
- 2 trees 187 Commercial Rd Port Noarlunga South
- 1 tree 27 Birman Cr Flagstaff Hill
- 1 tree 8 Robin Ct Flagstaff Hill
- 1 tree Weymouth Reserve Coromandel Valley

## Departmental Reporting

All trees have had updated risk assessments completed and recorded into Arbortrack. One tree at Willunga Rose Garden was found to have a major structural fault in its main union and Dean Nicolle was called in to provide an updated report. As a result this tree has been pruned substantially and mulching has occurred around the base of the four trees to set up an exclusion zone. All trees are in moderate to good health with minor maintenance pruning and dead wooding required to some of the trees to manage their ongoing health.

### **Syringe collection (Chris Janssan)**

	<i>Jul-Sept 2013</i>	<i>Oct-Dec 2013</i>	<i>Jan-Mar 2014</i>	<i>Apr-Jun 2014</i>
<b>Total</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>5</b>

### **Waste & Recycling (Norm Bergman)**

	<i>Apr-Jun 2013</i>	<i>Apr-Jun 2014</i>
<i>Waste and Recycling</i>		
New services	252	214
<i>Residual Waste</i>		
Tonnes to landfill	8915	9102
<i>Recycling</i>		
Resident participation rate	79%	77%
Tonnes recovered	3065	3452
<i>Green Organics</i>		
Resident participation rate	60%	60%
Tonnes recovered	3072	3046
<i>Green Organics Drop off Service</i>		
Trailers presented	2695	2860
Tonnes recovered	369	422
<i>Hard Waste</i>		
Number of services	3190	3412
Tonnes to landfill	307	353
Tonnes recovered scrap metal	105	111
Tonnes recovered Resource Co	22	53
Tonnes recovered roadside litter	*	13**
Mattresses collected	1249	1338
<b>Total Tonnes Recovered</b>	<b>6633</b>	<b>7097</b>

\*Roadside litter was undertaken by Waste and Recycling department from 1 July 2014

\*\*Estimate volume

## Departmental Reporting

### **Waste & Recycling education (Lynda Wedding)**

	Apr-Jun 2013	Apr-Jun 2014
<i>Presentations this quarter</i>		
School	6	20
Community	20	8
Worm farming/composting	5	3
Other (eg. information stands)	2	3
<b>Total presentations year to date</b>	<b>170</b>	<b>154</b>
Business	137	64
<i>Recycling</i>		
Contamination audit-houses audited	431	n/a
Number of bins pulled back %	11.2%	n/a
<i>Green Organics</i>		
Contamination audit-houses audited	398	n/a
Number of bins pulled back %	1.8%	n/a
<i>Residual Waste</i>		
Participation audit-houses audited	829	n/a

### **Kerbside bin audits**

- Kerbside bin audit of 1000 bins (900 domestic and 100 businesses) was completed in April 2014. Information is available on the elected members' website.
- Preparation on track for trial of program of kerbside bin auditing for sustained behaviour change. The program trial will involve 1345 properties being audited fortnightly over three months.

### **Promotion and advertising**

- Year to date: 154 presentations/community events, connecting with 5250 people
- In process: development of promotional materials for illegal dumping and the increased recycling options.

### **Waste Nott Recycling store**

- 255 volunteer hours (four volunteers) input for the Waste Nott store



## Departmental Reporting

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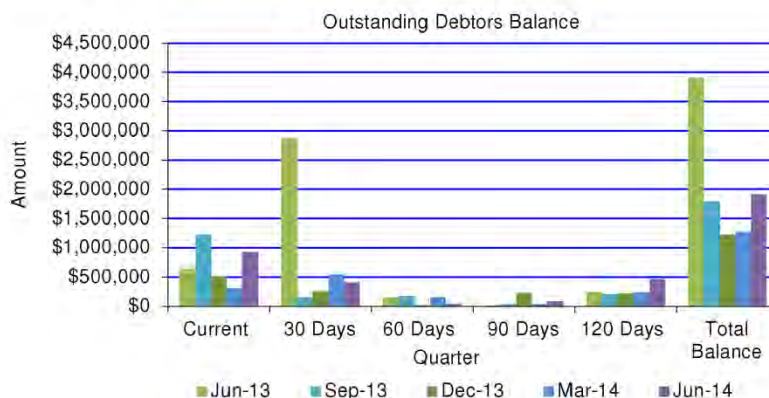
*Tony Bezuidenhout, Manager Knowledge Management*  
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*Adam Mrotek, Manager Development Projects & Development Policy*  
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### Key Result Areas/Service Levels/Statistics

#### **Debtors outstanding (Diane Eckermann)**

The Sundry debtors graph below indicates both the level and age of outstanding debts for the five quarters ending 30 June 2014.



#### **Key points:**

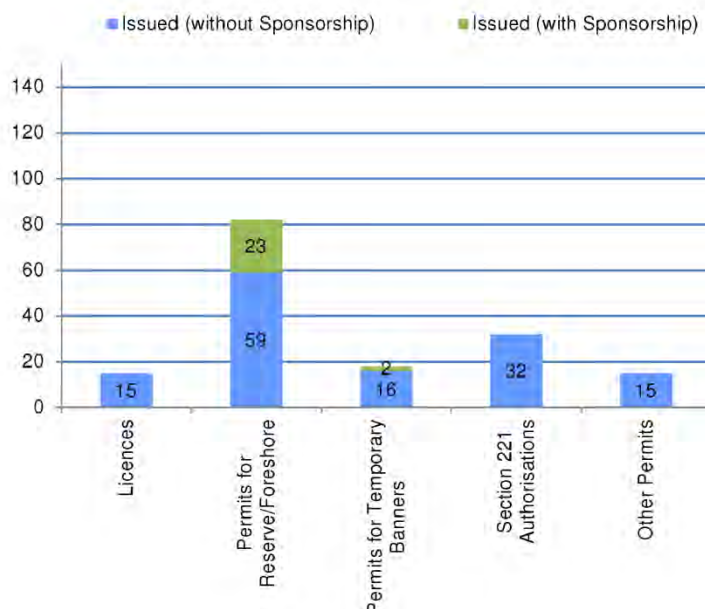
- Total outstanding debtors have increased by approximately \$640,000 this quarter to \$1,911,007 as at 30 June 2014.
- A large invoice of \$174,166 has since been paid significantly reducing the >120 day balance.
- This increase is predominantly related to a general increase in debtor balance, the number of debtors and a spike in amounts owed from:
  - City of Mitcham (\$110,000) Contribution Sturt River Linear bridge
  - DPTI (\$141,000) Black Spot funding
  - Port Noarlunga Sports Club (\$100,000) Contribution to Pitch Lighting
  - DFEEST (\$152,000) Southern Skills for All in Regions



## Departmental Reporting

### **Licences and Permits (Angela Cahill and Nicole Roberts)**

June 2014 Quarter-Licence's and Permits issued



The graph reflects the licences and permits issued for the June 2014 Quarter and details the number of permits where the fee was revoked by the Delegate (sponsored by Council).

The categories of permissions granted are represented below:

**'Licences'**-Issued for the use of Community Land for more than three days.

Examples include use of recreational ovals for seasonal sports, seasonal surfing lessons on beaches, trading on Council land including the foreshore and encroachments of infrastructure or long term use of Council land.

**'Permits for reserve/foreshore'**-Issued for short term temporary use of Community Land for up to three days. Examples include family and friend barbeques, community events where more than 30 people attend, all weddings (irrespective of number of people attending), and filming on reserves or foreshore.

**'Permits for temporary Banners'**-Issued for for a maximum of two weeks per application, for the promotion of community events open to the general public to attend. Examples include educational open days, sporting clubs recruitment open days, carols by candlelight evenings and other sporting and community events.

**'Section 221 Authorisations'**-Issued for any alteration to a public road. Examples include requests for a second driveway invert/crossover to facilitate access to a property, requests for underground electrical installations and indirect water supply requests to a property.

**'Other permits'**- Issued to grant approval for less frequent requests such as temporary mini skips on Council road verge and encroachments over Council easements.

## Departmental Reporting

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### ***Land issues (Fiona Dallimore)***

We regularly deal with a wide range of land matters. The processes required are lengthy as they involve a number of stages including significant engagement. The following table has been included for member's information and to assist with keeping track of the status of any particular land matter that has been before Council.

## Departmental Reporting

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## Departmental Reporting

### ***Water Services (Water Business Unit) (Benjamin Hall)***

The Water Services unit are responsible for managing council's investment in water reuse infrastructure through its Water Proofing the South initiative alongside our Community Wastewater Management Scheme(s) (CWMS).

Recent key milestones/work effort includes:

- continuing to engage with ESCOSA through each stage of the roll-out of regulation that underpins the *Water Industry Act*.
- Having received all operational licences we have commenced injecting water below ground at all sites. At the time of writing we had harvested:
  - Byards Road-16.5 million litres
  - Dalkeith Road-7.1 million litres-there has not been sufficient rainfall through the catchment to create runoff suitable for harvest hence the slow start
  - Hart Road-23.6 million litres
- We are about to go to market to seek prices to connect all reserves and sporting fields that are able to be connected to the alternative water network.

We have continued with our facilitation of the CWMS valuation process, which seeks Expressions of Interest from the private sector for the ownership, management and operation of the CWMS in whole or in part with a view towards understanding its commercial value.

### ***Commercial Property Management (Benjamin Hall)***

Commercial Property Management involves the management of Council's commercial property portfolio to achieve a self-sustainable financial position and underpin the ongoing management of these assets.

Recent key milestones/work effort includes:

- Securing a new operator for the management of the Willunga Golf Course restaurant-whom provided catering services for the Council in the Community meeting held on the 13 May 2014.
- Facilitating the public engagement with the Maslin Beach community to identify the preferred location for a kiosk in the area to inform an approach to market for Expressions of Interest to provide the service. The outcomes of the engagement are available for download via our project status board, and have been emailed back to respondents that registered an interest to receive information.

### ***Green Buildings (Stephen Kennedy)***

The Green Buildings Initiative provides a funding mechanism to achieve energy efficient outcomes for our sporting and community groups.

Recent key milestones/work effort includes:

- Continued to raise awareness amongst sporting and community groups regarding the management of facilities to support energy reduction targets (by end of 2014).
- Finalised our project management and market documentation for the roll out of the remainder of the GBI program in the next 12 months which will see a further 15 sites receive either upgrades to existing systems or new systems.

## Departmental Reporting

- Having been successful in our application for funding under the Australian Government's Local Government Energy Efficiency Program, we have successfully completed the installation of three high efficiency solar hot water systems at the Christies Beach Tourist Park, the McLaren Vale Visitor Information Centre and the Aldinga Surf Life Saving Club ahead of schedule and within budget.

### **Procurement services (Les Tulloch)**

#### **Purchase orders**

<i>Purchase orders</i>	<i>Quarter ending June 2014</i>	<i>Quarter ending June 2014</i>	<i>Year to date</i>	<i>Year to date</i>
	<i>Number</i>	<i>Value</i>	<i>Number</i>	<i>Value</i>
Purchase orders raised	1442	\$9,465,367	6384	\$29,151,802

#### **Contracts and tenders**

<i>Tenders issued</i>	<i>Quarter ending June 2014</i>	<i>Quarter ending June 2014</i>	<i>Year to date</i>	<i>Year to date</i>
	<i>Number</i>	<i>Value</i>	<i>Number</i>	<i>Value</i>
Tenders issued	24	\$11,280,819	88	\$24,535,941
Contracts that could be awarded from tenders	29		99	
Contracts awarded from tenders initiated	5		67	
Value of contracts awarded to date from tenders		\$222,000		\$17,277,000

#### **Notes:**

- The value of tenders is based on estimates only as some tender processes are yet to be completed.
- Some tender values are not known, such as those resulting in panel contracts as they are dependent on quantity of work to be performed.
- Some tenders resulted in multiple contracts such as panel contracts.
- The number of contracts that could be awarded includes an estimate multiple contracts for each panel contract tendered.

### **Aboriginal Employment Strategy (Glenn Hickling)**

Australian School Based Apprenticeships provide local Aboriginal high school students with a part-time traineeship in Council counting towards their Year 11-12 SACE completions at school. In conjunction with Maxima Group training we are currently liaising with our Visitor Information Centre team at McLaren Vale to explore an opportunity to commence a trainee in July 2014.



## Departmental Reporting

### ***Business Association support (Phillip Tanner)***

The Economic Development Forum (EDF) representing 15 local Business, Tourism and Industry Associations has now been in operation for almost two years, with its AGM business breakfast due in August 2014. The last EDF meeting was held on 17 July 2014 which included discussion in relation to our current Foreign Investments Strategy on the recent trip to China by the CEO and Director Finance and Commercial. The Forum approved up to \$10,000 to fund the Mayor and an EDF representative to attend the next delegation to China to progress our sister city relationship and economic/trade pathway to China.

### ***Digital Enterprise program (Glenn Hickling and Baker Marketing)***

This Australian Government funded Department of Communications (DC) program invited local small-to-medium enterprises (SMEs), not-for-profit organisations (NFPs) and local community groups (LCIs) to attend an introductory four hour workshop which then entitled them to four hours of one-on-one mentoring with an experienced online marketing consultant (at no cost to participants), representing \$920 worth of value to each local participant.

The program finished ahead of its 250 participant target, with over 300 participants in its 2.5 years of operation. DC approved for us to exceed the 250 participant numbers via extra graduated workshops of interest (the 1:1 mentoring component expired at the 250 target). The successfully popular program was completed 30 June 2014 with final reporting and auditing underway July to September 2014. We will be seeking unspent DC funds to be carried forward to continue the program through to the end of December 2014.

### ***Local industry and employment participation (Glenn Hickling)***

Local small business information sessions will continue to be delivered in 2014 around the economic potential of major Southern Adelaide infrastructure projects such as the National Broadband Network 2010-14, Adelaide Refinery Remediation 2014-15 which have associated participation plans to engage 50 per cent local jobs and procurement. We will also continue to run 'Doing Business with Council' sessions to prepare local small businesses in tendering for Council work packages, panel contracts and local business directory.

Project status updates:

- Southern Expressway Taskforce: was established 2011 by the State Government in partnership with the Cities of Marion and Onkaparinga to maximise local employment and industry on this significant major project. This project has already exceeded the 15 per cent disadvantaged job seeker and 50 per cent local employment targets via the early intervention strategies of the taskforce working with the design and construct consortium Boulderstone AbiGroup Joint Venture and DPTI.
- Port Stanvac Refinery: by mid-2014, 98 per cent of structures have been demolished. The Economic Development team will continue to liaise with the ExxonMobil site remediation contractors and jetty demolition planning contractor to maximise job and supply opportunities for local small businesses, and support the quarterly community information session updates at O'Sullivan's Beach Hall.
- Seaford Meadows Shopping Centre: opened mid-March 2014. The Economic Development team liaised with the builder and Woolworths to maximise local employment at this new shopping centre.

## Departmental Reporting

Throughout 2014 the Realistic Employment and Career Help (REACH) retail and hospitality work-ready employment project funded under our State Government Skills for Jobs in Regions program assisted around 30 local residents to link to jobs at this site.

- **Doing Business with Council:** small business workshop was delivered 17 October 2013 focussing on upcoming professional and design services panel contracts. The next workshops will be delivered 21 August 2014 themed towards the upcoming panel catering contract. Based on identified need, referrals have been made to various Offices of the Industry Advocate, Small Business Commissioner, Work Health Safety and Tender Ready workshops available for local businesses.
- **ALDI supermarkets:** rollout in SA of 40 metro and 10 regional stores. Currently working with ALDI property team during 2013-14 to identify four-six locations in Onkaparinga, then in 2015 with their Workforce and Supply teams to ensure local industry and workforce participation. ALDI announced in May 2014 that its first SA store would be located at Seaford Heights (current DA application underway).

### ***Southern Adelaide Economic Development Board (Glenn Hickling)***

The Southern Adelaide Economic Development Board (SAEDB) meets bi-monthly to explore regional issues and develop appropriate high level responses for initiatives and lobbying to state and federal governments.

During this reporting period the SAEDB has not met with recent meetings deferred due to Minister's cancellations and the passing of board member Allen Bolaffi.

### ***Southern Success Business Enterprise Centre review (Glenn Hickling)***

In September 2013 the Strategic Directions Committee (SDC) noted the Southern Success Business Enterprise Centre (SSBEC) '2012-13 Annual Report' presentation. The SSBEC is currently funded by Council for the two year period 2012-13 and 2013-14 (as per the Resolution of Council meeting 29 May 2012, Item 8.3). As part of the previous Small Business Support Review, this resolution asked for 'a subsequent review to be undertaken of the service prior to further commitment'.

At the SDC meeting 17 September 2013 it was indicated to Elected Members this 'subsequent review' report would be provided to SDC. The SSBEC Review has been progressed and a report presenting the outcomes has been scheduled for the next available SDC meeting.

This SSBEC Review report will validate the 2013 client survey and provide a summary of other metropolitan small business advisory service models for consideration by SDC on the effectiveness of the SSBEC, with a view towards recommending whether or not a new Council funding commitment commences past the current 2012-14 two year contract.

### ***Tourism attraction signs (Phillip Tanner and Dean Watkins)***

In conjunction with our sign shop, the Economic Development team through the 2013-14 (Placemaking funding by Council), has costed four tourism attraction signs to be installed on the Southern Expressway on the north and south exits for Christies Beach and Old Reynella.

These signs have been designed, costed, and have final DPTI approval for their contractor to install them in mid-2014. Council's Sign Shop will manufacture these and deliver them on-site when DPTI receive control of the Southern Expressway when the contractors hand over. The subcontractor has recently been approved to install these four tourism signs.



## Departmental Reporting

### ***Southern Adelaide Workforce Development Taskforce (Glenn Hickling)***

A Workforce Development Taskforce established by the Southern Adelaide Economic Development Board includes inputs from Cities of Marion and Onkaparinga, Office for the Southern Suburbs, TAFE SA, Flinders University, private sector Regional Training Organisations and local high school business partnership brokers.

The Workforce Development Taskforce has now established a Southern Adelaide-Industry Leaders Group identifying regional skill shortage areas requiring attention. This group held its first three meetings with state government in September-November 2013, and February-May 2014. The next meeting is early August 2014.

This advisory group represents six target industry sectors of Advanced Manufacturing, Construction, Retail/Hospitality, Environmental Services, Health Services, and Food/Wine/Tourism. Membership includes Anthony Kittel (Redarc), Paul Williams (Comace), Louis Berglez (ProBuild), Greg Digance (McDonalds), Jim Fairweather (ResourceCo), Ines Patritti (Patritti Wines), Christian Hamilton (ASC).

The three key Southern Adelaide priorities identified include Adaptive Capacity multiskilling of training packages, brokering additional Work Experience opportunities, and up-skilling Small Business Owners on productivity and world's best practice technologies and processes.

### ***Skills for Jobs in Regions program-previously South Australia Works (Glenn Hickling and Janis Turner)***

Council is contracted as grantee to manage \$1.4 million\* of State Government funding for 2013-14 projects, the final (3rd year) for our Department of Further Education Employment Science and Technology (DFEEST) *Skills for Jobs in Regions* program delivering employment and training workforce participation projects.

\*Note-due to exceeding the 2011-12 and 2012-13 participant numbers, we were able to negotiate significant additional funding for 2013-14 in Southern Adelaide.

This program involves developing and delivering accredited and non-accredited skills, employment pathways, connecting families to work, industry leadership group, networking projects, and a career service across the Southern Adelaide region for the Cities of Holdfast Bay, Marion, Mitcham and Onkaparinga.

In 2013-14 the old *South Australia Works* program was repositioned to the new *Skills for Jobs in Regions* program with a greater emphasis on generating real job pathways for the most disadvantaged job seekers, increasing workforce participation. Economic Development staff continued to liaise with DFEEST throughout 2014 to explore the future of this program for 2014-15 and beyond following the Premier's announcement in October 2013 to expand the regional program significantly (to deal with SA's rising unemployment and low participation rates).

Trend data for the *Skills for Jobs in Regions-South Australia Works* program over the past three years is below:

<i>Funding Year</i>	<i>Funding Deeds</i>		<i>Actual Clients serviced</i>	
	<i>Deed \$</i>	<i>Deed Clients</i>	<i>Participants</i>	<i>Outcomes</i>
2011-12	\$577,689	1154	1233	327
2012-13	\$577,689	1154	1470	297
2013-14	\$1.4 million	1563 Note - start Nov 2013	1600	1000 to December 2014

## Departmental Reporting

### Project Reporting

#### ***Seaford District Centre 20 Year Structure Plan (Chantal Milton) and Development Plan Amendment (DPA) (Elizabeth Sanders)***

The Seaford District Centre structure planning is advanced with Elected Member workshop and community reference group sessions held in June 2014 presenting preliminary findings of the Seaford 3 Park Reserve Precinct Masterplan, being undertaken by landscape architects WAX Design. The preliminary feedback gathered from these sessions informed the draft Structure Plan objectives, five year action plan and consultation summary of the Seaford 3 Park Masterplan to be put out for broader community engagement in July 2014.

It is anticipated that the draft Structure Plan will be presented to SDC for approval in August 2014.

Running in parallel with the Seaford District Centre Structure Plan is the Seaford District Centre DPA. The Minister for Planning on 25 July 2014 approved the Seaford District Centre DPA. As required under the Development Act 1993 the Minister placed a notice in the Government Gazette published on Thursday 31 July 2014 to formalise his approval. Due to unrelated circumstances, the Department of Planning Transport and Infrastructure have not yet consolidated the Amendment into the Council's Development Plan however this is expected to take place on Thursday 14 August 2014.

#### ***Noarlunga Regional Centre Revitalisation (Daniel Jellings)***

Revitalisation of the Noarlunga Regional Centre is a priority action of the Community Plan 2035. Council seeks to attract investment into the city and to catalyse investment in the centre (including renewed interest from state government to participate).

A number of strategic actions have been undertaken over the last few months including a delegation to China attended by the CEO and Director of Finance and Commercial. In preparation for this recent trip, a package of information was prepared that highlighted a number of investment opportunities in the centre, including the construction of key facilities located adjacent to the Noarlunga Railway Station and at the Southern Sporting Complex. This information potentially forms the basis of a future Registration of Interest (ROI) process subject to Council support.

This information is supported by a number of council activities (such as the health and education precinct planning as discussed below), Ramsay Place upgrade supply and demand studies, feasibility investigations and further precinct planning.

This work will continue to be progressed in a manner that supports the long-term goals of the project (moving towards a possible ROI) and the more pressing short-term requirements of providing supporting information to upcoming China delegations.

#### ***Health and Education Precinct Master plan (Chantal Milton)***

Final concepts for the Health and Education Precinct Masterplan and concept plan for Alexander Kelly Drive by Aspect Consulting will be provided to Council in July.

Engagement with the Department of Planning, Transport and Infrastructure, SA Health and key landowners has occurred.

Future scenario planning for Beach Road duplication, including an interim landscape solution will form a component of this precinct Masterplan, with early feedback received from DPTI regarding potential timing and design.



## Departmental Reporting

### ***O'Sullivan Beach Sports Park additions (Alex Derewlany)***

Works on the O'Sullivan Beach Sports Park extension to provide dedicated female change-rooms have been completed. The new facilities were officially opened by Mayor Lorraine Rosenberg on 16 June 2014. The Federal Member for Kingston, Amanda Rishworth, and the State Member for Reynell, Katrine Hildyard, also officiated at this event. The total project budget was \$316,000 with council's contribution being \$203,000.

### ***McLaren Vale Main Road Streetscape upgrade (Alex Derewlany)***

The Main Road streetscape upgrade has been occurring in stages over a number of years. The final Stage (7) extends from Hewitt Drive to the Victor Harbour Road overpass.

The undergrounding of the power lines by SA Power Networks within this section of Main Road is nearing completion. The in-ground work has been completed and new public lighting is currently being installed. The transition to the underground service is anticipated by end July and removal of existing overhead infrastructure will follow. Costs are in the order of \$2.2 million with Council's contributing \$734,017 plus 'in-kind' contributions assessed at \$60,000.

The first stage of the stormwater infrastructure upgrade, the placement of the trunk main within Main Road, is well underway and is anticipated to be completed by mid-August 2014. The second stage, a 400m pipe run through private property to discharge into Pedler Creek, including a gross pollutant trap, is expected to be completed by late 2014 subject to arranging an easement.

Design documentation for the streetscape upgrade has been referred to the Department of Planning, Transport & Infrastructure for endorsement.

Project costs excluding the undergrounding of the power lines are estimated to be \$2.45 million. The improvements to the streetscape are planned to be undertaken in 2015-2016-2017, subject to budget determinations. Grant funding will be sought from the Places for People program (administered by the Department of Planning, Transport and Infrastructure) in support of the streetscape improvements on finalisation of the detailed design.

### ***Port Noarlunga-Wearing Street Aquatics Precinct (Alex Derewlany)***

Planning is being progressed for the next stage of the Port Noarlunga coastal upgrade with a focus on the Wearing Street aquatics precinct. This area is highly visible when entering Port Noarlunga from the south but dominated by a toilet block and rusting storage sheds housing canoes and other craft and is in need of renewal. Opportunity exists to redevelop the area into a vibrant and attractive node and a landmark gateway for the benefit of both residents and visitors to this popular metropolitan seaside destination.

The aquatics precinct comprises a public car park and reserve adjoining the Onkaparinga River immediately south of the Saltfleet Street bridge, the state heritage listed Sauerbier House and environs and facilities utilised by the Southport Surf Life Saving Club, the Onkaparinga Canoe Club, the Department of Education and Child Development Aquatics Program and public amenities.

A project information session was held with Elected Members on 9 April 2014 that included an overview of a 2013 concept plan review. This included discussion about scale of the development and project timing. A budget of \$80,000 has been allocated to progress the detailed planning for the Wearing Street precinct.

The development is predicated on the use of land held by the Crown. The state has advised its in-principle support for the redevelopment of the area.



## Departmental Reporting

### ***Sauerbier House-Conservation, alterations and additions (Alex Derewlany)***

The dominant built element within the Wearing Street Aquatics precinct, the state heritage listed Sauerbier Homestead, is to be redeveloped as a community arts and educational facility (gallery and studios) and reception centre in conjunction with the Port Noarlunga Arts Centre.

Development approval has been granted for the significant restorative/conservation works and additions (funded 2013-14 at \$505,000) to make it fit for its intended purpose.

Responses to the Tender Invitation for the building works closed 17 June 2014 and are currently being assessed. It is anticipated that these works will be completed by late 2014.

### ***Aldinga Township Streetscape upgrade (Alex Derewlany)***

A streetscape concept plan for the main street and gateway entrances into Aldinga township was endorsed by Council on 13 November 2012.

The planning proposes streetscape improvements to the township in the central area to promote the vitality of the township's main streets and local businesses; to enhance the amenity, safety and convenience of the immediate precinct; and to respect and enhance the historic character of the township.

Detailed design with respect to services infrastructure upgrades and streetscape improvements is being progressed.

There are a number of broader planning issues and infrastructure projects that have an impact on the staging of the streetscape upgrade including the future release of urban land south of the township owned by Renewal SA. A township sewer scheme by SA Water is nearing completion with provision for future connection to the Aldinga Sports Park. The undergrounding of power lines within defined sections of Port Road and Old Coach Road (with funding support of \$1.4 million approved under the State Government's PLEC scheme) will be implemented in 2014-2015.

The Aldinga Township Streetscape Upgrade project is estimated to cost in the order of \$4.5 million with \$3.1 million identified in the Major Project Fund for implementation 2014-2015-2016-2017 (subject to budget approval). Funding support (\$1.4 million) for the undergrounding of the power lines has been approved under the State's PLEC program for implementation in the first half of 2015.

### ***Noarlunga Centre-Ramsay Place upgrade (Alex Derewlany)***

In 2006 a precinct masterplan was developed for the upgrade of Ramsay Place with joint funding from the Places for People program (Department of Planning, Transport and Infrastructure). The delivery of the precinct masterplan resolutions was placed on hold pending the outcomes of the Noarlunga Regional Centre strategic investigations surrounding the Transit Oriented Development.

The strategic planning for the Noarlunga Precinct is now substantially advanced and the importance of making Ramsay Place 'a happening place-a place for everyone' reaffirmed. Given the passage of time it is appropriate to undertake a critical review of the previous planning. The outcomes will be focussed on delivering value for money upgrades to improve the quality of the existing spaces to activate Ramsay Place, and the development of a detailed plan and long term budget requirements for staged implementation.

The project is jointly funded through Places for People and incorporates an early win \$100 thousand implementation component.

An open tender has been released to complete this work, closing on 17 July 2014.

## Departmental Reporting

### ***Happy Valley Sports Park (Danielle Gevers)***

The Happy Valley Sports Park has been revitalised over the past three years, to meet changing community and sporting group needs. The redevelopment has been guided by the Happy Valley Sports Park Master Plan which was developed in 2006 and has involved considerable club and community engagement.

We are progressing with Stage 3 of the Happy Valley Sports Park redevelopment which includes:

- two new additional tennis courts on the western side of the sports complex
- new car park between the Happy Valley BMX Club and Carrickalinga Boulevard
- relocated access road to Carrickalinga Boulevard (to be gated and locked, for use during major events only)
- additional landscape works
- additional fencing behind the northern soccer goals.

Construction has commenced on site, and is anticipated to be completed by October 2014. A budget of \$560,000 has been approved for Stage 3 works.

### ***Sturt River (Coromandel Valley) Linear Park-Stage 3 (Danielle Gevers and Victoria Masterman)***

The Sturt River Linear Park aims to create a continuous public open space link from the Patawalonga Basin in Glenelg North to Frank Smith Park in Coromandel Valley with links to the Belair National Park. The Sturt River Linear Park is a key component of Adelaide's Metropolitan Open Space System (MOSS) providing a strategic link in the open space network from the Adelaide Hills to the coast.

Works to finalise Stage 2 are being progressed with the installation of bridges at Winns Road and Main Road Coromandel Valley. The installation of the two new pedestrian bridges to replace the existing bridges at Winns Road and Main Road Coromandel Valley has commenced with an anticipated completion date of November 2014. Delays in the relocation of the Telstra services attached to the Winns Road Bridge coupled with severe weather have delayed construction progress. The project is funded through joint contributions from both the City of Onkaparinga and City of Mitcham, each contributing \$100,000, in addition to \$47,000 Open Space Grant Funding from the Department of Planning, Transport and Infrastructure.

Design for Stage 3 of the Sturt River Linear Park is also in progress. This stage continues along the river between the Institute Building and Horner's Bridge, Coromandel Valley. Concept and detailed design for Stage 3 is being funded through a three way funding arrangement between the City of Onkaparinga, City of Mitcham and the state government.

The concept design has been developed and community engagement took place seeking feedback on the design from 10 June-11 July 2014. The concept was well received, with many positive comments and suggestions for the detailed design phase. We are now progressing to detailed design, which is expected to be completed by December 2014.

The construction of this stage of the linear park is likely to require a long term staged approach as there are a number of private land access negotiations and potential future acquisitions that are required to complete the shared path connection. The construction of the trail and any future land acquisitions are also subject to securing funding through both Councils project and capital works program as well as external funding opportunities.



## Departmental Reporting

### ***Moana Sands DPA (Marianne Hocking)***

On 27 May 2014, SDC approved the commencement of a developer funded Development Plan Amendment (DPA) over the land owned by ADC, which is located to the east of the Moana Sands Conservation Park. The land is currently zoned Deferred Urban which designates the land for future residential urban development.

In support of the rezoning, ADC has provided us with a number of supporting investigations including a Biodiversity survey, Geotechnical and Environmental Report, Hydraulic Modelling, Concept Plans, Road Network Plan and Contour Survey. These investigation documents have been distributed to the appropriate sections within council for review and comment. The outcomes of which will assist to determine the extent of additional investigations needed to support the future DPA.

A Statement of Intent (SOI) will be drafted following this determination for SDC approval to consult. The draft SOI for consultation approval is scheduled to be considered at the 11 December SDC meeting.

### ***Hackham South East Development Plan amendment (DPA) (Craig Jones)***

Following budgeting approvals in December 2013, council staff have progressed a number of detailed engineering investigations to inform a final square metre infrastructure contribution rate for beneficiaries of the impending Hackham South East DPA.

The SDC agreed in early 2014 to approve the DPA subject to a suitable agreement with land owners regarding co-contributions to the cost of infrastructure upgrades. These investigations will confirm the cost of future works and assist council to establish an appropriate rate. The contributions from land owners will be triggered by the future land division of the affected sites (pending finalisation of the DPA).

The Mayor and Council staff have continued to meet regularly with the Hackham Residents Group (on a three weekly basis) to keep them informed of progress, and have also continued communication with the broader stakeholder group, offering support and information when needed.

The final Infrastructure Agreements are due to be issued to all landowners in September 2014 with the outcomes due for presentation to SDC in October 2014.

### ***Mount Lofty Ranges Agrarian Landscape World Heritage listing bid (Divya Bali Dogra)***

During the last quarter a number of milestones were achieved in relation to the project including a number of successful events with James Rebanks, an adviser to the United Nations Educational Scientific and Cultural Organisation (UNESCO). James' visit to the region and presentation attended by the Mayor and some Councillors highlighted the potential of both the bid process and the final listing for a number of key industries in the region (including food, wine and tourism).

Other milestones include the commencement of the supporting 'Advisory Groups' comprising stakeholders and interested persons identified through an advertised EOI process. These groups are arranged in the following focus areas:

- landscape
- planning
- heritage
- community
- economic

## Departmental Reporting

Each group will provide technical input and guidance to the project's Management and Steering Groups. Over the quarter, a number of staff members from the City of Onkaparinga have played an active role in the day-to-day management of the bid, providing advice on project management principles, graphic design, media and communications.

### ***Residential plus mixed use research projects (various) (Daniel Jellings)***

Council has recently procured a number of research reports that will be used to inform strategic and land use strategies, specifically mixed use development within our centres and residential development (both infill and broad acre) and community perceptions. These reports include:

- Residential Neighbourhood Perception Survey (2014)-Harrison Research
- Noarlunga Regional Centre (Station Precinct): Supply and Demand Study (2014)-Hudson Howells
- Southern Residential Market Study (2014)-Connor Holmes (a FYFE Company)
- Public housing stock transfer-impacts and implications for local government (2014)-CHURP (Adelaide University)

The outcomes and detail of these reports will be collated and presented to Council in due course, with the implications articulated to inform future policy decisions.

### ***McLaren Vale Character Preservation amendment (Daniel Jellings)***

An Issues and Opportunities Discussion Paper will be prepared in response to the McLaren Vale Character Preservation Amendment. The paper will be used to test and confirm the scope of the issues with the community and inform the impending DPA (earmarked in Council's Strategic Directions Report). The paper will also be used to inform a community engagement process towards the end of 2014, assisting to:

- identify and protect valued character elements of the McLaren Vale Character Preservation District (including the individual townships)
- support appropriate economic and employment opportunities, including tourism related enterprise, retailing and other 'value adding' land uses and activities
- identify and protect areas of environmental value and importance
- consider opportunities to prevent inappropriate residential infill development and explore opportunities for infill in appropriate locations (ie. within established townships).

Preliminary investigations and collation of information has been progressed, with a draft expected for presentation to the Strategic Directions Committee in September 2014.

### ***Medium Density Project (Elizabeth Sanders)***

Significant progress has been made on the Medium Density Project. The project captures a number of previous decisions of Council and has provided a structured work program to continue reviewing and improving the Council's residential Medium Density Policy Area.

Major tasks have been grouped into key themes relating to policy and land use, education, marketing and community engagement, and demonstration and infrastructure projects. Key outputs over the quarter include the delivery of an internal Development Assessment checklist, a Medium Density Project webpage, new useful medium density policy area map and the House, Home Lifestyle online.



## Departmental Reporting

Progress has also been made on the delivery of new Developer Guidelines, which will provide a publicly available medium density design guidance tool for developers.

Research informing the next phase of the project has also been produced including a Medium Density Neighbour Perception Survey (carried out by Harrison Research) and the commencement of a residential infill and capacity analysis and review paper. The outcomes of both of these research pieces will be presented to Council in September.

### ***Foreshore Access Plan Stage 5 (Port Willunga car park to Aldinga Beach boat ramp) (Victoria Masterman)***

Stage 5 of the Foreshore Access Plan (FAP 5) addresses the Snapper segment from Port Willunga to the Aldinga Beach boat ramp, including:

- 4km of shared use path from Aldinga Beach boat ramp to the Star of Greece, Port Willunga
- new foreshore facilities including formalised lookout areas, shelters, picnic facilities, seating and fencing
- revegetation of sections of coastal dunes, cliff top and amenity landscaping that showcase local indigenous species
- upgrade of Snapper Point as a coastal node, including BBQ facilities, a small playground, fitness equipment and landscaping

The contract for the construction of FAP5 has been awarded with an anticipated commencement date of late August 2014. A construction budget of \$3.5 million has been approved for the project, including \$1.675 million in grants secured from the state government through the Coast Park initiative.

Concurrently the contract for the construction of the two new toilets at Snapper Point and Aldinga Beach Boat ramp has been awarded, with an anticipated commencement date for the final stage of design documentation in August 2014 and construction onsite late 2014.

A community update for both FAP5 and the two public toilet facilities was distributed to the broader community during May 2014 and a further update will be distributed prior to the commencement of construction.

### ***Willunga township project (Victoria Masterman)***

Following the Community Reference Group meeting held in March 2014 an elected member briefing was held in April 2014 to review past community engagement, the history of slate within High Street and outline the next steps for the project. Outcomes from the meeting included support for development of a single concept design based on the outcomes of the CRG meetings. Preparation of the single concept design is on-going and is anticipated to be presented to the CRG in August 2014 prior to Council's Strategic Directions Committee.

Further engagement with the Recreation Park and the Willunga Business and Tourism Association separate to the CRG, continues to inform the concept design.



## Departmental Reporting

### ***Kangarilla landfill site closure (Brian Fitzpatrick)***

The Kangarilla Landfill Closure and Post Closure Management Plan was submitted to the Environment Protection Authority for its assessment as resolved by Council at its meeting on 5 November 2013. On 19 March 2014 the Environment Protection Authority granted its approval of the Closure and Post Closure Management Plan as documented.

A report presented to Council at its meeting on 28 January 2014 confirmed that the state government does not currently provide funding nor has any specific grant programmes available for landfill closure activities. The need for a state funding mechanism for the remediation of former landfill sites including Kangarilla landfill was included in Council's State Election 2014.

As no additional funding was secured by May 2014 to reduce Council's overall funding contribution and preparation for site closure works have now advanced in accordance with Council's resolution.

On 30 July 2014 a community information session will be held at the Kangarilla Football Clubrooms. A request for tender process is currently underway with the results to be presented to Council at its meeting on 26 August 2014.

It is envisaged that site works will commence in September 2014 pending the outcomes of the community engagement and procurement process.

### ***Aldinga District Centre-Main Street and Town Square (Brian Fitzpatrick)***

The Aldinga District Centre Master Plan provides for the creation of a new Main Street and Town Square connecting McRae Street with Pridham Boulevard, between the Aldinga Shopping Centre and Aldinga Recreation Centre. Extensive community consultation on the master plan was undertaken and a draft concept was subsequently endorsed by the Strategic Directions Committee in October 2012.

A detailed concept plan is being finalised to enable main street construction plans to be progressed. Preparation of preliminary town square concept designs are being developed to allow community engagement to be conducted. This work will continue to inform and be informed by broader planning for the Aldinga District Centre.

A Places for People funding grant application successfully secured \$190,000 representing shared project costs for the town square.

Council resolved to seek external funding to reduce our financial contribution as demonstrated through securing the abovementioned funding, however, the project is not dependent on this funding with Major Project funds allocated to complete this project.

### ***Suburb Improvement Program (SIP) (Debbie Rich)***

The Suburb Improvement Program (SIP) identifies and prioritises established suburbs for works to beautify the local streetscape and renew infrastructure elements. SIP works are being undertaken in Christies Beach and Morphett Vale as Stage 1 priorities. A budget of \$563,932 was allocated for the program in 2013-14.

A Notice of Motion was presented to the Strategic Directions Committee (SDC) on 17 September 2013 proposing a review of the SIP with a focus on differing expectations of medium density and non-medium density areas.

Following a survey of elected members and a workshop on 25 March, a report was presented to the SDC at its meeting on 15 April. SDC resolved that any further review of the SIP would be implemented in accord with the Community Plan 2035 and deferred until completion of the Placemaking Strategy.

## Departmental Reporting

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### ***Clarendon Streetscape upgrade (Debbie Rich)***

A concept plan for the Clarendon township streetscape was approved by Council on 16 September 2008. It included elements such as pedestrian safety, traffic management, landscaping, street furniture, gateways and powerline undergrounding, with a project cost of \$3.2 million.

Stage 1 of the project comprises works between Turners Gully Road and 60 Grants Gully Road and in the vicinity of the Potter Road intersection.

The streetscape upgrade between Turners Gully Road and 60 Grants Gully Road has been substantially completed. The retaining walls, kerbing and footpath have been constructed and the street trees and garden beds planted. Minor landscaping works and the installation of post and rail fencing to finalise this section will be completed in August 2014.

Works in the vicinity of Potter Road intersection are scheduled from August to October 2014. They include installation of the pedestrian footbridge over the creek, minor kerbing and footpath works and landscaping.

### ***Frank Hilton Reserve (Debbie Rich)***

Frank Hilton Reserve at Maslin Beach is located on a former public landfill site that operated from the late 1960s to the early 1980s. Following its closure, an unengineered soil cap was installed on the site.

Preliminary concepts for a risk based remediation system were approved by Council for detailed design in April 2012. The concepts comprised landfill capping and stormwater management systems. Ongoing monitoring and contingency planning is also recommended as part of the long term management of the reserve. The project has an allocated budget of \$3.2 million.

Implementation of the capping and drainage works has been completed and the gas infrastructure is scheduled for installation in late July.

Landscaping works are anticipated to commence in August.

### ***Christie Downs Renewal 20 Year Suburb Master Plan and DPA (Susan Manchip)***

Jensen Planning & Design consultants have completed the first stage of community and stakeholder engagement and developed a preliminary draft master plan and action plan for review by council and government stakeholders. The draft plan was presented to Council at an elected member briefing on 17 June 2014.

Many of the actions identified in the draft master plan require a partnership approach (with more than one stakeholder) to implement. A multi-agency Steering Group has been established to review the outcomes of the project and how they relate to the respective government departments. The Steering Group comprises senior representatives from City of Onkaparinga, Renewal SA, Housing SA, Department of Planning Transport and Infrastructure and the Office for the Southern Suburbs. The Member for Reynell is also a member.

The Steering Group has met twice and is currently reviewing the draft master plan and action plan. Further work is currently being done on the feasibility of some of the actions. The Steering Group is scheduled to meet again at the end of July 2014 with the outcomes of this meeting to inform the next steps including further Council reporting and community engagement anticipated in early 2015.



## Departmental Reporting

It is intended that Council also present a draft Statement of Intent (SOI) to the community at the time of consultation on the Masterplan, as the SOI and future DPA will be used by council to assist the delivery of the Masterplan. Consulting in tandem will provide efficiency gains to council and will assist with community consultation (with the feedback received directly informing the progression of both projects).

### ***Sustainability rating tools for Urban Planning and Development: Piloting on the Christie Downs master planning project (Susan Manchip)***

This is Stage 2 of a three stage project. Stage 1 was undertaken in 2013 and involved the assessment of market ready community sustainability rating tools in Australia and its findings recommended two tools for piloting on the Christie Downs master planning project. A report noting the findings of Stage one was presented to the Strategic Directions Committee on 29 October 2013.

Stage 2 involves the piloting of these two sustainability rating tools on the master planning project, to both optimise sustainability outcomes on that project and also to provide the basis for a further Stage (3) of reviewing the rating tools performance with a view towards recommending how these rating tools could be used on a permanent basis as part of Council's planning approach.

RPS consultants have been appointed to pilot two Sustainability Rating Tools on the Christie Downs 20 Year Suburb Master Plan. To date the consultant has held two workshops with council staff and the master planning consultants to:

- a) ensure that appropriate sustainability objectives are embedded in the objectives for the master plan and
- b) develop and refine the two community rating tools (ie the Green Star Communities checklist and a bespoke checklist)

A sustainability assessment will be undertaken once the draft Christie Downs master has been developed.

### ***ICT server and storage infrastructure-high availability (HA)***

The IT review report in January 2013 identified that our current ICT Infrastructure was not meeting the current or future business requirements, in particular Business Continuity and High Availability (HA) and HA refers to infrastructure that is durable and operates continuously without failure (99.999%). This is one of the key projects identified in the approved five year ICT strategy/vision, prior to our three year lease expiring, we went to market with a Request for Tender. A strategic decision was made to purchase the equipment outright. Following the award of the tender and delivery of the Cisco Server and EMC Storage equipment on the 20 June 2014 installation is progressing as scheduled. The current status is 50 per cent complete and the expected completion date is scheduled for the 30 September 2014.

### ***Network switches replacement-Noarlunga Office***

Due to our current Hewlett Packard network switches reaching the end of their service life and the high risk of failure, we went to market with a Request for Tender. Following the award of the tender, a strategic decision was made to purchase the equipment outright. The new Cisco network switches supports faster network speeds and increased reliability in particular for our new Server and Storage infrastructure. The installation is progressing as scheduled, the current status is 70 per cent complete and the expected completion date is scheduled for the 30 September 2014.

## Departmental Reporting

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### ***Firewall replacement***

Due to our current firewall reaching the end of its service life and no longer being supported by the vendor, we went to market with a Request for Tender. The FortiGate firewall protects against threats both new and old and provides us with visibility and control over all of our network traffic. Following the award of the tender, installation is progressing as scheduled, the current status is 50 per cent complete and the expected completion date is scheduled for the 31 August 2014.

### ***Multi-Functional Devices (MFD)-photocopiers***

Prior to our three year lease expiring, we went to market with a Request for Proposal. Our entire photocopier fleet is now one brand (Ricoh), this has many advantages for example ease of use for staff, training, reduced printing cost (colour 0.6 cents per page and black and white 0.06 cents per page), swipe card release print, follow me printing etc. Following the award of the tender, installation has been completed on time and on budget. The MFD project had two components:

- corporate - 19 x Ricoh photocopiers have been rolled out for corporate use.
- public libraries - 6 x Ricoh photocopiers have been rolled out including additional equipment to facilitate public payment for use.

## Departmental Reporting

### Community Relations

*Philomena Taylor, Director Community Relations*

*Phone 8384 0569, fax 8382 8744 or email [phitay@onkaparinga.sa.gov.au](mailto:phitay@onkaparinga.sa.gov.au)*

*Terra Lea Ranson, Manager Community Capacity*

*Phone 8384 0114, fax 8382 8744 or email [terran@onkaparinga.sa.gov.au](mailto:terran@onkaparinga.sa.gov.au)*

*Abbey Threadgold, Manager Marketing, Arts, Tourism & Engagement*

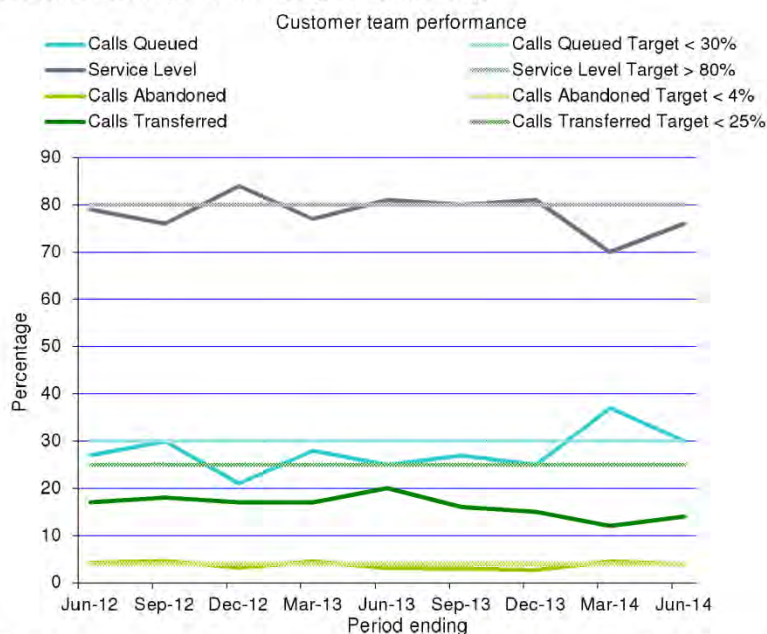
*Phone 8384 0504, fax 8382 8744 or email [abbthr@onkaparinga.sa.gov.au](mailto:abbthr@onkaparinga.sa.gov.au)*

*Judi Cameron, Manager Libraries & Customer Relations*

*Phone 8384 0740, fax 8382 8744 or email [judcam@onkaparinga.sa.gov.au](mailto:judcam@onkaparinga.sa.gov.au)*

### Key Result Areas/Service Levels/Statistics

#### **Customer team performance (Judi Cameron)**



The performance of the customer team is monitored through a number of measures provided in the above graph. This service level relates to the number of telephone calls answered within a determined standard. We aim for greater than 80 per cent of all calls answered within 20 seconds, a standard adopted from the Australian Teleservices Association. The service level for this quarter is 76 per cent.

The call handling time was an average of four minutes and 38 seconds. The percentage of telephone calls transferred is 14 per cent this quarter which meets the target of less than 25 per cent.

The percentage of calls abandoned was at 4.5 per cent. During this quarter we received 44,906 calls.



## Departmental Reporting

### Grants (Dale Sutton)

Table 1 details the \$485,000 in grants we successfully attracted this quarter.

Table 2 identifies the \$162,486 our community and neighbourhood centres have attracted over the last three months. The figures in Table 2 are not recorded in our income and expenditure statements but are accounted for in community and neighbourhood centres accounts and annual reports.

**Table 1 City of Onkaparinga**

Source of grant	Program(s) funded	Amount \$
<i>Federal grants</i>		
N/A	N/A	N/A
<i>State grants</i>		
Department of Further Education, Employment, Science and Technology (DFEEST)	Southern Viticulture and Southern Hospitality Projects	\$200,000
DFEEST	Sustainable viticulture entry level adaptive capacity training program	\$85,000
DFEEST	Going to work job brokering program	\$55,000
DFEEST	Career Ready	\$20,000
Department of Planning, Transport and Infrastructure (DPTI)	Gemmel Tassie Reserve	\$75,000
DPTI	Christie Creek Trail	\$50,000
<b>Total</b>		<b>\$485,000</b>

**Table 2 Community Centres**

Centre	Government Department	Program funded	Amount \$
Christie Downs	Department of Further Education, Employment, Science and Technology (DFEEST)	Adult Community Education (ACE)-Non Accredited training	\$25,000
	DFEEST	ACE-Accredited training	\$3170
	Department of Education, Employment and Workplace Relations (DEEWR)	Before and after school programmes	\$84,316
Hackham West	Community Benefit SA	Outdoor equipment at the Warsaw reserve	\$50,000
		<b>Total</b>	<b>\$162,486</b>

## Departmental Reporting

### ***Council to the Community Program (Dale Sutton)***

<i>Activity</i>	<i>No. of Activities</i>	<i>No. of participants</i>
Community engagements	16	303
Community forums	3	60
Civic Salad	1	18
E Digest	1	277
<b>Total</b>	<b>21</b>	<b>658</b>

### ***Statistics for web access www.onkaparingacity.com (Kym Harvey)***

<i>Overview</i>	
Total visits (sessions)	138,731
Total page views	371,770
<i>Top ten visited pages</i>	<i>Page views</i>
Home	49,669
Libraries	42,596
Employment opportunities	19,502
Waste collection search	11,304
Contact us	8354
Waste & Recycling	7891
Planning & Development	6707
Living here	6436
About council/contact us	5595
A-Z listing	5097
<i>Referring sites-top ten</i>	<i>Visits</i>
Dcw.onkaparingacity.com (Unity site)	2484
Opinio	2335
Seek.com.au	1735
Facebook-mobile	954
Facebook	499
Sacommunity.org	288
Fleuriupeninsula.com.au	281
Seek.com.au-mobile	281
Facebook link	264
Search.tb.ask.com	180
<i>Users top five countries</i>	
Australia	135,905

## Departmental Reporting

US	744
UK	300
India	224
NZ	146

### **Social media statistics (Kym Harvey)**

<i>Facebook</i>	
Total likes	3356 (+9%)
New likes	270
<i>Twitter</i>	
Total followers	1304 (+21%)
New followers	224
<i>YouTube</i>	
Lifetime views	5866
New views	599
Likes	2
Comments	0
Shares	1
Lifetime subscribers	2
<i>Top five videos</i>	
Ministry of Food	157
Onkaparinga Visitor Guide Promo Video 2013	81
Leadership Onkaparinga	62
Guinness World Record smashed for longest line of boards in the sand!	49
City of Onkaparinga Online Development Applications	44

### **McLaren Vale and Fleurieu Visitor Information Centre (David Mayne)**

Visitors	28,359
Counter enquiries	6518
Conference/function bookings	12
Visitor guides distributed	1680
Volunteer hours	2473
Theatre bookings	39
Accommodation bookings/\$value	80/\$24,951

## Departmental Reporting

### **Arts Centre Port Noarlunga (Jason Haskett)**

<i>Events</i>	<i>Attendance</i>
Out of the Square (OOTS) <i>The Seekers Tribute show</i>	94
OOTS <i>Fusion Pop Orchestra</i>	97
OOTS <i>I Love Being Here With You</i>	101
OOTS <i>The Judy and Liza Story</i>	116
OOTS <i>Hocus Pocus</i> (Children's show)	75
OOTS <i>Mr Snot Bottom</i> (Children's show)	234
Machine Head and Loaded Billy (live music show)	106
Amanda Rishworth's student leadership day	120
Southern Sounds (music performances)	60
Noarlunga Theatre Company <i>Let us Entertain You 2</i>	264
Seaford Secondary College (arts assessments)	106
Little Fish Theatre Company <i>Macbeth</i>	50
City of Onkaparinga Field Operations Centre Forum	150
Willunga High School (arts showcase & assessment)	120
Mental Health Workshop	20
Michael Allen Productions (Theatre show)	300
GypsySnail exhibition opening	100
<b>Total</b>	<b>2113</b>

### **Ongoing user groups at the Arts Centre Port Noarlunga (Jason Haskett)**

<i>User group</i>	<i>Participants</i>
Noarlunga Theatre Company	212
Quilting (Gallery Quilters)	200
Southern Portrait Group	70
Adult dance-contemporary, jazz ballet and tap	255
Camera Club	480
Gotta Dance for Children	5280
Square Dancing	315

## Departmental Reporting

Yoga with Annie Bargery	510
Riverside Artists	110
Emu Tree (Music Program)	102
SYTE & Little Fish (Production Company)	240
Therapeutic Sound bath Workshops	120
Expressway Arts	75
Dianne Vaccine (Adult Art Class)	55
<b>Total</b>	<b>8024</b>

### **Community Capacity (Terra Lea Ranson)**

<i>Activities</i>	<i>No of Activities</i>	<i>No of Participants</i>
Community events	14	1472
Community Development Programs	108	1419
Community Development Events	4	1357
Youth Development programs and committees	31	454
Youth events	7	2777
Recreation and Healthy Lifestyles	11	2860
<b>Totals</b>	<b>175</b>	<b>10,339</b>



## Departmental Reporting

<i>Centres</i>	<i>No of Attendances</i>	<i>Hours of usage</i>
Community centres	48,460	12,209
Positive Ageing centres	6756	7187
Youth centres	21,896	26,278
<b>Totals</b>	<b>77,112</b>	<b>45,674</b>

<i>Volunteers</i>	<i>No of volunteers</i>	<i>No of hours</i>
Centres	664	23047
Council Volunteers	444	22,635

<i>Services</i>	<i>No of services</i>
Community transport journeys	6910
Number of meals served	10,315
Hours of service provided for the ageing	16,157
Hours of services provided for people with disabilities	2677
Hours of service provided for carers	3229

### **Library statistics-April/May/June 2014 (Judi Cameron)**

<i>Library activities</i>	<i>Number of activities</i>	<i>Number of participants</i>
Library activities	62	1168
Babytime/storytime/toddler time	199	4030
Bookgroups	23	141
Outreach activities	10	973
Digital literacy training	131	224
<b>Total</b>	<b>425</b>	<b>6536</b>

## Departmental Reporting

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### Strategy & Sustainability

*Maggie Hine, Manager Strategy & Sustainability*

*Phone 8384 0618, Fax 8382 8744 or email maghin@onkaparinga.sa.gov.au*

### Project Reporting

#### ***Resilient South (Natalie Stalenberg)***

The Resilient South Project will develop a Regional Climate Change Adaptation Plan for the southern Adelaide region (covering the Cities of Holdfast Bay, Marion, Mitcham and Onkaparinga, jointly referred to as the 'Resilient South project partner councils'), aiming to deliver a consolidated source of scientifically rigorous information about climate change risks, opportunities and vulnerabilities for specific sectors with detailed recommendations for adaptation options. The project is funded jointly by the participating partner councils, the South Australian Government and the Australian Government (through its Natural Disaster Resilience Grants Scheme).

During the second quarter of 2014 the project completed the following milestones:

- Integrated Vulnerability Assessment to Strategic Directions Committee  
27 May 2014-the project's report *Climate Change Risks, Opportunities and Vulnerabilities in the Southern Region* was completed and presented to the Strategic Directions Committee for information. Mark Siebentritt from Seed Consulting presented on the report.
- Adaptation Plan workshops-two five hour workshops were held in May to collaborate with project champions on developing adaptation options and pathways for the Adaptation Plan. Eighty-one project champions from the economic and infrastructure, environment and natural resources and social and community sectors attended the workshops.
- Regional elected member think tank-this workshop was held to engage with elected members on the development of the adaptation pathways for the Adaptation Plan and to consider how partner councils would work together on implementing the plan. Elected members from each of the partner councils were invited. Nine elected members including two of our Mayors attended along with one of our Chief Executive Officers.
- Completion of draft Regional Climate Change Adaptation Action Plan-the Draft Adaptation Plan was completed in June 2014 and distributed to project champions including staff from each of the partner councils for comment
- Internal staff workshops-workshops with key staff from each of the partner councils were conducted to identify how councils were addressing issues raised in the draft plan, where gaps existed and how council should implement the plan.
- The third Resilient South newsletter was distributed widely to project champions and included on the project website in April 2014.
- Onkaparinga Magazine-an article on the findings of the Resilient South Integrated Vulnerability Assessment will be published in the Onkaparinga Magazine winter edition.

It is expected that the final Adaptation Plan will be presented to Council in August 2014.

## Departmental Reporting

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### ***Community Wellbeing Monitor (Leanne McPhee)***

The Community Wellbeing Monitor (monitor) is a web-based monitoring system that provides a snapshot about the wellbeing of our communities by tracking city wide trends across the city. It reports on four identified determinants of wellbeing—environmental, economic development, social development and health. The monitor aligns with the objectives in the Community Plan 2035. The monitor is updated biennially through the production of data analysis and trending reports.

Data analysis across 50 indicators was completed to produce the data analysis report. This report has been provided to the Centre for Housing, Urban and Regional Planning (CHURP) to provide analysis on identified trends, determine how government, non-government organisations, private industry and council (through the Community Plan 2035 and associated strategic management plans) can respond to the trends and compare progress against the SA State Strategic Plan. Based on the feedback received in the CHURP reports, early trends and strategic responses have been prepared for Council's consideration on 29 July 2014. This information has also been used to developing our response to public health in the region.

### ***Employment study report (Lok Chiu)***

A research report on employment trends in southern Adelaide and their potential impact on Onkaparinga was recently completed. The purpose of the report was to provide some context around employment figures reported in the media in late 2013 on the large job losses in the southern suburbs. The report finds that although southern Adelaide experienced significant job losses during 2013, trends in the region have generally been consistent with the state and Australia. The study also found that the impact of the job losses on Onkaparinga has been varied, with some areas being more affected than others. The report also examines briefly some of the social, demographic and financial impacts of unemployment on the community and its implications on council operations. The report will go to the Directors' Group for noting on 9 July 2014 and will be used in the development of the Economic Development Strategy.

### ***Sustainable Onkaparinga workshops and events (Tracy Fulton)***

The Sustainable Onkaparinga program of workshops and events continues to build on our commitment through the Climate Change Strategy to help our residents reduce their impact on the environment by promoting sustainable behaviour change.

A program of free sustainability workshops, information sessions and tours continues to be enjoyed by our community. The program is advertised three times a year in the Messenger with up to date information on upcoming events, also available via our website where residents they can book online or via telephone.

There have been 27 sessions so far this year attracting over 580 residents and were very well received. These included: make your own bokashi mix, eco-friendly pet care, backyard chooks for beginners, creating wicking beds, community planting events, 'road to recycling' bus tours and making paper from recycled materials.

Feedback from attendees shows that 93 per cent felt they had learned something new at the sessions and all gave examples of the sustainable lifestyle changes they are planning using their new learning. Workshops and events are held at different venues across our region, at times including evenings and weekends to afford a wide range of residents the opportunity to attend. The emphasis is on practical information and an interactive style of presentation. We also highlight some of our key environmental sites such as green hubs and wetlands.

## Departmental Reporting

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### ***Nature Play 'Wildzone Adventure' (Tracy Fulton)***

A nature play 'Wildzone Adventure' day was held on Sunday 27 April, at Wilfred Taylor Reserve, Morphett Vale as part of the Sustainable Onkaparinga program of workshops and events in partnership with Southern Region NRM Education and OPAL. There was an outstanding response with more than 800 people turning out to this free event, which was double the number expected. The event focused on getting families outdoors to experience nature play and away from those pesky screens. Adventure and imagination were key themes in the activities which included building birds' nests and cubbies, finding out more about our urban creeks project, creating nature art, fun mud play and learning about water bugs and native animals (including a snake that was hiding in the roof of the marquee to everyone's surprise!). Creek discovery tours were a massive hit and everyone went home with some great ideas, dirty hands and smiles on their faces. This is a great result and just the start of the nature play initiatives we will be working on this year and proves how great across-organisation collaboration can create fantastic results for our communities.

### ***Sustainable Onkaparinga community information stand (Tracy Fulton)***

Following the successful trial at the end of last year, we continue to set up a sustainability information stand staffed by officers for one day a month at shopping centres and community events around the region in order to create dialog about council's programs with residents that would not necessarily attend environmental workshops and events. During the first half of this year the information stand has been to the Seaford, McLaren Vale and Colonnades shopping centres, and the Twilight Earth Fair at Woodcroft Community Centre, the Nature Play event at Morphett Vale and the Expressway Community Event at Reynella. We ensure that the stand is always in a prime location and at busy times, ie school holidays and weekends in order to speak to the most amount of people possible, which is generally about 300 people at each shopping centre and a great deal more at events.

### ***Environmental Risk and Compliance (Jenni McGlennon)***

This program will establish the systems to ensure that all staff are aware of our environmental legislative obligations and that our operations and services reflect our statutory responsibilities. One of the outcomes will be an internal reporting system that is able to be reviewed by the EPA or other authorities in the event of an investigation.

Progress is continuing with operational staff being consulted to discuss which activities in our higher risk areas such as waste, maintenance, parks, infrastructure, construction, compliance and maintenance need to be included, and what existing procedures are in place. The next step is to identify any gaps in our current practices which will be addressed as part of an Environmental Risk Management Plan under our Strategic Framework.

### ***2014 Federal and State Budgets (Ben Calder)***

The 2014-15 Federal Budget was released on 13 May 2014. The South Australian Government subsequently released its 2014-15 Budget on 19 June 2014.

Analysis of the budgets was undertaken to identify potential opportunities and impacts on council and our communities. This information will be used to inform our ongoing advocacy work and the monitoring of funding opportunities.

### ***Strategic Framework (Paul Tulloch)***

Policy Principles have been translated into selected strategy lead documents and discussion papers and will be reviewed by elected members in July and considered for approval by SDC in August. Subject to this approval, the updated policy principles will be added to the online version of the Community Plan 2035.

## Departmental Reporting

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Strategy lead documents (Placemaking, Healthy Lifestyles, Environment) and discussion papers (Integrated Transport and Economic Development) have been prepared and will be reviewed by elected members in July and August, and considered for approval by SDC in August and September. The remainder of strategy lead documents will be considered by the new Council in the second half of 2014-15.



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## **10. Nominations to external bodies**

### **10.1 Nomination to Kurna Indigenous Land Use Agreement Liaison Committee**

This is a new proposal, concept or issue.

Director:	Alison Hancock, Director People, Governance and Regulatory Services
Report Author:	Michelle Wooldridge, Executive Assistant to the Mayor
Contact Number:	8384 0118
Attachments:	1. Letter - Kurna ILUA Liaison Committee (10 pages) 2. Representatives on Outside Bodies form Part B (1 page)

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#### **1. Purpose**

This report seeks approval from Council for Mayor Lorraine Rosenberg to be nominated to the Local Government Association for consideration as a Local Government member of the Kurna Indigenous Land Use Agreement (ILUA) Liaison Committee (the Committee).

#### **2. Recommendation**

**That Council nominate Mayor Lorraine Rosenberg to the Local Government Association as a Local Government member of the Kurna Indigenous Land Use Agreement Liaison Committee.**

#### **3. Background**

At the 3 September 2013 Council meeting it was resolved that Council:

- 1. Enters into an Indigenous Land Use Agreement with Kurna Peoples native title claimants, by Garth Agius, Vince Buckskin, Lynette Crocker, Phillip Davies, Cecil Graham, Carroll Karpany, **Shirley Lampard, Deceased, Joseph Mitchell, Rodney O'Brien, Deceased, Glenice Sumner, Frank Wanganeen, Maureen Wanganeen, Deceased, Georgina Williams, Kurna Yerta Aboriginal Corporation and Kurna Nation Cultural Heritage Association Incorporated.***
- 2. Delegates its authority to execute the Indigenous Land Use Agreement in the form of the draft Kurna Indigenous Land Use Agreement as attached to the agenda report, together with any other document required in connection with the agreement, to the Mayor and Chief Executive Officer (or his delegate), with such amendments as the Mayor and Chief Executive Officer (or his delegate) agree to on behalf of Council.*

*3. Allocates \$24,774 in 2013–14 Budget Review 1 and commits a further \$24,774 (indexed for CPI) annually for the following four years as Council's contribution to the costs of managing the Kurna Indigenous Land Use Agreement.*

The City of Onkaparinga is one of 25 Councils within the Kurna claim area who have resolved to participate in the ILUA and to commit funds to support the establishment and operation of a Liaison Committee.

Execution of all participating councils is now complete and one of the requirements of the ILUA is to establish the Committee within 12 months of execution.

A letter from the Local Government Association dated 7 July 2014 (attachment 1) was forwarded to the 25 participating councils seeking Expressions of Interest for the Committee. Nominations close on Wednesday 3 September 2014 and will then be considered by the Local Government Association.

#### **4. Financial Implications**

Council has committed funds towards the costs of managing the ILUA as resolved in the 3 September 2013 Council meeting. There are no financial implications to be a member of the Committee.

#### **5. Risk and Opportunity Management**

<b>Opportunity</b>	
<b>Identify</b>	<b>Maximising the opportunity</b>
To represent the City of Onkaparinga	Representation of the City of Onkaparinga and enabling Council to be informed of progress with regard to ILUA matters
	To develop ongoing relationships with Kurna and Local Government

#### **6. Additional Information**

The Committee will consist of equal numbers of Local Government and Kurna membership consisting of six from local government and six members between the Kurna Yerta Aboriginal Corporation and the Kurna Heritage Association.

The functions of the Committee will cover a range of matters including:

- providing funding for projects of mutual benefit to Kurna and Local Government
- building capacity of Kurna community and developing on-going relationships between Kurna and Local Government
- acting as a forum to resolve issues causing concern between both parties including heritage monitoring and conduct of surveys
- mechanisms to achieve recognition within the general community in the ILUA area of the Kurna as the Aboriginal group that asserts traditional ownership of the ILUA area

- promoting reconciliation between the Councils and the Kurna and the community within the ILUA area generally
- economic development opportunities within the ILUA area for the parties
- Aboriginal training, employment, contracting and business opportunities and strategies within the ILUA area
- service delivery by the Councils and other persons to the Kurna and other Aboriginal people living within the ILUA area
- further funding of activities arising out of the ILUA and making application for such funding upon behalf of the parties or any of them.



**Local Government Association  
of South Australia**

The **Voice**  
of Local  
Government

In reply please quote our reference: 600814 / DH : LC

	Corresp. No.
--	--------------

7 July 2014

Mr Mark Dowd  
Chief Executive Officer  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168

Dear Mr Dowd

**Kaurna ILUA Liaison Committee**

I am writing regarding selection of the Kaurna ILUA Liaison Committee. As you would be aware twenty-five of the 28 Councils within the Kaurna claim area have resolved to participate in the ILUA. Councils have also committed funds to support the establishment and operation of a Liaison Committee. Your Council is participating in the ILUA.

Under the terms of the ILUA provision is made for the establishment of a Liaison Committee to manage the ILUA after it is implemented.

Membership of the Liaison Committee is to be comprised of equal numbers of Local Government (six members) and Kaurna membership (three members of each of the Kaurna Yerta Aboriginal Corporation and the Kaurna Heritage Association).

The functions of the Liaison Committee cover a range of matters (set out more fully in clause 6.2 of the Kaurna ILUA), but include:

- providing funding for projects of mutual benefit to Kaurna and Local Government;
- building capacity of Kaurna community and developing on-going relationships between Kaurna and Local Government;
- acting as a forum to resolve issues causing concern between both parties including heritage monitoring and conduct of surveys;
- mechanisms to achieve recognition within the general community in the ILUA area of the Kaurna as the Aboriginal group that asserts traditional ownership of the ILUA area;
- promoting reconciliation between the Councils and the Kaurna and the community within the ILUA Area generally;
- economic development opportunities within the ILUA area for the parties;
- Aboriginal training, employment, contracting and business opportunities and strategies within the ILUA area;
- service delivery by the Councils and other persons to the Kaurna and other Aboriginal people living within the ILUA area; and
- further funding of activities arising out of the ILUA and making application for such funding upon behalf of the parties or any of them.

Expressions of Interest for the Committee membership are now being sought from representatives of the 25 Councils which are signatories to the ILUA.

.../2



148 Frome Street Adelaide SA 5000 | GPO Box 2693 Adelaide SA 5001 DX 546 | Tel 08 8224 2000 | Fax 08 8232 6336 | Web [www.lga.sa.gov.au](http://www.lga.sa.gov.au)



- 2 -

In order to effectively fulfil the requirements of being a member of the Liaison Committee it is expected suitable representatives would have extensive experience in more than one of the following areas:


- an understanding of and experience in working with indigenous cultures;
- Indigenous affairs; and
- Native Title matters.

In addition experience in Local Government as a Council Member or officer and working with representative boards or committees would be desirable. However, if Councils wished to nominate persons who are not a Council Member or officer and they meet the essential requirements consideration would be given to their appointment.

More information on the contents and operation of the ILUA and Liaison Committee can be found in Part A attached. The Expression of Interest (Part B) form is also attached and to be completed and returned to Ms Lisa Colquhoun at the LGA by email by **Wednesday 3 September 2014** to [lisa.colquhoun@lga.sa.gov.au](mailto:lisa.colquhoun@lga.sa.gov.au).

If you require further information on this process, please contact Mr David Hitchcock on 8224 2052 or via email on [david.hitchcock@lga.sa.gov.au](mailto:david.hitchcock@lga.sa.gov.au).

Yours sincerely



Wendy Campana  
**Chief Executive Officer**

Telephone: 8224 2022  
Email: [wendy.campana@lga.sa.gov.au](mailto:wendy.campana@lga.sa.gov.au)

Attach: Part A (ECM 600614)  
Part B (ECM 600615)  
Additional Information (ECM 600616)

**Representatives on Outside Bodies**



**PART A**

<b>Name of Body</b>	<u>Kaurna ILUA Liaison Committee</u>
<b>Legal Status of Body</b>	<b>Advisory Committee</b>
<b>Summary Statement</b>	<p>Under the terms of the Kaurna Local Government Indigenous Land Use Agreement provision is made for the establishment of a Liaison Committee to manage the ILUA after it is implemented.</p> <p>Membership of the Liaison Committee is to be comprised of equal numbers of Local Government (six members) and Kaurna membership (three members of each of Kaurna Yerta Aboriginal Corporation (KYAC) and the Heritage Association.</p> <p>The functions of the Liaison Committee cover a range of matters (set out more fully in clause 6.2 of the Kaurna ILUA), but include:</p> <ul style="list-style-type: none"> <li>• providing funding for projects of mutual benefit to Kaurna and Local Government;</li> <li>• building capacity of Kaurna community and developing on-going relationships between Kaurna and Local Government;</li> <li>• acting as a forum to resolve issues causing concern between both parties including heritage monitoring and conduct of surveys;</li> <li>• mechanisms to achieve recognition within the general community in the ILUA area of the Kaurna as the Aboriginal group that asserts traditional ownership of the ILUA area;</li> <li>• promoting reconciliation between the Councils and the Kaurna and the community within the ILUA Area generally;</li> <li>• economic development opportunities within the ILUA area for the parties;</li> <li>• Aboriginal training, employment, contracting and business opportunities and strategies within the ILUA area;</li> <li>• service delivery by the Councils and other persons to the Kaurna and other Aboriginal people living within the ILUA area; and</li> <li>• further funding of activities arising out of the ILUA and making application for such funding upon behalf of the parties or any of them.</li> </ul>

ECM 600614

<b><u>SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES</u></b>	
The following selection criteria must be addressed when completing Part B	
<b>Qualifications Required</b> <i>(formal qualifications relevant to the appointment)</i>	No formal qualification required.
<b>Industry Experience</b>	Extensive experience in: <ul style="list-style-type: none"> <li>• Local Government as a Council member or officer;</li> <li>• Indigenous affairs; and</li> <li>• Native Title matters.</li> </ul>
<b>Board / Committee Experience</b>	Experience in working with representative boards or committees desirable.
<b>Key Expertise</b> <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	An understanding of and experience in working with indigenous cultures.
<b><u>LIABILITY AND INDEMNITY COVER</u></b> The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis).	
<b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b>	<b>Yes</b>
<b>Insurance Policies are Valid &amp; Current</b>	<b>Yes</b>

ECM 600614

**Representatives on Outside Bodies**



**PART B:** This form must be completed by Council electronically and emailed as a word document to:  
[lisa.colquhoun@lga.sa.gov.au](mailto:lisa.colquhoun@lga.sa.gov.au)  
(Nominee's details must not exceed this single page)

**Name of Body:** Kaurua ILUA Liaison Committee

<b>Council Name:</b>			
<b>Full Name of Nominee:</b>			
<b>Position/Title:</b>			
<b>Address:</b>			
<b>Work Phone:</b>		<b>Facsimile:</b>	
<b>A/H Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>1. Summary of relevant skills, knowledge and/or experience</b>			
<b>2. Other comments in relation to this role</b>			

**DO NOT EXCEED ONE PAGE**  
*An email confirming receipt of your nomination will be forwarded*

ECM 600615



**Local Government Association**  
of South Australia

The **Voice**  
of Local  
Government

## **Kaurna / Local Government Indigenous Land Use Agreement (ILUA)**

### **The Kaurna / Local Government ILUA**

An Indigenous Land Use Agreement between the Kaurna communities and Local Government has been completed. The agreement covers a number of key elements including:

- Protocol to simplify Native Title Act processes;
- Aboriginal Heritage Protocol;
- Planning Protocol; and
- Liaison Committee.

The negotiation of the Kaurna ILUA has been an extremely large and complex operation, involving as it does 28 of the 68 Local Government Councils in South Australia covering 83% of the population of South Australia. These 28 Councils are all the Councils within the boundaries of the Kaurna native title claim (see **Attachment B** below for a map of the Kaurna Native Title claim area).

Given the large number of participating Councils, it was necessary to streamline the negotiation process so the Local Government (LG) Leadership Group was established by the Local Government Association (LGA) in late 2006. This was based on a notional four (4) regions with three (3) representatives from each region (a Principal Member, CEO and senior officer) and a chair nominated by the LGA thus providing a group of 13 people. Due to retirements and resignations a review of the future role and membership of the LG Leadership Group was undertaken in 2011 and a report was submitted to the LGA for consideration. Following this the current structure and membership of the LG Leadership Group was endorsed by the then LGA State Executive (now the LGA Board).

The LG Leadership Group endorsed by the State Executive currently comprises eight (8) people:

- Principal Member Lachlan Clyne, City of Unley (Chair);
- Principal Member Brian Sambell, Town of Gawler;
- Principal Member James Maitland, Wakefield Regional Council;
- Mr Terry Buss, CEO, City of West Torrens;
- Mr Michael Sedgman, Former General Manager, Adelaide City Council;
- Mr Stephen Melville, Director Community Development, City of Port Adelaide Enfield;
- and
- Mr Glen Millar, Former Manager Community Services City of Holdfast Bay.

The LG Leadership Group represents all of the Participating Councils and is the group of people who have represented the Participating Councils in negotiations with the Kaurna, which have traversed approximately a seven (7) year period.

### **The Benefits of the ILUA to Councils**

Given the overwhelming proportion of land over which native title has been extinguished within the boundaries of the Kaurna native title claim, the successful conclusion of the



Kaurna Local Government ILUA, dealing as it does with virtually all land over which native title is likely to persist, will likely contribute significantly to the settlement of the claim itself.

The Kaurna ILUA provides an opportunity for Local Government to:

1. fulfil their obligations under the *Native Title Act* (Cth) (NTA) in a simple and straightforward manner as opposed to having to meet those obligations in accordance with the complex future act procedures under the NTA;
2. provide Councils with easy accessibility to a workable, affordable pre-negotiated native title agreement;
3. negotiate a well-developed benefits package for the Kaurna community otherwise not likely to be obtained;
4. include an Aboriginal heritage protocol which promotes and facilitates protection of Aboriginal heritage and a pre-determined, uniform and consistent approach in this regard across all participating Councils, benefiting both them and the claim group.
5. deal with Aboriginal heritage and planning issues as they may affect Indigenous interests in a uniform, mutually agreeable and meaningful way; and
6. provide for ongoing development of relationships to assist Local Government achieve its goal of commitment to reconciliation.

An ILUA 'value adds' through the Local Government template ILUA by:

- providing Councils with a practical and uniform set of protocols in relation to their native title and Aboriginal heritage obligations and a planning protocol to meet Indigenous heritage concerns; and
- relationship building with indigenous parties, .e. "humanises" the process; providing Indigenous community benefits, including employment opportunities / training.

#### **The ILUA Agreement – key elements for Councils**

Agreement has been reached with the Kaurna to sign an ILUA agreement. In so doing it is important to note the following:

- that agreement has been reached with two groups representing the Kaurna, namely the Kaurna Yerta Aboriginal Corporation (representing the Kaurna native title claimants) (KYAC) and the Kaurna Nation Cultural Heritage Association Incorporated (representing Kaurna Aboriginal heritage interests) (Heritage Association) and both groups had separate legal representation; and
- that in formulating an Agreement between Local Government and Kaurna, it needs to be stressed that the State Government still remains the first respondent to the Native Title Claim and is responsible for compensation issues (although the State Government is at liberty to seek to 'pass on' this liability to third parties, including a Council, e.g. where the State is doing something which affects native title at the instance of the third party).

As stated the key elements of the ILUA for Councils are as follows:

- Protocol to simplify Native Title Act processes;
- Aboriginal Heritage Protocol;
- Planning Protocol; and
- Liaison Committee.

For the purposes of this process detailed information is provided on the Liaison Committee.

### **Establishment of a Liaison Committee**

#### **Functions**

The functions of the Liaison Committee cover a range of matters (set out more fully in clause 6.2 of the ILUA), but include:

- acting as a forum to resolve issues causing concern between both parties including heritage monitoring and conduct of surveys,
- providing funding for projects of mutual benefit to Kaurna and Local Government,
- building capacity of Kaurna community and developing on-going relationships between Kaurna and Local Government,
- mechanisms to achieve recognition within the general community in the ILUA area of the Kaurna as the Aboriginal group that asserts traditional ownership of the ILUA area;
- promoting reconciliation between the Councils and the Kaurna and the community within the ILUA Area generally;
- economic development opportunities within the ILUA area for the parties;
- Aboriginal training, employment, contracting and business opportunities and strategies within the ILUA area;
- service delivery by the Councils and other persons to the Kaurna and other Aboriginal people living within the ILUA area;
- further funding of activities arising out of the ILUA and making application for such funding upon behalf of the parties or any of them;
- applying Council funding towards the achievement of the Committee's functions.

Other matters that may be included within the scope of consideration by the Liaison Committee will be confined to those within the jurisdiction of Councils, but would be focussed on projects / activities of mutual benefit to both parties and on this basis may extend to the following items:

- repatriation and reburial of ancestral remains;
- database of sensitive sites / areas and cultural mapping;
- development and use of the Kaurna language;
- Kaurna cultural and history awareness programmes;
- joint management of Kaurna sites;
- seeking funding for Kaurna sport programmes; and
- seeking funding for scholarships and traineeships.

#### **Membership and Decisions of the Liaison Committee**

Membership of the Liaison Committee is to be comprised of equal numbers of Local Government (6 members) and Kaurna membership (3 members of each of KYAC and the Heritage Association). Each of KYAC and the Heritage Association would need to decide who would represent their interests.

In terms of Local Government representation this is to be undertaken by an expression of interest process. In order to attract prospective members with the appropriate skills and experience expressions of interest will be extended to people outside Local Government.

Decisions of the Committee will be made by consensus on a unanimous basis.

#### Reporting by Committee

Before the start of each financial year the Committee must provide each of the Councils, the Kaurna and the Heritage Association with a copy of its written key performance indicators and objectives for the ensuing financial year.

On or before 31 July in each year the Committee must prepare and approve annual written report in relation to the Committee's functions, activities and projects during the immediately preceding financial year and may determine that the report or a summary or extracts of it be circulated to the Councils, the Kaurna and the Heritage Association.

#### Establishment of a Liaison Committee Secretariat

A Liaison Committee Secretariat (constituted by an ILUA administrator) will be established to support the ILUA and the Liaison Committee.

The ILUA Administrator will be located in the LGA and act as Executive Officer to the Liaison Committee and assist with the development of funding and implementation of individual projects of mutual benefit to Kaurna and participating Councils as determined by the Committee. As part of capacity building for Kaurna priority will be given for the Executive Officer to the Liaison Committee being an Aboriginal person (preferably Kaurna).

The ILUA Administrator will be appointed by the Liaison Committee which will determine his / her conditions of employment (after consultation with the LGA). The Committee may terminate the ILUA Administrator's appointment of its own volition or at the request of the LGA (in either case after consultation with the LGA).

#### Funding to support the ILUA

This funding will provide for the management of the ILUA and operation of the Liaison Committee. It will also provide for the employment of the ILUA Administrator and the funding of projects benefitting Councils and the Kaurna as determined by the Liaison Committee

Annual funding is to be provided by participating Councils based on Council revenue for the establishment of a fund up to \$200,000 CPI indexed for a three (3) year period with a review to occur before expiration of three (3) year period.

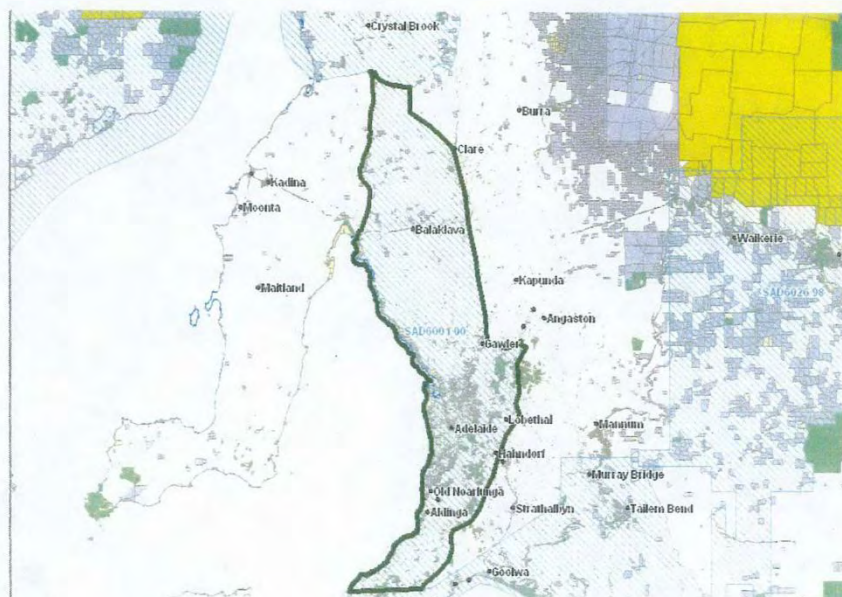
The Liaison Committee Secretariat will be established within the LGA to administer the funding in accordance with the Liaison Committee's determinations and the funds will be managed by the LGA as a 'broker' and no funds will be provided directly to Kaurna.

#### Benefits of Liaison Committee

The Liaison Committee provides a number of benefits for both Councils and the Kaurna. These include:

- a standing forum for matters of mutual interest to be ventilated and dealt with;
- promoting reconciliation on a cross Council co-ordinated basis between local government and the Kaurna; and
- Council funding and the potential to access other funding sources to enable mutually beneficial projects to be undertaken.

**Attachment B – the Kurna claim area**



**Representatives on Outside Bodies**



**PART B:** This form must be completed by Council electronically and emailed to: [lisa.colquhoun@lga.sa.gov.au](mailto:lisa.colquhoun@lga.sa.gov.au)  
(Nominee's details must not exceed this single page)

**Name of Body:** Kaurua ILUA Liaison Committee

<b>Council Name:</b>	City of Onkaparinga		
<b>Full Name of Nominee:</b>	Lorraine Florence Rosenberg		
<b>Position/Title:</b>	Mayor		
<b>Address:</b>	PO Box 1		
	Noarlunga Centre SA 5168		
<b>Work Phone:</b>	8384 0118	<b>Facsimile:</b>	
<b>A/H Phone:</b>		<b>Mobile:</b>	0458141091
<b>Email:</b>	<a href="mailto:lrosenberg@onkaparinga.sa.gov.au">lrosenberg@onkaparinga.sa.gov.au</a> or <a href="mailto:micwoo@onkaparinga.sa.gov.au">micwoo@onkaparinga.sa.gov.au</a>		
<b>1. Summary of relevant skills, knowledge and/or experience</b>			
<ul style="list-style-type: none"><li>• In previous role as general manager of SA Fishing Industry I represented the industry for 7 years on ILUA negotiations and various panels for this program</li><li>• Built solid relationships with representatives from all claim areas</li><li>• Worked for 6 years as general manager Alinytjara Wilurara NRM Board covering APY/MT/Yalata region</li><li>• Created strong and lasting relationships</li><li>• Understand the ILUA process extremely well</li></ul>			
<b>2. Other comments in relation to this role</b>			
I believe I am respected by our Kaurua community elders and have a great relationship with them.			

**DO NOT EXCEED ONE PAGE**

**An email confirming receipt of your nomination will be forwarded**



## **11. Questions on notice**

### **11.1 Question on notice (Cr de Jonge)**

**What would a 3% Increase in the rates for 2015 – 2016 Budget Look like?**

**Response has been provided by the Manager Finance and the Team Leader Financial Accounting**

Using the 2014-15 general rates income budget as a base, a 3% increase for 2015-16 would equate to approximately \$3.3 M.

As part of this year's financial planning and budgetary processes, Elected Members considered from a strategic perspective the long term financial requirements of council and the expectations of our communities. As a result of these considerations, the Long Term Financial Plan is based on a 5.45% rate increase for 2015-16 and beyond. Reducing the 2015-16 rate increase to 3% would result in an approximate \$2.45 M funding statement deficit for 2015-16. If this deficit was not recovered in future years there would be a permanent reduction in funding across all years in the Long Term Financial Plan.

A 3% increase is similar to the rate increase Council would have been required to adopt under the capping increases proposed by the Liberal Party as part of the State Government election.

The newly elected Council as part of forming the 2015-16 budget will consider from a strategic perspective the funding requirements for the Long Term Financial Plan, Councils sustainability and impacts on our community. Based on these considerations they will set the rate increase accordingly

### **11.2 Question on notice (Cr de Jonge)**

**Does our council use recycled glass in Onkaparinga or are there any recyclable glass outlets in South Australia?**

**Are there any negatives to using recycled glass in our trenches roadways, pavements etc?**

**Response has been provided by the Manager Fleet and Waste and the Manager Civil Infrastructure**

Recycled glass collected as part of our recycling contract is the property of SKM recycling. SKM process the glass with the bulk of this product then used by glass manufacturers across Australia eg. Ol Glass (ex ACI) use the product for glass manufacturing in Adelaide for the production of wine bottles. Other by-products from recycled glass are rendering, pipe bedding, water filtration and blasting media replacing sand.

The volumes of this product in SA are not as high as in eastern states where the product is sized. The glass that is not sorted by color for remanufacturing (too small or non-standard color) is combined and sized for alternative uses as listed above. Transport costs for bulk materials of a size equivalent to our trench bedding materials (0-4.5mm) is prohibitive at this time. Fine glass is used within line marking for night – time reflectivity were it is applied at 275g per m<sup>2</sup>. Investigations have previously taken place in the use of glass in asphalt products however they were found to be unsuitable due to being unable to meet appropriate specifications.

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## **12. Motions**

### **12.1 Notice of motion**

#### **MOVED Cr de Jonge**

**That council administration organise a 2 to 3 hour comprehensive Elected Member workshop to review the Project and Capital Works priorities as part of the budget preparation series of workshops early in 2015, with the view to have excellent Elected Member input into what really needs to be included and most importantly excluded in the Project and Capital Works.**

**Explanation:** I have seen the Project and Capital Works Register many, many times throughout my 8 years of being an Elected Member. Never have I actually been asked which footpath or bridge project should be cut from the list as they will never ever be completed in my life time. I have seen some power point slides in which it will take over 40 years to complete all the items in the Register. Please correct me if I am incorrect here. I know that we have had many a chance to discuss the PCW Register and yes sometimes I have **not been present**. But I am sure that the Elected Member body did not go through each item one by one and discuss.

**Community Benefit:** This is obvious as this will help reduce the reliance of the Project and Capital Works Register and will reduce the reliance of rates for many future generations.

**Cost to Council:** Staff time and costs for a workshop on one night.

### **12.2 Notice of motion**

#### **MOVED Cr de Jonge**

**That Council lobby the State Government to reduce the Road Speed limit on most arterial roads to 50KM HOUR**

**Explanation:** This motion may be very unpopular; however there is merit in this as the Government needs to show that it wants to reduce road accidents and deaths in South Australia. The thought is that if State Government have every speed limit on all of the most popular roads then there will be less chance of road deaths and accidents. (They have already completed this on the local roads). A 50km speed limit for both arterial and local roads bring consistency with the same speed limit.

**Community Benefit:** If all the main state roads are reduced to 50km/h then the community will have less accidents and more residents will be saved.

**Cost to Council:** Administration time to write a letter on behalf of the council to the current State Government.

### **12.3 Notice of motion**

#### **MOVED Cr de Jonge**

**That the Council write to State Government (Relevant Minister) and Opposition Minister requesting the Government to promote safety through reduced speed and safety. This could be in a form of an Information Brochure or Television Advert reminding the ratepayer/ tax payer that when they are on the roads that they can go 55km hour instead of 60km to avoid speeding fines in South**

**Australia. (This will definitely help our community be safer and help residents ensure that they keep their money safe for food and shelter.)**

**Explanation:** I am the newly elected President of the "Drive Alive Fifty Five" Club and membership is absolutely free. All you need to do to become a member of the Club is to travel at 55KM/H everywhere you go on the roads. This will reduce road deaths and accidents on our road. Also members will **NEVER EVER** get a fine. It is an excellent club to be part of and I am really proud to be the President of this Club.

**Community Benefit:** If all the motorists travel in their cars at 55KMH, the community will have fewer accidents and more residents will be saved. Also the residents will be able to pay their rates quicker, as they will not get \$400 Fines or whatever it is and they can pay for food etc easier. It is our jobs to the community as Elected Members to ensure that our residents are safe and do not get fines.

**Cost to Council:** Would not be that significant. There would be the cost of the Information Brochure to produce and the letter to be written by a responsible officer

#### 12.4 Notice of motion

**MOVED Cr de Jonge**

**That a report be presented to Council detailing and investigating new significant events, including major sporting events, economic drivers and events that maximise tourism potential, which could be implemented within the City of Onkaparinga. The report should be scheduled for July/August 2015 after the Budget Process.**

**Explanation:** I would like to have council administration investigate and produce a report examining the potential for Formula One sights or significant events that could be staged in the City of Onkaparinga. We have the Clipsal 500 V8 Supercars in the City of Adelaide and the World Fire Games and the Bike Ride here in Willunga. What other major attractions could we have? Melbourne is looking to host the 2028 Olympic Games. Why could it not be held here in Adelaide – we have just build a fantastic Stadium?

**Community Benefit:** There are a range of Tourism events and money that would enter our community. Also we would be on the world stage and the media would highlight our lovely city. Just in the same way that the Jamie Oliver Food Adventure is doing, but in a bigger way.

**Cost to Council:** Would not be that significant. There would be the cost of the staff time in preparation of the report. Ultimately if one or two of these events were to come to Onkaparinga City, then there would be further staff time invested.

#### 12.5 Notice of motion

**MOVED Cr de Jonge**

**That the administration write to Federal and State Government Ministers and several University Providers to encourage that we develop a University presence in the City of Onkaparinga.**

**Explanation:** Currently the City of Onkaparinga has a TAFE which is classed as a Tertiary Institution. This is great for our city but if the youth who would like to

attend a course at a University then they have to travel distances to for example the City of Adelaide or complete their course at Flinders University. I went to University to study for 4 years and had to catch a bus and travel many hours to and from the Adelaide University. I strongly believe that we should be encouraging our young students to realise their dreams and so Elected Members should encourage this motion also. I am happy with additions etc. as long as the nature of the Motion is not changed.

**Community Benefit:** If there is a University in our city, then the future young students who would ordinarily have to travel to Flinders or Adelaide University would not have to go as far. The benefits are that our Onkaparinga would be more tertiary savvy and ultimately would retain a greater knowledge base in our city.

**Cost to Council:** Writing a well drafted and constructed letter would only cost administration time.

## 12.6 Notice of motion

### **MOVED Cr de Jonge**

**That administration organise a weekend residential following the establishment of the new Council to generate ideas and discuss more contentious issues, with topics nominated by Elected Members.**

**Explanation:** We had a residential / seminar / briefing about the community plan at a winery last year which was rather good and this outlined policies about appropriate behaviours. I think that as an Elected Member body, we are behaving well and respecting what others say. I would like to use the Elected Member training budget to have another Residential Think Tank after the Budget Process Perhaps organised for January 2015 on ideas and issues that Elected Members want to raise.

**Community Benefit:** When our new Council is voted in then we can all sit around a table and bring ideas that the new Elected Members would like to discuss and work on throughout the term.

**Cost to Council:** This would be exactly the same as the residential budget that we had at Serafino Winery. Easy.

## 12.7 Notice of motion

### **MOVED Cr de Jonge**

**As part of the series of workshops that will be held consider the development of the 2015 – 2016 Annual Budget:**

- 1. That an option for the budget be modelled which would achieve a rate rise of 3% for the. At this Workshop, it also maybe relevant to obtain expert input from individuals outside the Council.**
- 2. That options for payment of rates be discussed at a workshop, including the potential for electronic funds transfer**

**Explanation:** Elected Members have received some very comprehensive and useful information from the Council administration that has been excellent in relation to the Previous Operating Budget for 2014 – 2015. The notice of motion above is to give Elected Members the opportunity to further put forward ideas



together and discuss in a close knit environment possible ways to reduce the Budget in the 2015 – 2016 Years.

Currently Ratepayers do not have an option to pay their rates via Direct Debit. Everyone else does it and it would be a great time to start. All the staff need to do is to set up a new bank account – there are several and receipt the Valuation No or Reference number accordingly.

**Community Benefit:** The community at large were responsive to the 1 million dollar savings that council staff found for them. The community benefit of conducting a workshop on further rate rises at CPI maybe beneficial in the future for them as well.

Obviously some ratepayers are very busy, this may be the only option that they have and it would be quickest and easiest for this ratepayer to get the money to the Council. The council will have their rates quicker as well. Try it . It may work better than you may believe.

**Cost to Council –** The staff time once again would be a thing that would cost. Elected Members already receive an allowance for their community work. Nibbles and Drinks would also be provided.

There are usually no banking fees for this type of transaction. The money lands immediately into the Bank for the council. The staff member would have to set up a bank account – **that's all.**

## 12.8 Notice of motion

### **MOVED Cr de Jonge**

**That our council administration write a letter to a targeted number of large world traders and profitable companies highlighting the advantages of and encouraging them to invest in the City of Onkaparinga.**

**Explanation:** Investment Attraction: We have been seeing a lot of interest from our council, Mayor and CEO in relation to the investment of Chinese and becoming a Sister City with the City of Onkaparinga. This is a really good thing. Out of the top 50 tallest buildings in the world China has 18 of the tallest and Australia has one in Melbourne and one on the Gold Coast (Q1). These people are smart and great. To continue this relationship that is in its initial stages, I thought about drawing investment on the scale of Larger than Mitsubishi, Mobil and the City of Onkaparinga and writing to the Top 100 World traders. There are some very rich companies in the world and why not write to them asking if they would like to set up office in our city. It could be jointly signed by the Mayor and CEO. Walmart, Chevron, Toyota. **It can't be difficult. This idea originally came from an email from Nick Swan in 2009. Thanks Nick**

**Community Benefit –** Wow – To write a simple single letter and have one of the Top 100 companies in the world. This would be amazing and the start of an economical feast for our city. The benefit would be tremendous and exponential.

**Cost to Council –** The staff time once again would be a thing that would cost. This is simply a letter to World Companies in a polite format. We could even put **one of Our "Investment "On" Brochures" In with the covering Letter. Some council officer would surely have the skills to Mail Merge an Excel Spreadsheet into a Word Document.**

## 12.9 Notice of motion

### **MOVED Cr de Jonge**

**That the frequency of the collection of green waste bins be changed from 4 weekly to a fortnightly basis similar to most other councils in Metropolitan Adelaide.**

**Explanation:** We are becoming increasingly pressured to provide better and more effective and efficient services to ALL our residents of the City of Onkaparinga. There have been surveys and Petitions distributed out to the residents of Onkaparinga and recently one large petition for the frequency of green waste collection to change from 4 weekly to fortnightly on the 10<sup>th</sup> of July 2012 and this was seconded by Cr Greaves and seconded by Cr Gunn. Our council is a leader in innovation and waste management practices. We have recently completed a couple of reviews of services and overlapping and the CEO mentioned that the Council Saved \$1,000,000 of savings to be made in the future and that is a lot of money. To add to this argument a lot of green waste is still ending up in the normal weekly bin and being delivered to landfill. There is a strong environmental cost associated when a large council does not divert waste away from the landfills. I have been to two Resource Recycling Seminars in Coffs Harbour, New South Wales in 2009 and 2011 and was extremely diligent in my note taking and attendance at these 2 day conferences.

**Community Benefit:** Residents of the City of Onkaparinga will have the opportunity to dispose of their organics more efficiently into the Green Bin. They will have the bin emptied every 2 weeks and this will be a benefit to everyone who is a ratepayer.

**Cost to Council:** The cost will be \$800,000 approximately for every resident to have a bin emptied every fortnight. We have happily saved this over the past year in Recycling Initiatives

## 12.10 Notice of motion

### **MOVED Cr de Jonge**

**That the City of Onkaparinga trial, further waste reduction strategies and conduct a trial in the suburbs of Darlington and McLaren Vale for 3 months to understand the impact of reduction of waste to landfill. At the end of the trial, a full written report of associated costs and waste reduction results be prepared for Council which would also allow the public to evaluate.**

**Further Waste reduction strategies could include but not be limited to:**

- **Fortnightly green waste collection (alternating with the yellow Recycle Bin)**
- **Free Compostable Bin liners for all residents of these two suburbs.**
- **Free Vented Caddie Bins for all residents of these suburbs**
- **Collection points for hard rubbish on a monthly basis.**
- **Encouraging minimal waste into the Red lidded Residual Bins (such as only nappies, clothes and plastics and other miscellaneous items)**
- **Encouraging Residents to Visit Planet Ark and Business Recycling websites for alternative locations and drop off zones for recycling products.**

**12.11 Notice of motion**

**MOVED Cr de Jonge**

**That a report be presented to Council discussing the advantages and limitations (both financial and waste reducing) associated with a Volunteer (Resident Initiated) Hard Rubbish (Onkaparinga Council) pick up versus Mandatory Hard Rubbish pick up (see for example West Torrens Council).**

**12.12 Notice of motion**

**MOVED Cr de Jonge**

**That the Mayor write to Minister of the Environment and the relevant Opposition Member overseeing Waste in State Government and to the CEO of Zero Waste SA to ask that part of the Waste to Resource Fund be used to produce a series of television and radio advertisements advising residents of Adelaide what products can go into which bins and to discuss specifically that food organics can go into the green waste bin.**

Our landfill is closing very soon and filling up fast

**12.13 Notice of motion**

**MOVED Cr de Jonge**

**The council write to the Executive Officer of Southern Regional Waste Resource Authority and ask:**

- **What are the plans for the current landfill?**
- **Are there any plans or locations for new landfills?**
- **Does SRWRA have any plans for locations of Advance Waste Technologies?**
- **In the 30 year plan for South Australia where are the locations of the waste Landfills and Advance Waste Technologies?**

**12.14 Notice of motion**

**MOVED Cr de Jonge**

**That consideration of alternate methods of supply and reimbursement of fax and phone lines (including the potential for appropriate plans) occur during the review of the Elected Member Allowances, Benefits and Support policy and procedure in line with the current contractual requirements; and that a further review occur in consultation with Elected Members within 12 months of the new Council Term.**

**12.15 Notice of motion**

**MOVED Cr de Jonge**

**That the Onkaparinga Council write to the relevant Federal Government Members and State Government Ministers to encourage them to address and speed up the delivery of the National Broadband Network. (In particular, the suburb of Darlington, the City of Onkaparinga & the South of Adelaide.)**

**Explanation:** When I first doorknocked to Become an Elected Member this was the second highest issue on the minds of my constituents in 2006. Eight years later, not much has changed. The Internet – at 1.4 BPS - is too slow in Darlington – It is very frustrating to complete business and to Download and Upload anything from the Internet. The NBN Rollout is going way too slow and I have constantly asked the question. When will this NBN come to Darlington? Responses are just laughed at. It is about time that our Council got serious and lobbied the other tiers of Government, which is our duty to our constituents.

**Cost to Council:** Once again a simple letter signed by the Mayor and CEO should suffice. Not very expensive.

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## **13. Petitions**

### **13.1 Petition - Speeding Concerns, London Road, Aberfoyle Park**

This is a receiving report for a petition.

Director: Kirk Richardson, Director City Operations

Report Author: Bill Cirocco, Senior Traffic Engineer

Contact Number: 8384 0175

Attachments: 1. Petition (2 pages)

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#### **1. Purpose**

A petition containing twenty seven (27) signatures has been received requesting Council investigate actions to reduce speeding on London Road, Aberfoyle Park.

#### **2. Recommendations**

**1. That the petition be received.**

**2. That the matter be investigated and a further report be presented to Council by December 2014.**

**3. That the head petitioner be notified of Council's decision.**

#### **3. Background**

In the last five years two requests have been received from residents of London Road, Aberfoyle Park regarding traffic issues. These included speeding motorists, and crossing issues associated with children at the catholic school. These were investigated and at the time the action taken was to refer the speed issue to SA Police.

#### **4. Financial Implications**

No financial implications

#### **5. Risk and Opportunity Management**

Petitions provide a way of the public informing Council of their needs and concerns and/or provide information that may assist or influence Council's decision.

#### **6. Additional information**

As the petition also mentions that London Road is used as a short cut it is proposed that a traffic management review of London Road and the surrounding roads be conducted. This will include all the intersections on London Road and any impacts of the adjacent road network. As part of the investigations, discussion with residents will be undertaken.

**Attachment 1**

	Corresp. No.

Mr Peter Boyle  
C/O the residents of London Road  
6 London Road  
Aberfoyle Park SA 5159

To whomever it may concern,

We the residents of London Road, Aberfoyle Park, SA 5159 are deeply concerned with constant speeding on our road. London Road is used by numerous people (non residents of London Road) as a shortcut between Manning & Sunnymeade Roads and vice versa on an ongoing basis.

The speed limit is 50 km/h along this section of road, but vehicles are traveling in excess of 80 km/h on a regular daily basis, all hours of the day and night.

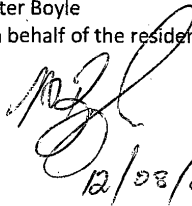
Numerous residents of London Road, have of their own volition taken the initiative to contact the Onkaparinga Council in order to address the ongoing concern of excessive speeding on London Road, with no satisfactory outcome/s being achieved.

London Road is home to many residents, ranging from a child minding centre, public school, church and full time residents, with many having small children.

We the residents of London Road require for the council to take immediate action to reduce speeding on this road, and feel that we (the residents) would like to be involved in any discussion/s, forums in order to how best address this very concerning issue.



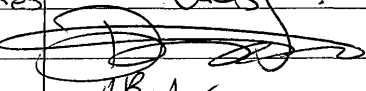
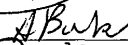
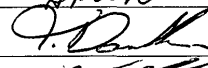
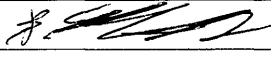
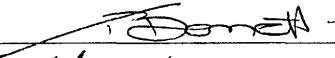
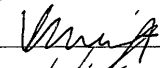
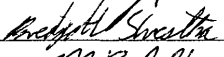
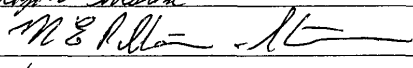
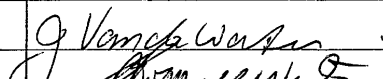
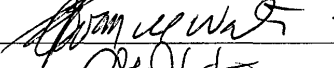
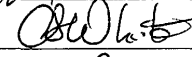
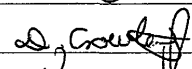
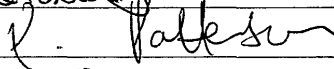

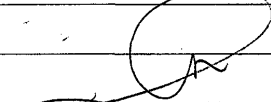

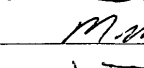
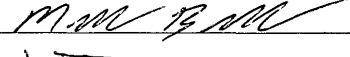
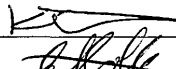

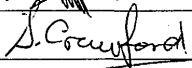

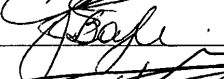

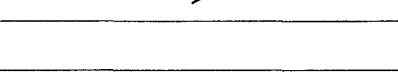
We keenly look forward to being advised as to the how the Onkaparinga Council will look at addressing our concerns.

Regards  
Peter Boyle  
On behalf of the residents of London Road.



12/08/2014

MOBILE: 0418 843 782

PETITION TO HAVE EXCESSIVE SPEEDING ON LONDON ROAD REMEDIED RESIDENTS OF LONDON ROAD	
PRINTED NAME	SIGNATURE
PETER Boyle	
Angelique Klaassen-Jones	
<del>DEBRA CROD</del>	
Aelen Bake	
Tim DONALDSON	
Belal Elsayed	
Tony Bennett	
Kyrie Anderson	
Bridgette <del>Shrestha</del>	
MAXI PULTON-STEVENS	
Janice Van de Water	
BILL VAN DE WATER	
CHRISTOPHER WHITE	
DEBRA CROWLEY	
Liz WATKINSON	
Josh Lemmers	
steve geraghty	
Arnul Grunfs	
christine Brock	
MARK BROCK	
KATHIE WILLIAMS	
Bianca Cotton	
CHARLES LUKATI	
S. Cranford	
K. Mirzaei	
JACKY Boyle	
Tony Naruhagen	

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## **13.2 Petition - Maintenance of Roses - Gemmel Tassie Rose Garden**

This is a receiving report for a petition.

Director:	Kirk Richardson, Director City Operations
Report Author:	Andrew Wark, Senior Open Space Operations Officer
Contact Number:	8384 1154
Attachments:	1. Petition (2 pages)

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### **1. Purpose**

A petition containing twenty one (21) signatures has been received requesting Council review the maintenance practices for pruning of roses.

### **2. Recommendations**

- 1. That the petition be received.**
- 2. That Council note the current pruning techniques are appropriate as supported by local grower and rose specialist.**
- 3. That the head petitioner be notified of Council's decision.**

### **3. Background**

The roses described in the attached petition were planted and established by Rotary International.

We currently have numerous landscapes containing roses, many of which have extremely resource intensive maintenance requirements. In order to manage these assets effectively, we employ an alternating regime of mechanical and hand pruning.

Individual species of rose are treated differently, but typically plants will be pruned mechanically (using hedge trimmers) for two seasons, followed by hand pruning in the third year.

This approach has been adopted with success and is supported by local grower and rose specialist, Maureen Ross (Ross Roses) who engages regularly with our horticultural teams.

We have spoken to the head petitioner Ms Trish Frith to provide the information regarding our pruning approach and program.

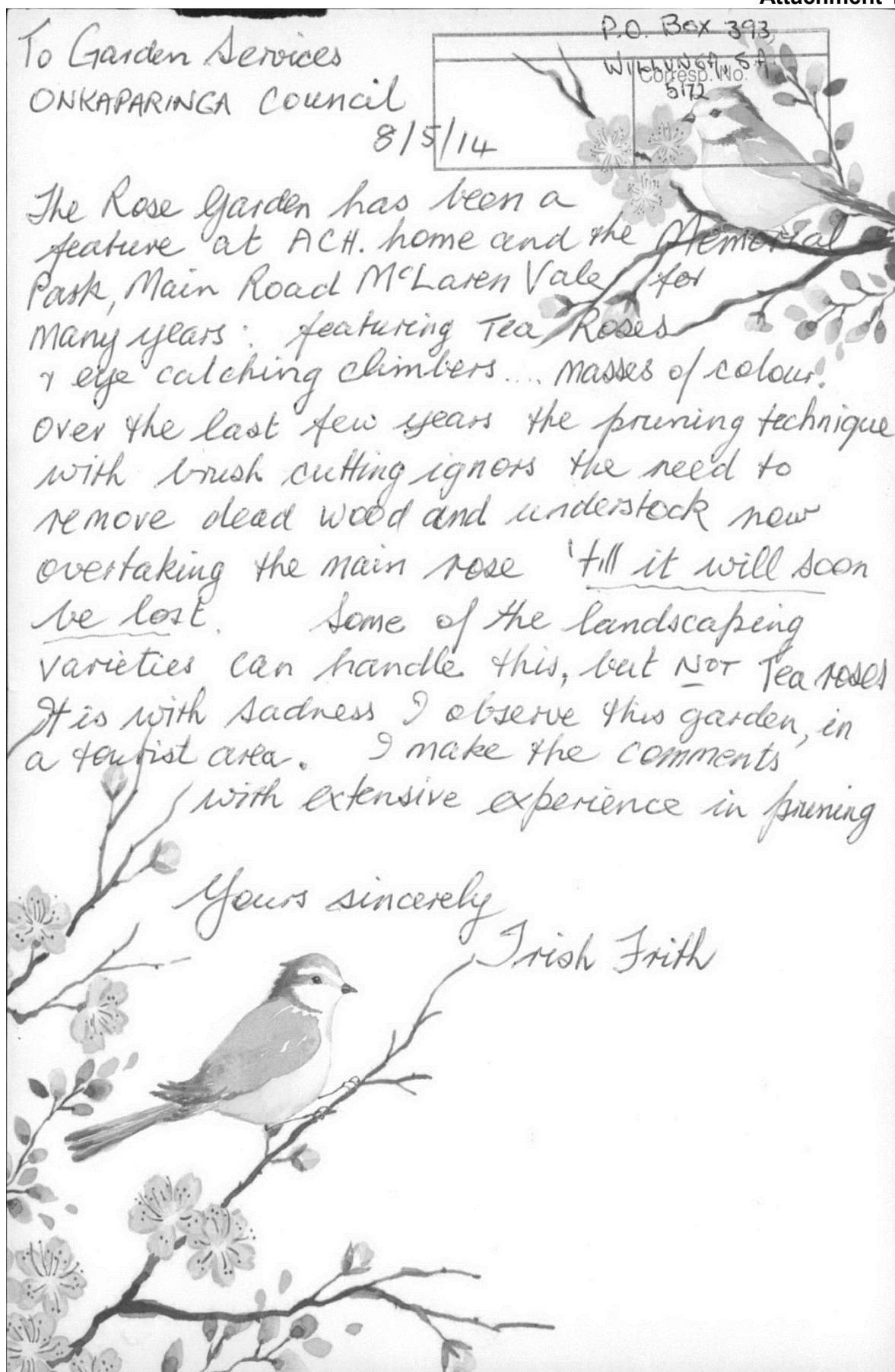
### **4. Financial Implications**

No financial implications

### **5. Risk and Opportunity Management**

Petitions provide a way of the public informing Council of their needs and concerns and/or provide information that may assist or influence Council's decision.





# GEMMEL TASSIE ROSE GARDEN, MCLAREN VALE

We, the undersigned wish to voice our disappointment in the current maintenance practices conducted by Onkaparinga Council employees of the roses at 'Gammel Tassie Rose Garden' on the corner of Main Road and Valley View Drive, McLaren Vale. The incorrect pruning of the roses is creating deterioration of the plants and needs to be addressed as a matter of urgency by Council.

NAME	ADDRESS	SIGNATURE
Robert Heaton	3 Ingham Close Mc	
Jenny Haggan	177 Main Rd McLaren	
Brooke Wasley	177 Main Road McLaren	
ALEC KAKABO	46 COTTESLOE RISE PT NOARATH	
FRAN PETTINGREW	21 VINE ST. MCLAREN VALE	
Liz Bridges	177 Main Rd McLaren Vale	
Sue Bartsch	16 Seaport Drive McLaren Flat	
Keith Ebert	21 ROBINS RD OLD NOARATH	
Felicity Cantavos	44 Aldam Ave, Aldinga Beach.	
Alison Symmott	Unit 143/91 Main Rd McLaren Vale	
Ron Symmott	" "	
MARIE CORDON	12 LENNARD DRIVE, MOANA	
Ann Bennett	17 Aberdeen St Sellicks Beach	
Garys Jarvis	29 Greville Rd Aberfoyle Park	
D. Hobson	114 Cowper Coastal	
F. Sanders	1180, Box, Aldinga	
Wendy		
Val Marshall	22, Kangarilla Rd., McV.	
Margaret Richardson	1	
B. Lee	105 Pennyroyal	
C. HADERT	10 GREVILLE WAY ALDINGA	
Vicki Sullivan	55 Port Rd Pt Willunga	
MARY TOTH	5/8 OSPREY AVE SEAFORD RISE	
E. Tabor	32 Lantana Drive Seaford Rise	
R. Wragg	20 ST RULERS ST WILLINGA	
M. BROWN	26 NORMAN RD, WILLINGA	
L. CAVANAGH	30 CANINES DRIVE SELLICKS	

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**14. Urgent business**

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**15. Confidential items**

**Confidential Clause**

If Council so determines item 15.1 - 15.2 may be considered in confidence under Section 90(2) of the *Local Government Act 1999* on grounds contained in the Recommendations below.

A handwritten signature in black ink, appearing to be 'Mark Dowd', written in a cursive style.

Mark Dowd  
**Chief Executive Officer**

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**15.1 Contract Award - Kangarilla Landfill Site Closure - Implementation  
Tender 14043**

**1. That:**

- a) Under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public be excluded from attendance at the meeting in order to consider in confidence this item.
- b) The Council is satisfied that it is necessary that the public be excluded to enable the Council to consider the report at the meeting on the following grounds:

*Section 90(3)(k) tenders for the supply of goods, the provision of services or the carrying out of works.*

The Council is satisfied that it is reasonably foreseeable that the public disclosure or discussion of the information at the meeting may:

- prejudice the commercial position of the companies that supplied the information; or
- confer a commercial advantage on a third party; or
- prejudice any ongoing negotiations with the preferred supplier

potentially causing damage to the interests of the Council.

- c) Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.

5. That the matter of the Contract Award Kangarilla Landfill Site Closure Implementation Tender 14043, having been considered in confidence under Section 90(2) and 90(3)(k) of the *Local Government Act 1999*, an order be made under the provisions of Section 91(7) and (9) of the *Local Government Act 1999* that the Contract Award Kangarilla Landfill Site Closure Implementation Tender 14043 and the minutes and the report of the Council relating to discussion of the subject matter, with the exception of part 2 of the recommendation and resolution, be kept confidential until the contract is signed.
6. That, pursuant to Section 91(9)(a) of the *Local Government Act 1999*, Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.
7. That, pursuant to Section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub-delegate.

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**15.2 Chief Executive Officer Performance Management Committee  
confidential minutes**

**5.1 Final draft Chief Executive Officer Contract of Employment**

**1. That:**

- a. under the provisions of section 90(2) of the *Local Government Act 1999* an order be made that the public be excluded from attendance at the meeting in order to consider this item in confidence.
  - b. the Council is satisfied that it is necessary that the public be excluded to enable the Council to receive and consider the information/report at the meeting on the following grounds:  
  

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), in this instance being the employment of the Chief Executive Officer.

The Council is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the employment performance of a person at the meeting would be inconsistent with accepted principles of professional human resource management.
  - c. on this basis, the principle that this meeting of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and/or discussion confidential.
- 4. That the matter of the Final draft Chief Executive Officer Contract of Employment and Performance Review 2013-14, having been considered in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999* an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the Final draft Chief Executive Officer Contract of Employment and Performance Review 2013-14 report and the minutes of the Council relating to discussion of the subject matter, with the exception of part 2(c), be kept confidential until 30 April 2015.**



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## **16. Closure**

## Declarations of Interest

[illegible]