

Contact for apologies:

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Contact number for meeting venue:

8384 0614

11 June 2020

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN in accordance with Section 83 of the *Local Government Act 1999* that an Ordinary meeting of Council of the City of Onkaparinga will be held on Tuesday 16 June 2020 at 6.30pm at the Council Chamber at the Civic Centre, Ramsay Place, Noarlunga Centre 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 Kurna.



Scott Ashby
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.

City of Onkaparinga

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AGENDA

Council Meeting 16 June 2020

VENUE:	Council Chamber Civic Centre, Ramsay Place, Noarlunga Centre
TIME:	6.30pm
APOLOGIES:	
LEAVE OF ABSENCE:	Nil

Pledge

We recognise this City's considerable natural and cultural heritage, including thousands of years of traditional ownership by Kaurna, 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

1. That the minutes of the proceedings of the Council meeting held on 19 May 2020 be received and confirmed as an accurate record of those proceedings.
2. That the minutes of the proceedings of the adjourned Council meeting of 19 May 2020 held on 26 May 2020 be received and confirmed as an accurate record of those proceedings.
3. That the minutes of the proceedings of the Special Council meeting held on 2 June 2020 be received and confirmed as an accurate record of those proceedings.

3. Adjourned business

3.1 Old Reynella Former Winery Site: Heritage Study Feasibility options

In accordance with regulation 19(3) of the *Local Government (Procedures at Meetings) Regulations 2013* Item 9.14 "Old Reynella former Winery Site: Heritage Study Feasibility" adjourned from the adjourned Council Meeting of 19 May 2020 held on 26 May 2020 is to be considered.

A formal motion was passed at the meeting to adjourn this item until such time as a full costing for a city wide study be brought back to the Chamber. A report has now been prepared and is included below, and outlines two options:

1. That Council approves Option 1 to undertake a heritage study for the Old Reynella Former Winery Site as set out in the agenda report.

OR

2. That Council approves Option 2 to undertake a city-wide heritage review as set out in the agenda report.

As there is an unresolved motion (as below), this motion is required to be resolved prior to any new motions being moved.

Debate on this item will resume at the point of adjournment of the meeting. Note that Crs de Graaf, Bray, Eaton and Brown have debated this item and Cr de Graaf retains the right to close debate.

Motion

Motion from adjourned Council meeting of 19 May 2020 held on 26 May 2020

MOVED Cr de Graaf.

That the heritage study is undertaken and commences within the current operational budget.

Seconded by Cr Bray.

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Heritage Study Feasibility options

Date

16 June 2020

Meeting

Council

Approving officer

Renee Mitchell, Director Corporate and City Services (Acting)

Report contact

Divya Bali Dogra, Built Heritage Planner

1. Purpose

This report is in response to the Council decision regarding full costing for a city wide heritage review.

2. Executive summary

A report on a heritage study of the former Hardys Winery site in Old Reynella was presented to Council on 26 May 2020, where the following decision was made:

'The question be adjourned until such time as a full costing for a city wide study be brought back to the Chamber'.

This report provides costings and details about a potential heritage study of former Hardys Winery site, Old Reynella and a potential city-wide review of local heritage places.

Option 1 - Heritage study of former Hardys Winery site, Old Reynella

This study would assist us in better understanding the places and elements on site and would possibly include:

- a review of existing State and Local Heritage places on the site
- consideration of State Heritage Listing over the north east corner of the site as a whole
- consideration of an Historic Area Overlay over all or part of the site.

Option 2 – City wide review of local heritage places

The review would include:

- internal desktop review of listings and original assessments of 372 local heritage places
- site visits for properties identified as needing further review by the consultant
- re-assessment of identified properties against criteria of *Development Act 1993* and *Planning Development & Infrastructure Act 2016* by the consultant.

The cost and timing associated with the heritage study and review are outlined in the body of this report.

3. Recommendations

This report contains no recommendation as it is further information requested to deal with the adjourned item.

4. Background

<p>Onkaparinga 2035 Community Plan</p>	<p>[place: liveable, connected and green] The following desired outcomes relate to conservation of built heritage and associated initiatives. <i>Our townships and coastal villages, such as Clarendon, McLaren Vale, Willunga and Port Noarlunga, provide unique experiences of local character, heritage value, food, entertainment and culture. Places of particular importance in local Aboriginal culture are recognised and their cultural significance is respected.</i> The report supports the above theme as it directly relates to built heritage in our historic townships.</p>
<p>Policy and/or relevant legislation</p>	<p>Onkaparinga Development Plan <i>Development Act 1993</i> <i>Planning, Development & Infrastructure Act 2016</i> <i>Heritage Act 1993 (state heritage)</i></p>
<p>Who did we talk to/who will we be talking to</p>	<p>We have sought advice from council’s consultant Heritage Advisor regarding the heritage study of the former Hardys winery site, Old Reynella and city wide review of local heritage places. We will need to engage with Heritage SA and the owners of the former Hardys winery site, Old Reynella if Council decides to proceed with the heritage study of that site. We will be engaging with the targeted local heritage property owners if Council decides to proceed with the city-wide review of local heritage places.</p>

5. Discussion

Built heritage within the City of Onkaparinga comprises of heritage places of state and local significance. There are a total of 487 heritage places, comprising 85 State Heritage listed places, 372 Local Heritage places and 30 Contributory Items within the council area. The list of all the heritage places including Local and State, can be accessed from [State Heritage Places Database](#).

Option 1 – Heritage study of former Hardys Winery site, Old Reynella

The site contains six state and three local heritage listed places. The State Heritage listed items include:

- **Reynell’s House**
- Cave cellar no.1
- Dairy
- Pigeon Loft
- Shell of the Chateau
- Boiler Stack

and the three local heritage places include:

- Carew cottage including sunken garden and pine trees
- **Sid's cottage**
- Cottage within the site (facing Reynell Road).

The scope of the heritage study could consider one or more of the following components:

A. Review of existing State and Local Heritage places on the site

This approach, in conjunction with Heritage SA, involves reviewing and potentially updating the listings for the six State Heritage Listings on the site given that this last occurred in 1984, and Council last undertook a Local Heritage Survey and a review of the three Local Heritage items on site in 2003.

A heritage study for a review of the heritage value of the site and existing listings could:

- **consider in detail the 'extent of listings' for listed places**
- **ensure the 'statement of significance' for items are up to date**
- review and include the contribution that the context and setting of places and landscaping contribute to heritage value and the importance (or not) of visual connections between the historic elements
- assess any significant trees and review the Aleppo pine trees' value (requires an arborist)
- assess other buildings on site currently not listed (other buildings on Reynell Rd)
- update information to provide certainty for the developer, council and the community.

B. Consideration of State Heritage Listing over the north east corner of the site as a whole

This component would consider the adequacy of the current state and local listings and the merit of applying to Heritage SA seeking to list the entire north east corner of the site. This would explore and describe the contribution that the context and setting of places and landscaping contribute to heritage value and the importance of visual connections between the historic elements.

C. Consideration of an Historic Area Overlay over all or part of the site

This component would examine whether the individual listings themselves are sufficient (as **is the current situation**), or if the winery complex could be considered as a whole **'historic area'** and furthermore whether retention of the adjoining vines is essential to retain heritage. It is noted that the vineyard is privately owned and currently zoned for urban development.

In addition to the components described above, council may also consider if a Conservation Management Plan (CMP) would be beneficial over the site to provide further guidance for future development.

It should be noted that the site is privately owned and generally the onus of undertaking a heritage study or a Conservation Management Plan lies with the owner rather than the council.

Cost

Advice from **council's consultant Heritage Advisor suggests that a heritage study would cost** between \$30,000 to \$40,000 including an arborist. Undertaking a Conservation Management Plan (CMP) for the site would incur extra costs and we could expect the project to cost closer to \$50,000.

It should be noted that for components A and B, rather than engaging a consultant, council could seek that state government undertake the work to consider a State Listing of the north east corner of the site or a review of the State Heritage Listings. A risk with this is that this would be

subject to Heritage SA priorities and timing and therefore may not be undertaken for some time, if at all.

Timeline

A Heritage Study would take between nine and 12 months to undertake. If the findings include new or amendments to listings or the addition of a heritage overlay, then a Code Amendment would be required to implement these recommendations, a process that is not clear at this stage but could take a further three to 12 months.

Option 2 – City wide review of Local Heritage Places

Council may consider undertaking a city-wide review of local heritage places and historic conservation areas given that such a body of work has not been undertaken in recent decades and would be timely with the implementation of the new Planning and Design Code set to be implemented later this year.

A city-wide heritage review has not been conducted since the amalgamation of the three councils in 1998 (Noarlunga, Willunga and Happy Valley). Previous heritage surveys and reviews have been piece-meal and have not looked at the council (Onkaparinga) as a whole.

A city-wide heritage review was scheduled for 2016 and a desktop review of the local heritage places was undertaken in 2015 in anticipation of a Local Heritage DPA in 2016. During this review **council's Heritage Advisor, Andrew Stevens, and Development Policy staff identified 57 places for further review** and about 14 outstanding customer requests for further investigations.

Following the desktop review, further investigations were put on hold due to the state government's planning reforms that were proposing to introduce new criteria for local heritage listing. It is understood that the state government is now not amending the criteria for local heritage listing under the new Code. It is therefore considered timely to review our local heritage list after implementation of the Code in September 2020.

A city-wide desktop review and targeted comprehensive review would involve the following:

Objective: Investigation of existing listings through desktop review and identification of properties in need of a reassessment and call for nominations for new listings or delisting.

Details

- Desktop review of listings and original assessments.
- Site visits for properties identified as needing further review.
- Re-assessment against criteria of *Development Act 1993* and *Planning Development & Infrastructure Act 2016*.
- Photographic record of properties taken.
- Place advertisement in the Advertiser newspaper and call for new nominations for listings.
- Review all places that are nominated, against criteria in *Development Act 1993* and *PDI Act* and in light of the condition of the building/s.
- Suggestions from Heritage Advisor, Development Services section, Policy section and Projects team as to known anomalies.
- Creation of a database of at-risk properties.

Exclusion: The city-wide review will not include a review of State Heritage Places as their review is the responsibility of Heritage SA of the Department of Environment and Water.

Cost and Resourcing

Activities	Resourcing	Cost
Call for nominations, administrative processes and project management	In-house	-
Abridged revised desktop review	In-house + Council's consultant heritage advisor	\$1,500
Review of places identified for further review (57 in 2015)	Consultant (57 x 3hours/site visit x \$200 p/h = \$34,200) (57 x 3hours/report x \$100 p/h = \$17,100)	\$51,300
Review of 14 outstanding customer requests	Consultant (14 x 3hours/site visit x \$200 p/h = \$8,400) (14 x 3hours/site x \$100 p/h = \$4,200)	\$12,600
Attendance at public meetings, council meetings and consideration of additional listings		\$9,000
Total cost		\$74,400

Timeline

It is estimated that this option would take 40 working weeks (1520 hours) minimum for the review. If the findings include listing or de-listing or any amendment to the existing listings, then a Code Amendment would be required to implement the recommendations, a process that is not clear at this stage but could take a further three to 12 months.

Difference in Cost and Study detail between Option 1 and 2

Option 1 and Option 2 differ in their detail assessment of the heritage places.

The current state and local heritage listings of the buildings on the Old Reynella Former Winery site is equivalent to a desktop review and targeted comprehensive review proposed for the city-wide study. Therefore Option 1 is a study in greater depth and would go into the detail of dates of construction of almost each wall/component of each heritage structure.

The city-wide review as proposed by Option 2 would assess whether a place or heritage item is worth heritage listing or not and collate the reasons for heritage significance.

6. Financial implications

Financial summary

Item	\$	Comment
Current budget		
Current budget allocation	Nil	
Next year's budget		
Funding required	Option 1 \$30,000 - \$50,000 Option 2 \$74,400	The PCW bid process has closed for the 20/21 financial year.
Funding source	Budget Review process	Funding could be made available in the 20/21 financial year from the existing Development Policy budget by adjusting the timing of scheduled projects and FTE savings.
Rate rise impact	Negligible	
FTE	0.4 FTE	Included in the normal work plan.

7. Risk and opportunity management

Risk	
Identify	Mitigation
Reputation/community expectation	If option 1 is pursued, then any errors and anomalies in the local heritage list would still remain and potential new properties in rest of the council area will not be identified. Option 2 provides an opportunity to identify any new local heritage places within former Hardys Winery site and rest of the council area.
Political	Owners of local heritage places could approach their Elected Members, State Members or Federal Members to request review of their private heritage properties. This can be mitigated by the city-wide review process where all heritage property owners are provided with equal opportunity.
Financial/business sustainability	With option 2, there is a risk of financial creep due to process of inviting nominations by the public and this can be mitigated by either providing contingency in the PCW bid or only considering the current requests.
Environment	There is a risk of loss of heritage stock within the council area. This can be mitigated by preparing a comprehensive list of at-risk properties following the council wide review.
Compliance/legal	Council has responsibility to maintain an updated list of local heritage places.

Opportunity	
Identify	Maximising the opportunity
Build stronger relationships with local heritage property owners and history groups	A city-wide review would provide an opportunity to strengthen relationship with local heritage property owners and history groups.
Opportunity to update council's local heritage list	A city-wide review would provide an opportunity to update council's list of local heritage places. This review would be timely as the new Planning and Design Code would be implemented in late 2020.

8. Timelines and deadlines

Both options 1 and 2 have similar timelines if they are commenced in July 2020. If either of the options can be commenced in July 2020 (subject to availability of budget) it would take 9-12 months followed by a Code Amendment process which would take further 3-12 months.

9. Next steps

If option 1 is approved, next steps will be:

- **Contact the owner and advise them of council's decision.**
- **Prepare consultant's brief.**
- Liaise with Heritage SA .
- Tender the project.

If option 2 is approved, next steps will be:

- **Contacting council's consultant Heritage Advisor and advise them of council's decision.**
- Undertake an abridged/revised desktop review.
- Update list of places for further assessment.
- Call for nominations.

10. Attachments

Nil

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4. Leave of absence

Nil.

5. Mayor's Communication

5.1 Mayor's Report

Councillor Beau Cowan – resignation

Councillor Beau Cowan has tendered his resignation as Councillor for the City of Onkaparinga, due to health reasons, effective immediately. On behalf of the Elected Members, I would like to thank Cr Cowan for his service to Council and the community. We wish Beau and his family all the best for the future. A supplementary election will be held to fill the vacant Mid Coast Ward Councillor position. Details of this will be provided soon.

Reconciliation Week 27 May to 3 June

I was delighted to film a short message as part of Reconciliation Week, with the theme 'In this Together'. We all have a role to play and in playing our part we collectively build relationships and communities that value Aboriginal and Torres Strait Islander peoples, histories and cultures. During the week, a series of short educational films featuring the work and stories of Aboriginal and Torres Strait Islander community members were posted on the City of **Onkaparinga's Facebook** event page. These films provide an opportunity for us to gain valuable insights into Aboriginal and Torres Strait Islander knowledges. The week finished with a live Q&A featuring a panel of guests and music, which streamed live to ten participating schools and the general public. The Q&A explored several themes and school students were able to ask the panel their questions. I encourage you to view the films and the Q&A on the [Facebook event page](#). Thank you to all staff involved with Reconciliation Week.

Refugee Week 14 to 20 June

This year Refugee Week celebrates the Year of Welcome and will be celebrated online. The aim of the celebration is to create better understanding between different communities and to encourage successful integration enabling refugees to live in safety and to continue making a valuable contribution to Australia. Information can be found at www.refugeeweek.org.au

Draft Annual Business Plan and Budget 2020-21 community consultation

You are invited to have your say on the Draft Annual Business Plan and Budget 2020-21. Written comments will be received up until Wednesday 24 June 2020. The online form is available at Your Say - www.onkaparingacity.com

New Disability Taskforce announced

The State Government has announced a new disability taskforce, tasked with examining gaps in oversight and safeguarding people living with profound disability in South Australia. The taskforce, to be co-chaired by independent Disability Advocate Dr David Caudrey and Disability Rights Advocate, former MLC Kelly Vincent, will make swift recommendations to the Federal and State Governments. It will deliver an interim, urgent report by mid-June and a final **report by the end of July. Further information is available on Premier Steven Marshall's website www.premier.sa.gov.au** Feedback can be provided at disability.advocate@sa.gov.au, telephone 8342 8200.

Announcement of \$1.8 billion boost for local government from the Commonwealth Government

The Deputy Prime Minister has announced a \$1.8 billion boost for local government, Attachment 2. Of that, the City of Onkaparinga is set to receive \$6,864,796. This comprises 2 payments. A \$4.4m prepayment of our annual Financial Assistant Grant allocation that we budget for each year. We were expecting to receive this payment in late June, as we have done in previous years, however the Federal Government has paid this early and we received the payment on 27 May.

The second payment of \$2.5m is our portion of the \$500 million Local Road and Community Infrastructure Program. **This is 'new' stimulus funding in addition to any funding we would usually receive and was not budgeted.** It is linked to the list of shovel ready projects we supplied earlier to the Deputy Prime Minister.

The preliminary program and criteria for funding has changed since the announcement and there are now different funding conditions and guidelines, which are yet to be finally released. The scope of eligible projects has been broadened **to include 'community infrastructure'**, that projects need to be in addition to existing budgeted 20/21 works and need to be completed by 30 June 2021. We have commenced an internal process of identifying potential projects and when the final funding conditions and guidelines are released, we will finalise a recommended **list for Council's consideration.**

Shellfish Reef

Our congratulations go to the City of Holdfast Bay on securing metro South Australia's first shellfish reef. Whilst we were unsuccessful, we would love to see a second reef in the City of Onkaparinga and I have written to the Hon David Speirs, Minister for Environment and Water and the Hon Sussan Ley, Federal Minister for Environment seeking support for this, Attachments 3 and 3.1. We believe that there is an opportunity to reap strong environmental and economic benefits by building a second reef in the City of Onkaparinga at the same time as the project at Glenelg.

Prescott College incident

On 13th May 2020 an accident involving a school-aged pedestrian and a vehicle occurred on Farnsworth Drive, Morphett Vale. The pedestrian was taken to hospital in an ambulance but thankfully recovered quickly. Our Assets and Technical Services team responded immediately and were on site the same day to review the traffic conditions. Upon this review it was apparent that over time the traffic patterns have changed at this location due to the construction of new parking infrastructure within the school itself.

Our traffic team subsequently recommended some traffic control adjustments on our roads that could be made to improve safety, including the installation of new school zones, parking controls, line marking and signage. The school zones, signs and new line marking were installed the week of Monday 1st May 2020. The parking restriction plans and designs are being released to the public for consultation next week. The traffic team also met with the College Principal on Tuesday 19th May 2020 to discuss these works and how traffic flows inside of the school can be improved. Based on those discussions it is likely that our traffic team will recommend Council advocate for further changes to the Department of Education infrastructure.

I would like to thank Nat Cook MP, Member for Hurtle Vale for quickly bringing this issue to my attention. Nat undertook consultation with local residents and has received valuable **feedback from them and students and parents, I have enclosed Nat's thank you letter,** Attachment 9. Thank you to all council staff involved in this matter.

Restrictions easing

With the recent easing of COVID-19 restrictions, I expect that like me you are looking forward to getting out and about and supporting the fantastic businesses in our region. I encourage you to try some new places as well as your old favourites.

Most of our facilities have re-opened but are operating slightly differently due to social distancing, contact tracing and hand hygiene. COVID-19 community information on the status of our services and facilities is available on our website www.onkaparingacity.com

Also on our website is information about the recently launched online Art Shop, showcasing works for sale from talented local artists. The works can be viewed online or in the Port Noarlunga Arts Centre foyer, Gawler Street, Port Noarlunga.

Correspondence

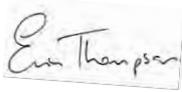
Att 1	Minister for Education	My letter advising of an opportunity for collaboration with public schools
Att 2	Deputy Prime Minister	Announcement of \$1.8 billion boost for local government from the Commonwealth Government
Att 3 & Att 3.1	Minister for Environment and Water Federal Minister for Environment	My letters regarding the Shellfish Reef
Att 4	Minister for Environment and Water	Funding for councils to implement area-wide high performing food waste systems
Att 5	Minister for Environment and Water	Applications for funding open for Greener Neighbourhoods Grants Program 2020-21
Att 6 & 6.1	Correspondence from student to staff	Words of support from Jessica, St John the Apostle School, Christies Beach and my letter of thanks
Att 7	Environment, Resources and Development Committee	Submission for an amendment to the Onkaparinga City Development Plan
Att 8	Minister for Transport, Infrastructure and Local Government	Proposed upgrade of O'Sullivan Beach Boat Ramp
Att 9	Member for Hurtle Vale	Prescott College incident

Mayor's calendar

My activities between 16 May and 12 June 2020 are reflected in Attachment 10.

The Deputy Mayor's activities are reflected in Attachment 11.

Thank you.



Erin Thompson

Mayor

Recommendation

That Council note the 16 June **2020 Mayor's report.**



From the office of the Mayor
City of Onkaparinga

Our Reference: 5161326/ks

22 May 2020

Hon John Gardner MP
Minister for Education
GPO Box 1563
ADELAIDE SA 5001

Minister.Gardner@sa.gov.au

Dear Minister Gardner

I write to advise of an opportunity for the state government and councils to collaborate with public schools in facilitating greater community participation in sport and recreation.

The City of Onkaparinga is currently reviewing its Sport and Active Recreation Strategic Management Plan that guides how we support sport and active recreation in the most populous council in the state. This work coincides with your government's development of a Sport and Recreation Infrastructure Plan, an initiative we welcome and City of Onkaparinga staff have contributed to. Through our own investigations and involvement in workshops on the SA Sports and Recreation Infrastructure Plan, we have identified that maintaining, facilitating and improving access to school sporting facilities could be a game changer for our shared strategic directions.

We are aware of a number of schools in recent years closing general public access to their facilities such as sports grounds, playgrounds and hard courts. One such school, the Reynella Primary School is in the process of developing designs to fence their site. This has the potential to prevent community access to a playground and hard courts, facilities that the community has used for many years. While we recognise there can be legitimate reasons for these decisions (such as vandalism or other problem behaviours), this trend is leading to the effective loss of significant recreational and sport resources from general community use. This restricts the community's ability to engage in structured and unstructured physical activity at these locations.

Even in situations where access to school facilities is permitted, council and sporting clubs can face barriers to providing community sport's needs. Access generally relies on individual schools (and their principals) and their willingness to provide access. When tenure is provided it is often short term, leading to uncertainty around ongoing access to home grounds and a reluctance to invest in facilities at schools when they may not be accessible to the community from one season to the next.



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This can result in underutilised school facilities, insufficient facilities to meet demand, duplication of facilities and increased expectations for public expenditure on new accessible facilities.

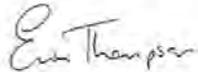
We would like to work with you to identify ways to overcome the challenges facing school administrators so they can more effectively facilitate access to public school facilities for community sporting and recreation needs. We have strong relationships with schools in our area and would be happy to facilitate discussions between those schools, council officers and your department, with a view to improving access to existing sport and recreation assets.

I strongly believe this could be an effective way of boosting community participation in sport and active recreation and enhancing the utilisation of these publicly funded facilities.

We look forward to hearing from you.

If you wish to discuss this matter further please contact my office on 8384 0118 and we can arrange a time to discuss this further.

Yours sincerely



Erin Thompson
Mayor

Copy to Mr Richard Fox
Property Coordinator: Capital Programs and Asset Services
Dept of Education and Training
Richard.Fox@sa.gov.au

Mr Corey Wingard, MP
Minister for Recreation, Sport and Racing
ministerwingard@sa.gov.au

From: The Deputy Prime Minister & the Local Government Minister
<the.deputy.prime.minister.the.local.government.minister@notify.gov.au>
Sent: Friday, 22 May 2020 3:42 PM
Subject: Message from the Commonwealth: \$1.8 billion boost for local government

Good afternoon Mayor Thompson

Today we announced a \$1.8 billion boost for local government from the Commonwealth Government.

The \$1.8 billion package will enable local councils to deliver on priority projects with a focus on local road and community infrastructure upgrades and maintenance. It includes the establishment of a new \$500 million Local Road and Community Infrastructure Program, and the pre-payment of \$1.3 billion of the 2020-21 Financial Assistance Grant payment.

We are pleased to advise that City of Onkaparinga will shortly receive a pre-payment of \$4,401,311 on next year's Financial Assistance Grant allocation. This Commonwealth support is untied, to be spent on locally-determined priorities and projects. Your council will also receive \$2,463,485 from the new Local Road and Community Infrastructure Program. This brings the total funding your council will receive from the Commonwealth Government as part of this announcement to \$6,864,796.

The \$500 million Local Roads and Community Infrastructure Program will support jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Councils will be able to access funding to support the delivery of priority local road and community infrastructure projects across Australia. We want this to be locally-led. More information on the Local Roads and Community Infrastructure Program is available at www.investment.infrastructure.gov.au/lrci and the department will be following up with you within the next two weeks with program guidelines and seeking a proposed schedule of works. By using the Roads to Recovery program as a basis, there will be minimal burden on councils from administering the funds while also providing a level of accountability that the funds are used to deliver the additional economic activity and job creation the community is looking for.

The Financial Assistance Grant payment will be made to state and territory governments later today and we have an expectation that the funds be passed on to local government as quickly as possible.

As the closest tier of government to the community, local governments have a critical role in delivering vital services and ensuring quality of life for communities across Australia in good times and bad. We acknowledge and understand the significant effort underway across all councils to respond to the COVID-19 crisis and adapt to new ways of working. This boost is in recognition of the important role local governments are playing in responding to the impacts of COVID-19.

Local governments have a proven record in partnering with the Commonwealth Government to deliver infrastructure projects and we look forward to seeing how this funding benefits your community during these challenging times.

We would like to thank you for considering the request for shovel-ready projects, which has given the Australian Government the confidence to allocate this funding for local infrastructure works.

Yours sincerely

The Hon Michael McCormack MP
Deputy Prime Minister
Minister for Infrastructure, Transport
and Regional Development

The Hon Mark Coulton MP
Minister for Regional Health,
Regional Communications and Local Government

From the office of the Mayor
City of Onkaparinga

Attachment 3

10 June 2020

Hon David Speirs MP
Minister for Environment and Water
minister.speirs@sa.gov.au

Dear Minister Speirs

I write to congratulate you on your announcement of the restoration of South Australia's first metropolitan shellfish reef at Glenelg, and to reiterate City of Onkaparinga's strong commitment to partnering with you on a second metropolitan reef in our region.

I also want to commend you for your proactive support of The Nature Conservancy's (TNC) broader goal to restore sixty reefs around Australia. I have written to Federal Environment Minister Susan Ley reinforcing the importance of this vital work to the South Australian community, economy and environment.

If we all work together we now have a unique opportunity to position South Australia as a national and global leader in shellfish reef restoration. By expediting construction of a second metropolitan reef in Onkaparinga, at the same time as the Glenelg reef, our state could reap even greater environmental, economic, social and reputational benefits from your recent announcement, including:

1. Job creation – As we rebuild our local economy following state government's successful management of the COVID-19 outbreak, now is the perfect time to invest in initiatives that will improve our local environment and create jobs. As you know, reefs are known job creators, with a typical reef restoration project creating 50-80 jobs. Many of these jobs can start within three months, quickly adding stimulus to existing economic investments. For every \$1 million spent on reef restoration, 8.5 full-time equivalent jobs are created - more than road developments, mining, and regional airport upgrades for the same level of spending. With the City of Onkaparinga predicted to lose over 6,000 jobs due to COVID-19, now is the time to build better for the long-term health of our environment, economy and community. Reefs offer us that opportunity.
2. More 'bang for buck' – The majority of project management and mobilisation costs are fixed regardless of the number of reefs built. Therefore, there is more economic benefit in building two reefs at once. Rather than paying the same fixed costs a second time to build an Onkaparinga reef in the future, commencing on an Onkaparinga reef now will mean any additional funds will go almost entirely towards more new jobs.



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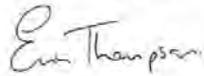
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3. South Australia as a leader – With timely and smart investment, we can position South Australia as a national and global leader in shellfish reef restoration. With TNC planning to restore sixty reefs across Australia, other states and regions will be looking towards early adopters to guide the way. Setting ourselves up as the ‘reef restoration state’ will attract positive national and global attention from scientists, media and other stakeholders, many of whom will likely visit and spend here. It will also enable us to attract scientific institutions to invest in the region.
4. Environmental restoration – The Windara reef on Yorke Peninsula has proven that reef restoration projects work, delivering important environmental benefits, including recovery and enhancement of coastal fish stocks, improved water quality, carbon storage and coastal erosion mitigation – and of course wonderful recreational opportunities for our communities.
5. Onkaparinga is prepared and ready - As outlined in my letter to you dated 2 March 2020, we have worked closely with TNC and DEW to take active steps towards a reef in our region, including:
 - proposing a council co-investment of \$40,000 to the project as part of our annual budget process, the outcome of which will be known later in June
 - building effective working relationships with DEW and TNC representatives, supporting them to engage with key stakeholders and create widespread local awareness of the project
 - connecting with Yorke Peninsula Council to understand its experience with the Windara reef, whose positive response has only strengthened our resolve to build a reef in our region
 - supporting TNC to brief leading businesses, economic development boards and tourism networks, who told us they see a local reef as an excellent economic opportunity
 - connecting TNC representatives with key NRM Education program staff (who council hosts) to discuss possible future school-based reef education programs
 - linking with our local dive, surfing, fishing and sports clubs to gauge their interest in possible future citizen science programs, to which we’ve had a positive response.

When the state government asked for community opinion on the preferred location for the shellfish reef, Port Noarlunga was the site that rated the highest, so let’s work together to capitalise on our strong, shared positive momentum. The City of Onkaparinga is committed to working with you, DEW and TNC to bring a shellfish reef to Onkaparinga in 2020. With construction on the Glenelg reef due to commence in September, timing will be crucial.

Our environment counts, and every job counts. Restoring South Australia's shellfish reefs will help improve our environment while growing our economy and giving our community something to be proud of. If you would like to talk about this opportunity please contact me on my mobile 0420 507 599 or have your office contact the Mayor Liaison Officer Wendy Goulding telephone 8384 0118 or via email wendy.goulding@onkaparinga.sa.gov.au to arrange a time for us to meet.

Yours sincerely



Erin Thompson
Mayor

From the office of the Mayor
City of Onkaparinga

Attachment 3.1

10 June 2020

The Hon Sussan Ley MP
Minister for Environment
PO Box 6622
House of Representatives, Parliament House
CANBERRA ACT 2600

Dear Minister

I write to seek your support for an initiative that has already seen extensive state and local government collaboration to restore coastal assets around Australia. I am aware you have previously worked with The Nature Conservancy (TNC) on major habitat restoration projects, so you may be aware of TNC's proposal to restore sixty reefs across Australia. The City of Onkaparinga is working with TNC to build a reef in our part of southern Adelaide, and we hope federal government support can help realise that ambition.

The City of Onkaparinga is a peri-urban area on the southern edge of greater Adelaide, home to a diverse population of more than 173,000 people. It covers 518 square kilometres and includes metropolitan suburbs, industrial areas, and rural landscapes and townships. It is home to the McLaren Vale wine region and 31 kilometres of coastline.

The South Australian Government's New Life for our Coastal Environment policy commits \$1.2 million to metropolitan shellfish reef restoration. TNC has been tasked with construction. Three potential sites for a metropolitan Adelaide reef were identified via scientific review, two of which fall within our boundaries, O'Sullivan Beach and Port Noarlunga Marine Sanctuary.

In May this year the Marshall Liberal government announced plans for the first metropolitan reef to be constructed in the third location considered – Glenelg, in the City of Holdfast Bay. Your state counterpart, Minister for Environment and Water David Speirs, was instrumental in driving this great outcome for the Adelaide coast.

We believe there is an opportunity to reap strong environmental and economic benefits by building a second reef in City of Onkaparinga at the same time as the project at Glenelg. We see four substantial benefits from undertaking a concurrent reef restoration project in Onkaparinga:

1. Job creation – As all spheres of government work together to rebuild the economy at local, state and national levels, now is the perfect time to invest in initiatives that will improve our local environment and create jobs. Reefs are known job creators, with a typical reef restoration project creating 50-80 jobs. Many of these jobs can start within three months. For every \$1 million spent on reef restoration, 8.5 full-time equivalent jobs are created. These figures compete favourably with road developments, mining and regional airport upgrades for the same level of spending.
2. More 'bang for buck' – The majority of project management and mobilisation costs are fixed regardless of the number of reefs built. Therefore, there is more economic benefit in building two reefs at once. Rather than paying the same fixed costs a second time when an Onkaparinga reef is built, constructing a reef in Onkaparinga now would mean any additional funds translate into new jobs.



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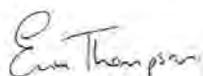
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3. Environmental restoration – Shellfish reefs were once abundant across South Australia, covering more than a third of our coastline and teeming with oysters, mussels, crabs, cuttlefish, prawns and fish. Since European settlement, shellfish reefs have gradually disappeared due to dredging, overfishing and environmental degradation, making them some of the most endangered marine habitats on Earth. The Windara reef on South Australia’s Yorke Peninsula – the first in the state – has proven that reef restoration projects work, delivering important environmental benefits such as recovery and enhancement of coastal fish stocks, improved water quality, carbon storage and coastal erosion mitigation.
4. Onkaparinga is ready – For the past year, we have worked closely with TNC and the state government on active steps towards a reef in our region including:
 - proposing a council co-investment of \$40,000 to the project as part of our annual budget process, the outcome of which will be known later in June
 - building effective working relationships with the South Australian Department for Environment and Water and TNC representatives, supporting them to engage with key stakeholders and build local enthusiasm for the project
 - connecting with Yorke Peninsula Council to understand its experience at the Windara reef, the positive response to which has strengthened our resolve to build a reef in our region
 - supporting TNC to brief leading businesses, economic development boards and tourism networks, who told us they see a local reef as an excellent economic opportunity
 - connecting TNC representatives with state government environmental education staff to discuss future school-based reef education programs
 - linking with our local dive, surfing, fishing and sports clubs to gauge their interest in possible future citizen science programs, to which we’ve had a positive response.

Minister Speirs is working closely with TNC to capitalise on this momentum by seeking additional state government funding for a second metropolitan reef in Onkaparinga. With construction on the Glenelg reef due to commence in September 2020, the timing around a decision to build a second Onkaparinga reef is crucial. Your support for the initiative would help TNC plan to run the two projects concurrently.

Our environment counts, and every job counts. Rebuilding Australia’s shellfish reefs will help improve our environment at the same time as growing Australia’s economy. The City of Onkaparinga is committed to working with you, TNC and the South Australian Government to bring a shellfish reef to Onkaparinga. I will have my office contact yours to discuss a time for us to speak directly but if you have any questions in the meantime, please have your office contact Mayor Liaison Officer Wendy Goulding on 08 8384 0118 or wendy.goulding@onkaparinga.sa.gov.au.

Yours sincerely



Erin Thompson
Mayor



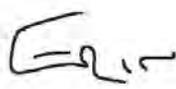
**Government
of South Australia**

Office of the Minister for
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81-95 Waymouth Street
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GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

20EW0009177

Mayor Erin Thompson
City of Onkaparinga
Email: Erin.Thompson@onkaparinga.sa.gov.au

Dear Mayor Thompson 

I am pleased to advise that the Marshall Liberal government is accelerating \$1.6 million in funding for councils to implement area-wide high performing food waste systems.

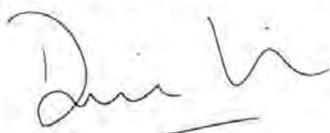
My department, Green Industries SA (GISA), has revised the incentives available through the Kerbside Performance Plus (Food Organics) Incentives Program to assist in the distribution of compostable bags with ventilated food waste systems.

The South Australian government will meet the full cost of compostable liner bags when offered with a ventilated food waste system. The incentives will continue to require matched funding for containers and associated education material. The revised program guidelines and application form are available at www.greenindustries.sa.gov.au.

The revised incentives will assist councils to implement best practice systems to reduce the amount of household food waste sent to landfill. When distributed across entire council areas, these systems achieve the greatest participation and diversion rates.

I encourage your council to establish or reinvigorate a food waste recycling system. For further information, please contact Mr Justin Lang, Manager Local Government and Infrastructure at GISA, on telephone 0419 948 931 or email justin.lang@sa.gov.au.

Yours sincerely



DAVID SPEIRS MP
Minister for Environment and Water

Date: 19/05/2020

20EW0009028

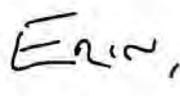


**Government
of South Australia**

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Tel 08 8463 5680
minister.speirs@sa.gov.au

Mayor Erin Thompson
City of Onkaparinga
Email: Erin.Thompson@onkaparinga.sa.gov.au

Dear Mayor Thompson 

Invitation to apply for funding through the Greener Neighbourhoods Grants Program

I am writing to advise you that I have doubled the amount of funding available for the *Greener Neighbourhoods Grants Program* (GNGP) in 2020-21 and that applications are now open.

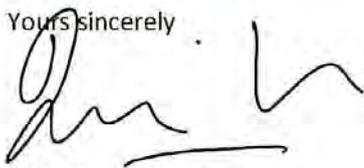
As you may be aware, this government is committed to providing up to \$2 million over four years to councils to support projects that increase tree canopy and green cover. Importantly, this program will result in practical, on-ground benefits for local neighbourhoods and communities.

In light of the economic impacts of COVID-19 and as part of a range of economic stimulus measures being implemented by the Marshall Liberal government, I have doubled the amount of grant funding that was scheduled to be released this year to \$1 million.

Councils located within the Green Adelaide region are invited to submit applications for funding from \$15,000 up to a maximum of \$400,000 for on-ground projects including street tree planting and other urban greening. Councils applying will need to provide a co-contribution of at least 50 per cent of the total value of the project, which may be in the form of cash (including from other grant funding programs) and/or in-kind (staff time and other non-monetary resources).

Applications for the 2020-21 round of the GNGP are now open and close on Friday 10 July 2020. To find out more information and how to apply, please refer to the Greener Neighbourhoods Application Guidelines and visit the website: www.environment.sa.gov.au/topics/green-adelaide/greener-neighbourhoods-grants.

For further information, please contact Mr Brenton Gear, Director Green Adelaide, Department for Environment and Water on (08) 8463 7168 or at brenton.gear@sa.gov.au.

Yours sincerely 

DAVID SPEIRS MP
Minister for Environment and Water

Date: 16/05/2020

To the Staff of Onkaparinga Council,
On behalf of Saint Johns School

Thank you!

For all of your help and hours during this time. My name is Jessica. I am Thankful for your Support and help and turning up to work every single day while being at risk.



From the office of the Mayor
City of Onkaparinga

Attachment 6.1

9 June 2020

Jessica
St John the Apostle Catholic Parish School
info@stjohns.catholic.edu.au

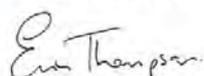
Dear Jessica

I am writing to say thank you so much for your beautiful letter to staff.

We were so happy to receive your good wishes, it certainly made everyone smile.
Your poster has been sent to all staff and we have displayed it around Council.

On behalf of the City of Onkaparinga, thank you for being so thoughtful and supportive.

Yours sincerely



Erin Thompson
Mayor



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From the office of the Mayor
City of Onkaparinga

Attachment 7

Ref 5197647

10 June 2020

Parliamentary Officer
ERDC.Assembly@parliament.sa.gov.au

Dear Sir/Madam

We refer to correspondence dated 2 June 2020 from the Parliamentary Officer of the Environment, Resources and Development Committee, inviting Council to provide further information and a submission to the Committee for an amendment to the Onkaparinga City Development Plan.

Council approved the Old Reynella Former Winery Site Development Plan Amendment (DPA) on 18 February 2020 and forwarded it to the Minister. Following consideration of further matters at its meeting on 17 March 2020, Council wrote to the Minister requesting the consideration of three additional amendments to the DPA.

On 22 May 2020 Council received formal advice from the Treasurer, as delegate of the Minister for Planning, that he had approved the Old Reynella Former Winery Site DPA. The Treasurer did not include the three additional matters that Council sought at its meeting of 17 March 2020, which included changes to the low density residential area, the application of a Heritage Conservation Area, and a requirement for 18 per cent public open space.

In accordance with Section 27(3)(b) of the *Development Act 1993* we are providing a submission to the Committee that it further consider these three matters in relation to the DPA.

I enclose Council's letter to the Minister for Planning dated 19 March 2020.

These additional matters were reviewed and requested to be added to the DPA by Council as they were of significant community interest. We understand that the ERDC has also received a submission from Nat Cook MP, as a representative of the affected community in the area. In her submission, Nat makes note of the community concerns, which include the three additional items that we requested, but also comprise the following issues:

- traffic and access issues, both internal and external to the site
- heritage listing of significant trees
- open space and buffers
- heritage
- built form
- retail.



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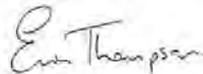
It is worth noting that Nat's submission acknowledges that, following her submission to the consultation process, changes were made to the DPA by Council and her constituents were pleased with those outcomes.

The Summary of Consultations and Proposed Amendments (SCPA) report has been prepared which includes a summary of all submissions and Council's response. You can access the SCPA report [here](#).

Thank you for your time and consideration of these matters. I also thank you for offering us the opportunity to address the ERDC on 15 June in support of our submission.

Please contact Heidi Lacin, Development Policy Planner on 8384 0671 or heidi.lacin@onkaparinga.sa.gov.au if you have any questions.

Yours sincerely



Erin Thompson
Mayor

Enclosed: Letter to Minister for Planning dated 19 March 2020 – Ref 5128443



19 March 2020

The Hon. Stephan Knoll
 Minister for Planning
 C/ - Executive Director, Planning Division
 Department of Planning, Transport and Infrastructure
 GPO Box 1815
 ADELAIDE SA 5001

Dear Minister

City of Onkaparinga – Old Reynella Former Winery Site Development Plan Amendment (DPA)

On 18 February 2020, Council resolved to recommended for your approval the Old Reynella Former Winery Site Development Plan Amendment (DPA), which was submitted on 20 February 2020.

At its subsequent meeting on 17 March 2020, Council resolved that:

Further to Council’s decision of 18 February 2020 to submit the Old Reynella Former Winery Site DPA to the Minister for approval, the Council requests the Minister consider the following further amendments to the DPA:

- *That the low density residential area interface area only permit single-storey dwellings to a maximum height of 6 metres on 400 square metre blocks*
- *The application of a Heritage Conservation Area be applied over the site*
- *A minimum public open space provision of 18% apply over the whole site.*

This resolution of 17 March reflects the continued Elected Member and community interest in the DPA and as such Council would like you to consider these relevant amendments before making your decision on the DPA. We provide background for the for amending the DPA as below:

Single storey dwellings in Lower Density Residential Interface

The 'lower density residential interface' area is located on the subject site adjacent to the southern and western boundaries adjoining existing low density residential development. As a response to community submissions made during the engagement process, Council previously considered various options to address the interface between existing dwellings adjoining (and overlooking) the subject site and future residential development on the site.

Council resolved on 18 February to incorporate a lower density interface area to accommodate larger allotments and increased rear setbacks. The intent was to achieve a similar outcome for appropriate separation between new and existing development.



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On the 17 March, in response to further input from community members and residents directly adjacent to the site, and to further minimise impacts from any new development to existing homes, Council resolved to request that the DPA be amended to also limit the building height for dwellings located in the 'Lower Density Residential Interface' area to one storey.

Accordingly, the following change is proposed to the DPA in respect to the Old Reynella Policy Area 69, PDC 4:

- 4 For sites abutting existing low density residential development to the west and the south of the policy area boundary and indicated as 'Lower Density Residential Interface' as shown on Concept Plan Map Onka/30 Old Reynella, a dwelling should have a minimum site area of 400 square metres or greater and a frontage of 12 metres or greater and dwellings should be designed within the following parameters:
 - (a) 3 metre front boundary setback
 - (b) 8 metre rear boundary setback
 - (c) single storey with a 6 metre maximum building height (to top of roof)
 - (d) ~~9 metre maximum building height (two storey)~~

The application of a Heritage Conservation Area be applied over the site

Council has resolved to request that a Heritage Conservation Area be applied over the site as a result of community and Elected Member concerns over potential loss of heritage and local character.

It is noted that there is an existing adjacent Heritage Conservation Area over the Old Reynella Township that could be extended to include the subject site, or alternatively a separate Heritage Conservation Area could be applied over the site. It would be at the Minister's discretion as to how this is applied.

Accordingly, we have provided relevant background information with respect to the six state and three local heritage listed items on the site in Attachment 1.

A minimum public open space provision of 18% apply over the whole site

By way of background, at an Elected Member Session held on 14 January 2020 with Elected Members and Tarac and their representatives, Tarac proposed to provide in excess of the legislated minimum requirement of the required 12.5% public open space for the residential component, with pedestrian linkages between green spaces.

Subsequently, Council resolved on 18 February 2020 to approve the DPA and to incorporate the commitments that Tarac made in relation to increased public open space at the Elected Member Session on 14 January 2020 (see below).

That Council:

1. *Approves 'The Amendment' for the Old Reynella Former Winery Site Development Plan Amendment as contained in attachment 1 to the agenda report, to formally submit for approval to the Minister for Planning in accordance with Section 25 (14) of the Development Act 1993, and to incorporate the commitments that Tarac made in relation to increased public open space at the elected member workshop on 14 January 2020.*

At the Council meeting on 17 March 2020, Council further resolved to request that the DPA be amended to include a requirement for a minimum public open space provision of 18% over the site.

Accordingly, the following amendment to the Old Reynella Policy Area 69, Land Division is proposed:

Insert new PDC 21

- 21 Land division creating allotments in the policy area should provide a minimum public open space provision of 18% over the site.

Pursuant to Section 25(15)(d), after consultation with your officers we request that the DPA is altered to reflect these changes and that the amended DPA is approved.

Thank you for your time and consideration of these matters. Should you have any queries regarding this matter please contact Heidi Laxis, Development Policy Planner on 8384 0671 or Heidi.laxis@onkaparinga.sa.gov.au.

Yours sincerely



Matthew Lawrence
Manager Development Services (Acting)

Attachment 1

Existing state and local heritage listings, Old Reynella former winery site

Heritage Listing	Heritage Elements	Statement of significance
State Heritage Place		
ID 12720 CT 6192/196	Hardy's Reynella Winery including <ul style="list-style-type: none"> • Pigeon Loft • Cave Cellar No.1 • Reynell's House (now offices) • Dairy • Shell of the Chateau • Boiler Stack' 	The winery complex contains several important buildings including the No. 1 cellar ('The Old Cave'), the oldest surviving operational wine cellar in Australia. Established by John Reynell, the winery was the first commercial winemaking enterprise in South Australia with the first vintage produced in 1844. Other buildings on the site include main winery building (built 1900), stables (built 1857) and 'Reynella House' (built 1843).

Heritage Listing	Heritage Elements	Statement of significance
Local Heritage Places		
ID 20884	Dwelling 38-44 Panalatinga Road, Old Reynella	<p>Description</p> <p>A single storey, symmetrical dwelling with projecting gabled bays to each side. Walls are constructed of limestone with red brick quoins and chimneys. The roof is hipped and gabled and clad in corrugated iron. Windows are timber framed, triple sashed and multi-paned. There is a return verandah that appears to be non-original.</p> <p>History</p> <p>Thought to have been built circa 1913 for Mr Andy Graves, the secretary of Walter Reynell & Sons, its form and construction support such a construction date. The builder is said to be Mr H. Martin Jones. From 1930 to 1962 it was the home of Hedley Reynolds also secretary for the winery.</p>
ID 20885	Cottage within Reynella Winery 38-44 Panalatinga Road, Old Reynella	<p>Description</p> <p>A single storey dwelling with a symmetrical façade. Walls are constructed of randomly laid stone (painted). The roof is hipped with ridge gables,</p>

Heritage Listing	Heritage Elements	Statement of significance
Local Heritage Places		
		<p>and skillion section at the rear and a verandah incorporated under the roof at the front.</p> <p>History This dwelling is located very close to the principal winery buildings and within the current winery site. Its form and construction suggest that it was built around 1900 or soon after. Many dwellings in the town of Reynella were owned at some stage by Walter Reynell & Sons Winery to use as accommodation for its employees. The same occupant, Syd Arran, is said to have lived here for 50 years. The cottage does not appear to be included in the current State Heritage Register listing of the Reynella Winery.</p>
<p>ID 5375</p>	<p>Carew Cottage and attached former School Room Sunken Garden & Pine Tree 38-44 Panalatinga Road, Old Reynella</p>	<p>Description A two storey house with a symmetrical front façade and a large single storey section at the rear. Walls of the two storey section, which is only one room deep, are masonry, rendered and painted. The corrugated iron roof is hipped. Walls of the single storey section at the rear are timber framed with weatherboard cladding, the roof of this section is gabled. An ancillary structure attached to the rear verandah is timber framed and weatherboard clad, with a gabled roof. There is a sunken rose garden alongside the dwelling and mature pine trees in the grounds.</p> <p>History In 1900, aged seventeen, Carew Reynell (1883 - 1915) grandson of John Reynell, took over management of Reynella Winery. Carew reintroduced the making of brandy at the Winery and Reynella Hospital Brandy became one of the leading brands in the country. In 1910, Carew Reynell married May Byard. It is thought that he built this house near the winery for them to live in that same year. Carew was killed in action in Gallipoli in 1915, but May is said to have lived here until she died in 1967. The house was apparently known as 'Greenacres'. The structure attached to the rear verandah was apparently built as a schoolroom in 1930.</p>

Heritage Listing	Heritage Elements	Statement of significance
Local Heritage Places		
		<p>The sunken rose garden alongside the dwelling was apparently established as a memorial to Carew and his son Richard who was killed in action in the Battle of Britain in 1940.</p> <p>The mature pine trees in the grounds probably date from the time that the house was built.</p>

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**Government
of South Australia**

**The Hon Stephan Knoll MP
Member for Schubert**

Ms Erin Thompson
Mayor
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168

Email: mail@onkaparinga.sa.gov.au


Dear Ms Thompson

Thank you for your letter regarding a proposed upgrade of the O'Sullivan Beach boat ramp.

I am advised by the Department of Planning, Transport and Infrastructure (the department) that the current Memorandum of Agreement with the City of Onkaparinga (the Council) relates predominately to the operation and maintenance of the boat ramp, which is separate to capital expenditure.

I understand that the floating pontoon landing previously situated in the south-eastern corner of the O'Sullivan Beach boat launching facility was removed in 2011 due to safety concerns, as it was in a poor state of repair, requiring substantial maintenance work to restore it to a safe standard. Although the pontoon had some usage, it was unusable during low tides, and as such it was determined that the pontoon did not warrant repair work, nor replacement in its current location.

As such, the department advises that the removal of the floating pontoon is unlikely to have compromised safe launchings and retrieval of boats.

While I appreciate that these works are important to the Council, the department confirms that the boat ramp is not currently scheduled for capital improvements.

Please be assured that the department will continue inspections of the boat ramp and undertake repairs as and when required.

Any Facilities Funding being proposed in the future to upgrade the boat ramp will require a new funding submission to be lodged by the department, with the South Australian Boating Facilities Advisory Committee, which will assess the application and then will make a recommendation to the me for consideration.

**Minister for Transport, Infrastructure and Local Government
Minister for Planning**

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Tel 08 7109 8430 | Email ministerknoll@sa.gov.au

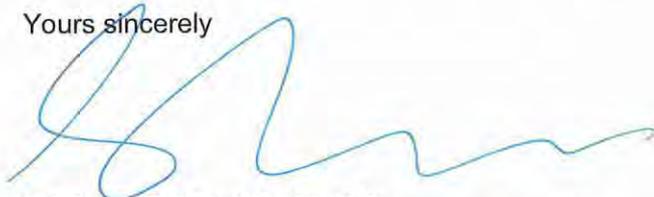


However, certain conditions and criteria will need to be met prior to the department lodging a new application and before the upfront grant payment can be made. This includes, but is not limited to, a funding commitment for the balance of the project funds (from the department and the Council), the proposed number of vessels that are likely to use the boat ramp in the future with an upgraded boat ramp and an ongoing commitment to maintain the upgraded boat ramp (by the Council).

Should the Council have any further enquiries regarding this matter, please contact Chrys Triantafillou, Principal Engineer, Marine Assets by telephone 8402 1769 or email chrys.triantafillou@sa.gov.au.

I appreciate that the Council will remain open to facilitating further discussions with key stakeholders and local community groups and trust this information is of assistance.

Yours sincerely



HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

26 /2020

Knet number

Nat Cook MP

A strong voice for
our Community



Mr Scott Ashby
Chief Executive Officer
City of Onkaparinga
E: mail@onkaparinga.sa.gov.au

Dear Mr Ashby, *Scott*

Thank you to Council for all the hard work in response to the Prescott College Southern incident on Farnsworth Drive at school pick-up time on May 13th, 2020.

I wish to extend my thanks in particular, to The Mayor, for her interest and immediate action to see remediation to improve traffic flow and road safety.

Please find attached feedback received regarding this matter for your review. It is received from students and parents of the school, and local residents of the area.

Your timely response is greatly appreciated and I look forward to continuing to work together to improve the safety of residents and the school community.

Yours sincerely

Nat Cook

Nat Cook MP
Member for Hurtle Vale

2 June 2020

Enc.

Andrew Wilson, May 13

I wanted to bring to your attention a serious incident where [a] child got [hit] by a car today on Farnsworth rd in front of the gates of Prescott college I see it every day there where cars speed past the parked cars waiting to pick there children every day as it's the school my son goes to the police and ambos were called there today The school have tried with the council for a long time to get it a school zone but the council says no Is there a chance if u have time to have a look around 3.10pm and maybe give the school a hand to make it safer for our children

Jenny Barbary, May 14

Hi Nat We live on Farnsworth drive and our attends Prescott. Over the years our road has got a lot more busy. We would really like to see either 25 zone, speed humps or a crossing. I'm not surprised what happened yesterday. We live right next to the entrance of the school. I'd be happy to be contacted on this matter. Thankyou.

Molly and Ila (students, year 6 and 7), May 20

Dear Nat Cook, we are two students from Prescott College Southern and this email is about the traffic at our school entrance. First, we want to know how we could fix this problem? we live across the road from our school and every day when we walk to and from school the traffic is just crazy. The cars are all jammed together from the bottom of the street all the way up to our school entrance. Sometimes it is really hard for us to cross the road because there is a long line of cars, sometimes we will be waiting to cross the road for at least 10 minutes. If there is anything that you can do to help calm the traffic down, that would be greatly appreciated. Kind regards, Ila and Molly

Kevin Passmore, May 20

G'day Nat, Thank you for the opportunity to have my two bob's worth regarding safety in the Farnsworth Drive Area.

Although, I sympathise with and entirely agree with the concerns at the Prescott College / Farnsworth Drive problems my perspective of the same area is a little different.

I live in Berenwode Circuit which intersects with Farnsworth Drive, just north of the College pick up area.

This intersection for me is a major concern, as traffic heading north along Farnsworth Drive (often speeding) cannot see the approaching intersection with Berenwode Circuit due to the curvature of the road and the street vegetation. Exiting Berenwode Circuit to turn right onto Farnsworth is a gamble with your life. If you look left, then right and edge out into the intersection inevitably a car rapidly looms from the left resulting in rapid heavy braking of both vehicles and an antagonising wait for the impending collision. I have taught myself to look right (where you can see clearly down Farnsworth), then look left and if clear, edge into the intersection while still looking to the left for any rapidly emerging vehicle. I guess I would have about 10 close encounters a year and having lived here 10 years I feel it is only a matter of time before I or others have a serious accident at this corner. So my problem is not only at School pick up times but anytime during the day. The factors are: Excessive speed of cars heading north along Farnsworth. Inability of vehicles heading north along Farnsworth to see the intersection of Berenwode due to the curvature of the road (poor road design) and roadside vegetation. Inability of Berenwode vehicles to see south along Farnsworth due to the curvature of the road and roadside vegetation. So I guess I would like to see some means to restrict speed, signage warning of the approaching Berenwode Circuit intersection and removal or replacement of vegetation with a species which allows more vision to the south. Ideally, a complete road realignment would be better but I can't see that happening due to cost. It seems to me the sinuous streets of modern developments while appealing for developers and landowners are not

necessarily practical and the old rectangular road patterns had some merit. – particularly as you could see both ways at an intersection. Ok that’s it, happy to meet on site if that helps. In the meantime I would encourage you to take drive into Berenwode Circuit and the try to exit onto Farnsworth. Good Luck ! Keep up the good work, Regards”

Stanley Curtis, May 20

Hi Nat Cook MP, I am responding to the letter box drop Dated 18th May 2020. We live at and own the property at 60 Farnsworth Drive , for the past 10 years, and prior to that owned and live at 68 Farnsworth Drive for 11 years, traffic usage of Farnsworth and Woodcroft drives have increased, as you would expect. Hoon elements have used Farnsworth and Woodcroft Drives and I am surprised that there has not been and major misshaps, that I know of on the southern section of Farnsworth Drive and the roundabout to Woodcroft Drive. I have witnessed a lot of bad driving and speeding along this section , including many usages of the southern roundabout as it was never intended to be used. I feel that if this continues , unaddressed somebody will come to grief or be injured due to bad behaviour on this section of Farnsworth Drive , and excessive speed on the downhill section of the Drive into the southern roundabout. I can only conclude that physical speed reduction measures are needed to curb this behaviour, and hopefully make Farnsworth Drive a safer place and not used as a short cut to avoid Panalatinga and Bains Rd intersection.

Julianne Mitchell, May 22

Hi Nat, hope you and your family are keeping well. I received your communique in our letterbox last night regarding a recent incident that occurred on Farnsworth Drive, in front of Prescott College. I am unaware of that particular issue, but it made me put pen to paper regarding another matter that has been a concern of both Leith and myself for quite a while. Prescott College is only getting bigger in size, therefore more traffic and between the hours of approx. 8.30 to 8.50am to try and turn right from Farnsworth Drive into Pimpala Road takes a VERY long time, longer than it should anyway which is frustrating for lots of motorists. I’m assuming the same problems arise around school pick up in the afternoons but that doesn’t affect us as we’re still at work at those times. I propose that a roundabout be installed at this intersection to ease traffic congestion and to ensure road safety. Not sure how to progress this but can’t hurt if you’re working with the Council on this matter, you could bring this up at the same time as a solution to a frustrating issue for the residents/community in this area. Happy to chat further, you know how to find me J Many thanks

Robert Bollenhagen, May 25

Hi Nat, I would like to bring to your attention of the intersection of Farnsworth Dve & Berenwode Cct. I live in Berenwode Cct and at times I cannot leave my street to turn either left of right because of the back up of the traffic blocking the exit from Berenwode Cct, cars parked, or stationary across the intersection. Berenwode Cct is a one way street so there is no other way of exiting. Cars parked on both sides of the road make it impossible to either get out of the street or even turn onto Farnsworth. I hope this issue can be resolved as sometimes I have been late for work having to wait up to 10 mins just to get out of my street. My neighbour had a discussion with the principle prior to the entrance of the school being changed and this was before the school expanded that he raised his concerns. Hope this issue can be sorted before another worrying incident happens. Thank you for your support. Regards

Sandy Fuller, May 31

Hi Nat, We received your letter advising of an incident on Farnsworth Drive this week. Your letter stated you were providing an update, but we are none the wiser of what occurred. I would like to add our feedback with concerns for Farnsworth Drive traffic. As residents of Lorraine Court for 18 years, we have always battled with traffic to Woodcroft College coming and going on Farnsworth Drive. It can take 15 minutes to be able to exit out of our Court with the constant flow of traffic at morning and afternoon school times. With the recent expansion of their carpark at the end of Farnsworth Drive the traffic load and delays have increased. The addition of the Prescott College pickup/drop off on Farnsworth Drive in recent years has become more of a troubled area, even though we are at the other end of the road. We have to travel along Farnsworth Drive to go to work, shopping, etc. If we are unlucky to have to do this at school drop off and pick up times, the road is blocked by cars stacked up in both directions waiting to turn into the school. As it is on a double bend any car trying to get through is forced to wait or overtake the line of cars stopped. I have just recently seen cars from both directions overtaking the line of cars on the wrong side of the road come face to face with nowhere to avoid or let pass due to waiting school parents vehicles blocking both directions of traffic and cars parked along all sides of the road. I was quite distressed watching. I don't know if it is legal for the cars to be stacked up waiting for so long, is this double parking? I can certainly see a case of road rage over this blockage for any other road users. The roundabout at Solace Dr and Farnsworth Drive also has become a problem with all the Prescott College traffic. I have had some near misses with vehicles speeding up to the corner from Solace Dr with no stopping/slowing at the roundabout. There is also a commercial sign for Adams Auto Centre at the northern entrance of Farnsworth Drive enticing customers through the residential area. This would also contribute to increased traffic which should be directed to access this business on Solace Drive from Panalatinga Road. Residents of the Farnsworth Drive area also have traffic accessing the Woodcroft Shopping Centre's rear access. This road is becoming quite congested with the additional burden of traffic resulting from Prescott College's entrance and the twice daily blocking of the road. Thanks for taking an interest in this area.

Mayor's calendar 16 May to 12 June 2020

Attachment 10

May	
18	Phone call with Ward Councillors
	Meeting with staff
	Channel 10 interview
19	Meeting with journalist
	Meetings with staff
	Phone calls with Ward Councillor
	Meeting with Chief Executive Officer
	Meeting of Council videoconference
21	Phone call with business owner
	Meeting with resident
	Meeting with Ward Councillor
	Meeting with Member for Reynell videoconference
25	Meeting with Mayors – Holdfast Bay and Mitcham
	Meeting with resident
26	Video filming
	Meetings with Ward Councillors
	Resumption of adjourned Council meeting videoconference
27	Meeting with staff
	Meeting with Chief Executive Officer
	Meeting with business owner
	Video filming
28	Meetings with community groups
28	Video conference with local MPs
	Meeting with resident
June	
1	Meeting with Ward Councillor
	Meeting with school Principal
2	Meeting with school Principal
	Meeting with resident
	Meeting with staff
	Meeting of Strategic Directions Committee
	Special Council meeting
3	Meeting with business owners videoconference
	Meeting with Chief Executive Officer

Mayor's calendar 16 May to 12 June 2020

Attachment 10

	Meeting with business and tourism association videoconference
	Meeting with sports club representatives
	Meeting with staff
9	Pre-Council meeting with staff
	Phone call with Ward Councillor
	Meeting with staff
	Elected Member session
10	Meeting with Member for Waite, Deputy Mayor and Chief Executive Officer
	Meeting with Chief Executive Officer
11	Radio Coast FM interview
	Meeting with staff
	Meeting with sporting groups and Members of Parliament
12	Meeting with resident

Elected Member sessions held during this period :

- 9 June Community Capacity Strategic Plan

Deputy Mayor's calendar 16 May to 12 June 2020

Attachment 11

May	
19	Meeting with committee representatives and CEO, Cr Themeliotis and staff regarding the change facilities at Flagstaff Oval
21	Meeting with councillor
22	Meeting with resident
	Meeting with rural resident
26	Monthly meeting with Mayor
	Special Council meeting videoconference
June	
2	Special Council/Strategic Directions Committee meeting videoconference
3	Meeting with group of residents regarding issues in Coromandel Valley area
3	Meeting with resident
3	Clarendon Community Association videoconference
9	Meeting with resident re Flagstaff Oval change facilities
	Meeting with resident
	Elected Members session
10	Meeting with Member for Waite, Mayor and CEO

6. Presentations

Nil.

7. Deputations

Nil.

8. Presentation by Committee chairpersons and reports to Council by Council Committees

8.1 ICT Reform Project Steering Committee meeting minutes of 18 May 2020

Date

16 June 2020

Meeting

Council

Approving officer

Renee Mitchell, Director Corporate and City Services (Acting)

Report contact

Sue Hammond, Senior Governance Officer

1. Purpose

A meeting of the ICT Reform Project Steering Committee was held on 18 May 2020.

Agenda for this meeting is available on the website [here](#)

Item 5.1 is a confidential item and will be considered at item 14.3 of this agenda.

The following items require a resolution of Council.

2. Recommendations

1. Re item 4.1 ICT Reform Project OneCouncil Quarterly Report

That Council receive the Deloitte Benefits Realisation Plan as per attachment 1 to the agenda report.

2. That Council note the minutes of the ICT Reform Project Steering Committee meeting of 18 May 2020 as attached to the agenda report.

3. Attachments

Attachment 1 – Minutes of the ICT Reform Project Steering Committee meeting of 18 May 2020 with the Deloitte Benefits Realisation Plan attached (48 pages)

City of Onkaparinga

Minutes of the ICT Reform Project Steering Committee meeting
held on 18 May 2020

Venue: Electronic meeting
Civic Centre, Ramsay Place
Noarlunga Centre

Meeting commenced: 6.30pm

Present: David Powell (Chair)
Karen White
Cr McMahon
Cr Olsen
Cr Greaves

Apologies: Nil

Leave of absence: Nil

Absent: Nil

1. Opening of meeting

David Powell officially declared the meeting open at 6.30pm.

2. Confirmation of minutes

MOVED Karen White.

That the minutes of the proceedings of the ICT Reform Project Steering Committee meeting held on 2 March 2020 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Olsen.

CARRIED

3. Adjourned business

Nil.

4. Reports of officers

4.1 ICT Reform Project OneCouncil Quarterly Report

Cr Greaves left the meeting at 6.35pm.

Cr Greaves returned to the meeting at 6.35pm.

Cr Olsen left the meeting at 6.57pm.

Cr Olsen returned to the meeting at 7pm.

MOVED Cr Greaves.

1. That the Information Communication Technology Reform Project Steering Committee receive the Deloitte Benefits Realisation Plan as per attachment 1 to the agenda report.

2. That the Information Communication Technology Reform Project Steering Committee recommend to Council that it receive the Deloitte Benefits Realisation Plan as per attachment 1 to the agenda report.

Seconded by Cr Olsen.

CARRIED

Cr Olsen left the meeting at 7.01pm.

5. Confidential items

5.1 ICT Reform Project OneCouncil Quarterly Report – Confidential

MOVED Cr McMahon.

1. That:

a. under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public, with the exception of staff on duty, be excluded from attendance at the meeting in order to consider this item in confidence.

- b. *the ICT Reform Project Steering Committee is satisfied that it is necessary that the public, with the exception of staff on duty, be excluded to enable the Committee to consider the 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);*
- and*
- *Section 90(3)(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:*
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - (ii) would, on balance, be contrary to the public interest;*
- accordingly, on this basis the principle that meetings of the ICT Reform Project Steering Committee should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.*

Seconded by Cr Greaves.

CARRIED

Cr Olsen returned to the meeting at 7.10pm.

2. Confidential

MOVED Karen White.

3. a. *That the matter of the ICT Reform Project OneCouncil Quarterly Report - Confidential and its attachment, having been considered by the ICT Reform Project Steering Committee in confidence under sections 90(2) and 90(3)(a) and (d) of the Local Government Act 1999 that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the minutes and the report and attachments of the ICT Reform Project Steering Committee relating to discussion of the subject matter remain in confidence.*
- b. *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.*
- c. *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.*

Seconded by Cr Greaves.

CARRIED

David Powell reopened the meeting to the public at 7.46pm

6. Urgent business

6.1 Deloitte Benefits Realisation Plan

MOVED Cr McMahon.

That the correct version of the Benefits Realisation Plan, as circulated to the members of the ICT Reform Project Steering Committee on 4 May 2020, be attached to the minutes of this meeting, and be included in the Council agenda report.

Seconded by Cr Greaves.

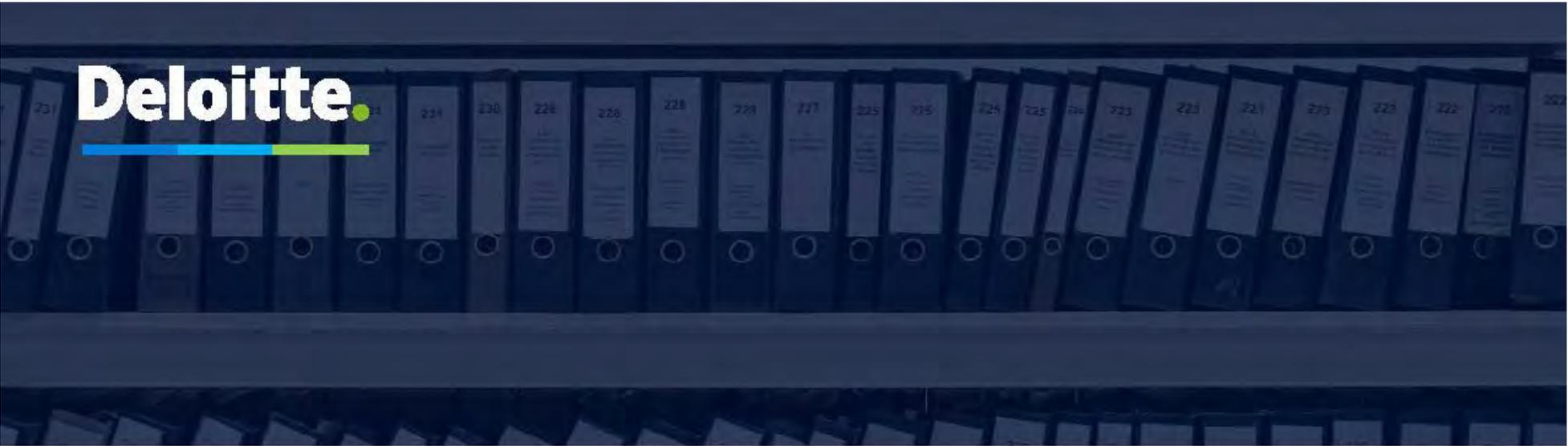
CARRIED

7. Closure

David Powell officially declared the meeting closed at 7.50pm.

Certified CorrectChair

/ /2020



City of Onkaparinga

Benefits Realisation Plan

December 2019



Attachment to Item 6.1



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Executive Summary

Benefits Realisation measures

Executive Summary: Overview of Engagement



The City of Onkaparinga (herewith referred to as either 'the Council' or 'COO') has selected a new Enterprise Resourcing Planning ('ERP') System provided by TechnologyOne called OneCouncil. The Council has made a significant investment in OneCouncil and there is an expectation that benefits will be delivered.

To understand the benefits of an ERP implementation, the Council engaged PricewaterhouseCoopers ('PwC') in 2017 to identify typical benefits realised from an ERP implementation. Prior to the completion of the PwC benchmarking study, the Council had undertaken significant work and agreed benefit targets.

In July 2019, Deloitte was engaged to provide the Council with an understanding of the benefits that may be realised as a result of the implementation of OneCouncil and to provide a Benefits Realisation Plan (BRP) to provide structure, guidance and discipline in developing, aligning and reporting of the benefits. Deloitte also reviewed the work undertaken by PwC in relation to the benchmarks provided and provided further insights (based on the Deloitte experience with implementing ERP solutions) over possible target savings –both tangible and intangible –as the result of the implementation of OneCouncil. Refer to 'Figure 4 - Benchmark comparisons'

The purpose of this engagement was to work alongside the Council to examine current practices and inform leadership where opportunities exist in terms of productivity, operational expenditure reductions, income generation improvement and apply a consultative approach with stakeholders. To help us understand the Council's readiness for OneCouncil, Executive and Manager one-on-one sessions were held. To further develop a set of measures to track achievements of implementation benefits, Manager and Team Leader Workshops were conducted with very high levels of attendance and engagement. It is important to note that we had to alter our proposed engagement approach based on the outcomes from the Executive and Manager one-on-one sessions to include the additional Team Leader workshops. This ensured that we delivered on the expectations of the Council. The key activities undertaken are outlined below (see Figure 1 – Timeline of activities).

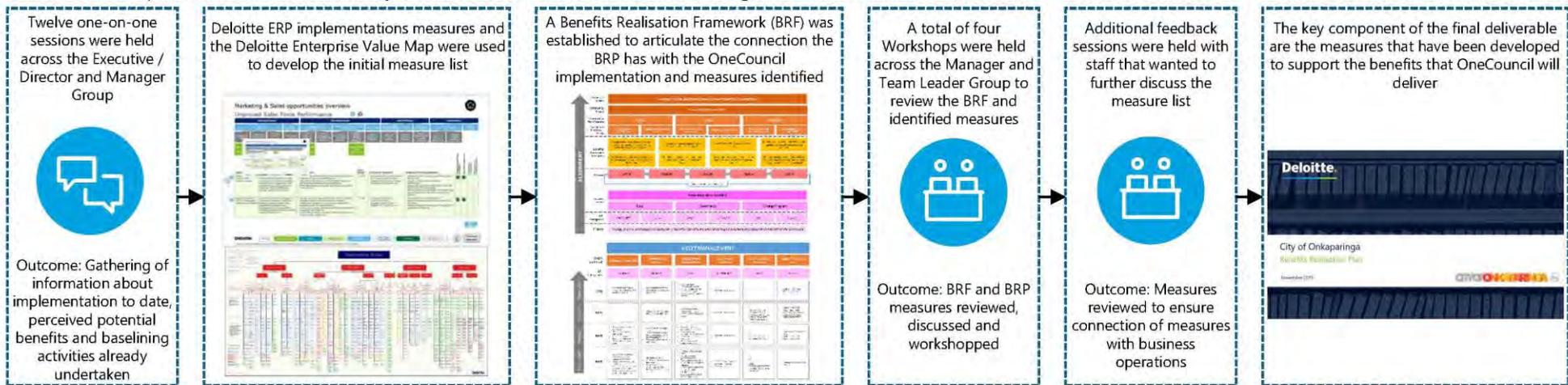


Figure 1 – Timeline of activities

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Benefits Realisation Plan

Executive Summary: OneCouncil Overview



To understand the extent of the OneCouncil implementation, we've provided an overview.

OneCouncil will enable automation of a number of current processes within the Council to save time and allow staff to focus on the delivery of services to the community.

There are five modules of OneCouncil. These include:

- Finance
- Human Resources
- Procurement
- Asset Management
- Property and Rating

The Council has elected to roll out each module as follows:

Module	Expected roll out*
Finance	First quarter 2020
Human Resources	First quarter 2020
Procurement	First quarter 2020
Asset Management	Mid 2020
Property and Rating	Late 2020

Figure 2- Timeline of Rollout

*Expected roll out/ go live times are subject to change due to project requirements.

Each module of OneCouncil is explained below:

Finance: The module provides the ability to simplify the capture and retrieval of financial information through the chart of accounts, ledgers and reporting capabilities.

Reducing time spent on end of month reporting and improving accuracy.

Over time the amount of time spent on processing invoices will be reduced and there will be greater ability for stronger forecasting which will be achieved through more robust data and streamlined processes.

Human Resources: This module provides for automation across the Council and will impact all staff. A self-service portal will significantly reduce the number of paper based processes to manage staff (leave, personal record updating etc). It will ensure accuracy of leave records allowing the Council to understand its leave liabilities. This will also provide consistency in the management of time off in lieu (TOIL).

Procurement: This module allows the Council to manage its supply chain. Over time there will be a reduction in the amount of time taken to process purchase orders. Council will have tools to remove unnecessary back office activities, streamline purchase processing, management of supplier data, requisition processing and allow for greater analysis and strategic procurement activities, resulting in great efficiencies.

This module is also considered to have a significant impact across the organisation in terms of time saved for employees allowing them to focus on delivering services for the community.

Asset Management: This module will support current activity in asset management and provides the Council with a better understanding of assets and more efficient management of asset creation, transaction purchases, and capitalisation activities. Council will have real time information that enables an understanding of the true cost of managing its assets, providing data that will enable well informed decision making.

Property and Rating: Customers will experience more efficient end-to-end handling of their enquiries and the Council will have real time information at hand to enable the resolution of enquiries quickly, resulting in an increase in customer satisfaction over time.

Reporting of average debt and percentage of debts overdue will enable Council to recover outstanding debts in a more timely fashion.

Benefits Realisation Plan

Executive Summary: Benefits Realisation Principles



It was evident through the consultative work undertaken with Executive, Managers and Team Leaders that there was a need to establish a Benefits Realisation Framework (BRF) to ensure alignment of the BRP and subsequent measures with the corporate and community vision.

The purpose of the BRF is to provide a framework of better practice principles and concepts drawn from the Council and Deloitte's proven practices and experiences.

Tailoring a framework for an organisation is essential to optimise its use and its value. A tailored framework is aligned to the specific environment an organisation operates in and strikes the balance between efficient but effective governance. To achieve this balance, consideration of the factors that influence the delivery of a project and its outcomes is required.

The goal of tailoring a framework is to generate efficient process and deliverables while providing a view of alignment to the organisational vision.

The framework (see *appendix 1*) also highlights that for a plan to be successful, the following principles must be followed:

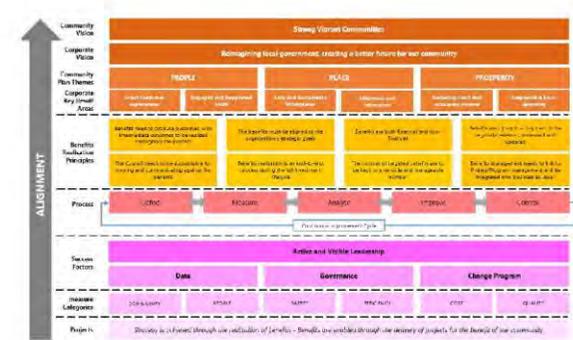


Figure 3 – Benefits Realisation Framework

<p>Benefits need to produce outcomes, with intermediate outcomes to be realised throughout the process</p>	<p>The benefits must be aligned to the organisation's strategic goals</p>	<p>Benefits are both financial and non-financial</p>	<p>Benefits are dynamic – they need to be regularly reviewed, measured and updated</p>
<p>The 'Organisation' needs to be accountable for owning and communicating against the benefits</p>	<p>Benefits realisation is an end-to-end process during the full investment lifecycle</p>	<p>The number of targeted benefits to be kept to a sensible and manageable number</p>	<p>Benefits management needs to link to Project/Program management and be integrated into 'business as usual'</p>

Figure 4 – Benefits Realisation Principles

Benefits Realisation Framework

Executive Summary: Next Steps



Using the BRF principals identified on the previous page and in *Appendix 1*, the Council need to conduct baselining activities to enable an understanding of improvements in the future state (post OneCouncil) when compared to the current state (pre OneCouncil).

The measures developed during workshops (*Appendix 2*) provide the Council with a starting point to determine which processes should be baselined. There are several methods that the Council can undertake when performing baselining activities. Depending on which activity is being baselined and the knowledge, complexity and impact that is associated with the activity, will help to determine which approach may be more suitable. Journey Mapping is very high level and is a short time investment, whereas Value Stream Mapping is more complex and time consuming but provides an in-depth view of the value and activities vs the non-value add activities.

In addition to baselining, a structure change program, and a governance model for the management of communications and reporting needs to be established. It is recommended that the following actions are taken in order for the Council to be in the best position to realise benefits of this implementation:

Activity	Key actions
Baseline Measures	<ul style="list-style-type: none"> Undertake baselining activities of processes impacted by the OneCouncil implementation Review appropriateness of measures provided by Deloitte (<i>Appendix 2</i>) Consider journey mapping and value stream mapping as tools to provide a clearer view of value add and non value add activities Establish a cyclic process to identify, prioritise, map, detect, record and report on benefits realised
Governance Model	<ul style="list-style-type: none"> Implement a meeting structure Identify and assign ownership and responsibility for benefits, measures and improvements Establish a organisational approach for the management of and realisation of identified benefits (ensuring benefits are applied, recorded and reported)
Reporting	<ul style="list-style-type: none"> Establish quarterly reporting to ensure that Directors, Elected Members and the ICT Reform Steering Committee are informed of the success of implementation, change management and measurement of benefits
Change Program	<ul style="list-style-type: none"> Establish an ongoing method of communication that clearly and consistently informs relevant stakeholders about the implementation of the BRP and OneCouncil Increase training and development opportunities for key stakeholders regarding the functional use of the OneCouncil solution and how benefits may be proactively identified and reported.

Figure 5 – Key actions/next steps



Benefits Realisation Plan

Benefits Realisation Plan Benchmarking



Implementation of OneCouncil has required significant investment and the Council needs to understand its return on investment. The PwC work undertaken in 2017 provided industry benchmarks. Benchmarking is a method of monitoring performance and setting goals. Through understanding of industry best practice it can provide a framework and associated measures designed to help build and manage a business.

The benchmark categories used by PwC in the below table were based on the service areas identified by the Council during their time and motion study undertaken prior to 2017 to identify potential benefit targets in each of these areas.

In 2019, Deloitte was engaged to develop a Benefits Realisation Plan and in doing so a further analysis of these benchmarks based on our industry experience has been completed. The benchmark categories (service areas) have been aligned to the OneCouncil modules and the identified targets are benchmark benefits resulting from implementation of ERP systems across various industries including but not limited to local government.

It is important to note that many organisations used in the benchmarking process are focussed on shareholder return and generally measure the financial return on the investment of an ERP system. In the case of the Council, benefits will also be realised for the community and this will mean focussing on delivery of services, including the possible re-direction of resources particularly for the CoO as one of South Australia's fastest growing Councils.

The table below (Figure 6) provides the benchmark categories used by the Council, PwC and Deloitte, together with the corresponding OneCouncil module. The percentages are made up of the various benefit categories which are explained on the following pages.

Benchmark Category (Service Area)	Asset Management	Program and Project Management	Supply Chain Management	Human Capital Management	Financial Management	Land Information Systems Management
Corresponding OneCouncil Module	Asset Management	Asset Management/ Procurement	Procurement	Human Resources	Finance	Property and Rating
CoO Benefit targets (as at July 2017)	7%	2%	5%	1%	4%	N/A
PwC July 2017	8-15%	15%	15-20%	20%	10%	N/A
Deloitte July 2019	15-20%	20%	20%	20%	20%	N/A

Figure 6 – Benchmark Comparisons

Benefits Realisation Plan

Benchmarking: Benefit Categories



An understanding of Benchmarking:

A benchmark is a standard or point of reference against which things may be compared or assessed. Benchmarks from organisations that represent world’s best practice or industry best practice can become targets that you use for your performance measures.

Benchmarking is undertaken to understand what types of improvements could be expected. Organisations benchmark themselves against other organisations to compare themselves in an effort to make improvements in their performance.

Improved performance can be in many forms and it is anticipated that the Council will utilise benchmarking to realise benefits across many of the categories including the following:

Benefit Category	Benefit Definition (an advantage gained from doing something – this can be tangible or intangible)
Cost Avoidance	Pre-emptive actions taken to reduce future costs not reflected in budget
Operational Expenditure	Money spent on the ongoing costs of running an organisation, e.g. wages
Productivity Improvement	Improving current state processes that increase efficiency
Income Generation	The creation of financial revenue
Performance Improvement	Improving current state processes that improve overall output
Community Experience	Processes and/or changes made that impact upon community interactions

Figure 7 – Benefit categories

Whilst some benefits may result in financial savings the most significant benefits will be in cost avoidance, productivity improvement and potential FTE savings through attrition and redeployment (noting that Council has a no forced redundancy clause in its Enterprise Bargaining Agreement). This will enable the Council to redirect resources to front line services and to deliver against its Corporate Key Result Areas.

In relation to immediate benefits, these will be the most evident in the self-service area for Human Resources and the processes for Financial Management and Procurement. However, there may be a dip in productivity while staff become familiar with OneCouncil.

The implementation of self-services for payroll, timesheets and leave requests will supersede the manual processes that currently exist and time spent on invoicing and monthly reporting will be significantly reduced. It is therefore important that the Council understands the current cost of undertaking these tasks so that benefits can be realised as OneCouncil “goes Live”.

Throughout the measurement of processes during the implementation of this plan, identified benefits can be linked to these benefit categories and subsequently monitored and compared to the benchmarks provided.

It is important to note that measures should not have an adverse impact on service delivery or community outcomes.

Potential benefits connected with the OneCouncil modules are further outlined on page 12.

Benefits Realisation Plan

Benchmarking: Benchmark components



Summary of benchmarks: What makes up the benchmarks?

The following components were considered as a part of the benchmarking process during the work undertaken by PwC. These benchmarks have subsequently been reviewed by Deloitte and can be used to develop measures for the success of OneCouncil.

Benchmark category	Components of benchmark	Benchmark category	Components of benchmark	Benchmark category	Components of benchmark
Asset Management <i>OneCouncil module/s:</i> Asset Management	<ul style="list-style-type: none"> Reduced consultancy fees Predictive modelling and programming Better lifecycle management of assets Proving the Council with an understanding of asset utilisation enabling a rationalisation of assets. Inspective, preventative maintenance and repair of assets and equipment Optimised tax and accounting strategies Improved decision making of asset decisions (i.e. buy, sell, upgrade) through asset utilisation data Improved management of contributed assets Reduced IT costs over time 	Supply Chain Management <i>OneCouncil module/s:</i> Procurement	<ul style="list-style-type: none"> Data entry reduction Procurement coordination reducing risk of price fluctuations Reduction in system costs and increased system communication Aggregated procurement approach to reduce total purchase orders raised Logistics, transportation and inventory efficiencies Electronic purchase orders & invoices removing risk of fraud and error Time savings through employee self service Price lists within system Improved reporting and forecasting 	Financial Management <i>OneCouncil module/s:</i> Finance	<ul style="list-style-type: none"> Reduced postage costs Reallocation of resources to provide strategic support to the Council Automation and FTE reduction Automated matching of invoices Centralised accounts payable reporting Opportunity to increase Treasury management (increased interest earnings) Minimising duplication and data entry errors Improved visibility of financial information and therefore decision making throughout the organisation Improved timing in collection of monies Consistent policies across organisation
Program and Project Management <i>OneCouncil module/s:</i> Asset Management/ Procurement	<ul style="list-style-type: none"> Project Management Office Improved future project estimation through the use of timesheets Reducing of contingency costs through more accurate understanding of true project costs Reduction in outsourcing requirements Ability to track the lifecycle of a project Clearly defined roles and responsibilities resulting in increased accountability Improved project coordination and prioritisation 	Human Capital Management <i>OneCouncil module/s:</i> Human Resources	<ul style="list-style-type: none"> Self service of personal information Improved internal controls on leave and time off in lieu Timesheets result in increased productivity and tracking of employee time Ability to identify talent / skill gaps Prioritisation of different trainings Recruitment and on boarding process time reduction Ability to receive leave requests Reduced risk of unknown leave balances Process automation Future workforce planning Further automation and FTE savings 	Land Information Systems Management <i>OneCouncil module/s:</i> Property and Rating	<ul style="list-style-type: none"> Redundant data transformation Reallocation of resources to frontline services Software licensing Reduction in occasions where rates notices are incorrectly billed resulting in late/missed payments Integration with different systems resulting in data entry reduction Further payments moved online – reduced processing time.

Figure 8- Benchmark Component Summary

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Benefits Realisation Plan

Understanding Benefits: Phase 1



A benefit is the measurable improvement resulting from an outcome which is perceived as an advantage by a stakeholder. It is important to note that these measurable improvements can be **financial** or **non-financial**. The financial benefits generally consist of reductions in cost. Non-financial benefits can involve a range of benefits to stakeholders, including, risk avoidance, reduction in risk of fraud, improvements in compliance, safety, customer service, and community experience.

It is important to emphasise that the majority of the benefits generally realised through ERP implementations through organisations, especially councils, are non-financial. Below are some of the examples of benefits and benefit categories that we expect to be realised by the Council following the OneCouncil implementation.

The Council can expect to see improvement over the next three years in the areas that have been identified below (which align to the OneCouncil module rollout). It is important to note that the Council may not achieve the benchmark levels provided in this pack in the initial phases of the rollout.

It is essential that the Council put in the effort to baseline the below measures in order for benefits to be realised. The measures listed below have been identified as the areas that will deliver the biggest change to the organisation and have the greatest impact, hence the importance of measurement prior to commencing the GO LIVE of OneCouncil. Elected Members can expect to be informed on a quarterly basis on the following areas with respect to the OneCouncil implementation:

Success of implementation | Change Management process | Measurement of benefits

PHASE 1 – GO LIVE END QTR 1 2020*



OneCouncil Module - Human Resources And Payroll

Proposed measures

1. Leave Request Timelines
2. Recruitment Spend
3. Process Efficiencies
4. Payroll Timeliness
5. Leave Management

Expected benefits

- Moving from paper-based requests to digital, resulting in staff time saved, reduced paper usage and lower costs
- Visibility and accuracy of all leave balances, reducing time required by HR staff, decreasing error rate and increasing staff satisfaction
- Stronger understanding of costs through timesheet tracking, improving forecasting and enabling better resource planning
- Automation of payroll activities, reducing error rate and subsequently reducing leakage



OneCouncil Module - Procurement

Proposed measures

1. Strategic Savings
2. Contract Coverage
3. Process Efficiencies
4. Improved Compliance

Expected benefits

- Reduction in time spent by staff on procurement cycle, increasing productivity
- Freeing up staff to undertake strategic procurement, increasing output and reducing spend
- Increased transparency of procurement, reducing risk of fraudulent supplier selection and reduced costs
- Moving from a paper-based processes, providing financial, environmental and productivity benefits



OneCouncil Module – Finance

Proposed measures

1. Monthly Reporting Time
2. Improving legislative compliance
3. Invoice Turnaround
4. Improved reporting accuracy

Expected benefits

- System providing better clarity and transparency for delegations, increasing efficiency and improving legislative compliance
- System assisting with end of month closure, increasing accuracy, reducing time spent by staff and overall duration of process
- Improved overview of accounts receivable and payable, improving accuracy and efficiency.

Benefits Realisation Plan
Understanding Benefits: Phase 2-3



PHASE 2 – MID 2020*

OneCouncil Module – Asset Management



Proposed measures

1. Asset Utilization
2. Asset Unplanned Downtime
3. Projects Delivered On-time
4. Projects Delivered On Budget
5. Asset Preventative Maintenance Attainment

Expected benefits

- Better understanding of assets owned by the Council and the condition of the assets
- Shift from periodic maintenance to preventative maintenance through improved data practices and understanding, resulting in reduced costs and improved public safety
- Stronger inventory management, ensuring right levels of stock are maintained, resulting in cash flow benefits
- Improving allocation of staff to jobs, ensuring that staff have the correct certifications, correct tools and correct skills when deployed. This will result in a more efficient operation, reducing costs and improving output
- Improved project accounting accuracy, resulting in better forecasting and accurate cash flows
- Consistent methodology for project management, resulting in better transparency and stronger output

PHASE 3 – LATE 2020*

OneCouncil Module – Property and Rating



Proposed measures

1. Customer First Call Resolution Rate
2. Customer Self-service Rate
3. Number Of Customer Calls
4. Average Debt Overdue Period
5. Percentage Of Debt Overdue

Expected benefits

- Decrease in the time taken for approvals of applications through streamlined processes
- The debt recovery function will provide greater oversight of key metrics to enable improvement in outstanding debt recovery
- Staff will have seamlessly integrated systems providing them with data at their fingertips for customer enquiries, enabling them to more easily provide answers and decreasing the overall time taken with each enquiry
- Customer enquiry data will be more visible and reporting will be easier, enabling
 - More effective oversight of key metrics
 - Informed decision making for management

Corporate measures (across all phases)

Staff Allocation
(Staff are reallocated to roles which deliver against the Councils Strategic Priorities)

Annual Software Licensing Spend

Postage spend

Printing Costs

Customer Satisfaction (Internal/External)

Figure 8 Module Measure phase 2 and 3 and across program corporate measures



Implementation and Next Steps

Benefits Realisation Plan

Implementation and Next Steps: Success Factors



Through the one-on-one sessions and workshops, feedback from stakeholders identified that there were areas of concern that may impact the Councils state of readiness for the implementation of One Council, with a potential to impact benefit realisation.

Staff voiced during these sessions that they required:

- more information
- to see leadership across the Council
- an embedded change program

Deloitte acknowledges that throughout our engagement significant progress has and continues to occur in these spaces, however, have identified three key areas for the Council to support and encourage through 'Active and Visible Leadership' to ensure the success of OneCouncil. The three key areas have been selected based on their importance for the OneCouncil Solution:



Data

- » Where possible, begin recording baselines for current processes to identify improvement in the new system
- » Once implemented, ensure that all data is captured in OneCouncil to provide greater access to data and improved reporting capability
- » Identify specific functional improvements as a result of the OneCouncil implementation

Governance

- » Identify specific owners responsible and accountable for driving the BRP and individual measures assigned to them
- » Review the current organisation structure to identify opportunities for improvement

Change Program

- » Ensure stakeholder buy-in through continued involvement in the implementation of the BRP and OneCouncil solution
- » Increase training and development opportunities for key stakeholders regarding the functional use of the OneCouncil solution
- » Establish an ongoing method of communication that clearly and consistently informs relevant stakeholders about the implementation of the BRP and OneCouncil

Benefits Realisation Plan

Implementation and Next Steps: Meetings



It is advisable that the **Business Process Improvement team** be responsible for the overall management and execution of the Benefits Realisation Plan. The **leadership of the Council** should also be responsible for visibly and actively promoting and guiding the implementation of the BRP. There is a close link between performance improvement and benefits realisation.

However, it will be important to ensure that people are engaged at every level throughout the organisation regarding this content. The structure of meetings outlined below plus the "keys to effective meetings" will provide a foundation for ensuring open and regular communication about measures within the organisation. This will provide COO with an opportunity to understand benefits realised and to share success across the Council and with the community.



Keys to effective meetings

- Attendees to come to these meetings prepared
- Meetings to be **visual** with graphs and charts
- There needs to be a strong focus on attendees arriving on-time
- Problem solving not to be conducted during this meeting, instead should be used to provide a report
- Meetings should have a "leader" tasked with the responsibility to ensure that the meeting is effective and efficient
- Have a "parking lot" to avoid problem solving
- Meetings **will not** go overtime
- measures to be categorised as "red" (requiring action) or "green" depending on status – amber is not an option
- Timelines for resolving action points to be agreed within meetings and reported on in future meetings
- Focus on having open and regular lines of communication regarding measures

Benefits Realisation Plan Implementation and Next Steps: Actions

To understand Council's return on investment, benefits need to be measured. To measure the benefits the following activities need to be completed using the benefit measures identified in Appendix 2:

- Clearly understand the possible benefit;
- Assign ownership for the benefit;
- Align with measures; and
- Undertake a review of processes and establish baselines across teams.

Ideally, a cyclic team approach would be systematically undertaken with teams to:

- **Identify** processes each team are undertaking.
- **Prioritise** these processes based on the identified and agreed benefit measures in Appendix 2
- Collate and understand the current available data, including time taken to complete a process, frequency, standards, and existing measures.
- **Map** prioritised processes in the corporate Business Process Management (BMP) system, ProMapp (including baselines).

All process identified should be compared to OneCouncil functionality as agreed in the Benefits measures in Appendix 2 to:

- **Detect** steps within processes that will no longer be required at 'go live' and identify potential benefits.
- **Record** additional/new/amended measures.
- Match to BRF categories and **report** through ARVEC & ICT Reform Committee as benefits progress from potential to verified to realised.

This process should be lead by the Business Improvement Team and undertaken with individual teams impacted by each phase of the implementation in alignment with the implementation timeline prior to 'go live' for each phase.

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	Timing
Regular meetings	Ongoing
Change program	Ongoing
Governance	Ongoing
Baseline	In alignment with project rollout
Journey Mapping	As required for baselining in alignment with project rollout
Value Stream Mapping	As required for baselining in alignment with project rollout
Measuring Measures	Ongoing
Recording Benefits	When a benefit is identified as potential, verified and realised
Reporting Benefits	In alignment with ICT Reform Steering Committee meeting schedule



Benefits Realisation Plan

Implementation and Next Steps: Baselining Tools



For benefits to be realised as part of the OneCouncil implementation, it is very important for baselining to occur. This will enable the Council to understand the improvements in the future state (post OneCouncil) when compared to the current state (pre OneCouncil).

The measures that sit in the BRP provide the Council with a starting point to determine which processes should be baselined. There are several methods that the Council can undertake when performing a baselining activity. Depending on which activity is being baselined and the knowledge, complexity and impact that is associated with the activity, will help to determine which approach may be more suitable.

Journey Mapping

Journey Mapping can be a very useful way to very quickly understand current state processes and the associated touch points, pain points and gain points. This exercise is very high level and is usually achieved in 15 minutes and focuses on steps taken before, during and after the selected activity / process.

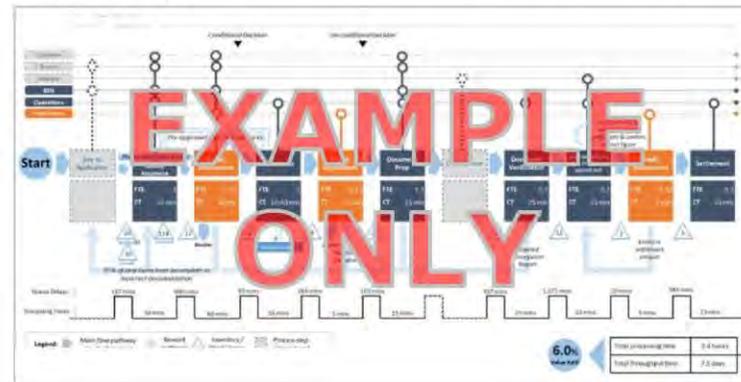


Journey Mapping is very high level and is a short time investment, where as Value Stream Mapping is more complex and time consuming but provides an in-depth view on the value add activities vs the non-value add activities.

We would recommend using Value Stream Mapping for the important core functions that are expected to deliver a large impact post OneCouncil. For those processes that are less important, we would advise using Journey Mapping.

Value Stream Mapping

Value Stream Mapping (VSM) focuses on mapping out the process in detail and identifying both the time and labour effort required for each step. A key feature of VSM is that the 'Value Add' activities and 'Non-value Add' activities are identified to help understand how much opportunity there is to make a process more efficient. VSM can take from anywhere from 2 hours to 3 days.



Benefits Realisation Plan

Implementation and Next Steps: Workforce planning and organisational design

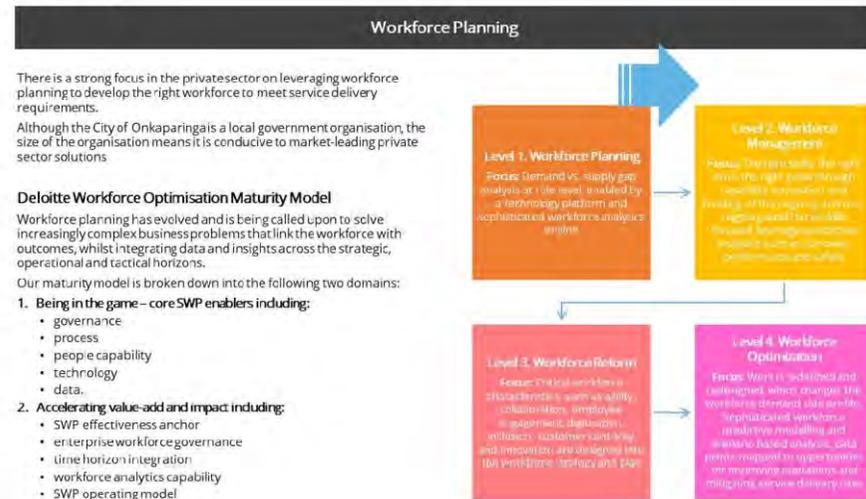


With the rollout of the first OneCouncil module approaching, the Council will start to see and will need to drive change in every aspect of their business. The implementation of OneCouncil is a business transformation that will impact the people, processes and the overall organisation and hence it is important to start to consider how the workforce will change and plan for this change.

The Deloitte proposal recommends that the next step is Workforce Planning so that the workforce is aligned to the processes that the OneCouncil solution has mapped out rather than continue to operate based on legacy systems, which is a major risk with such transformations. Once the Workforce Planning has occurred, Organisational Design is required to ensure benefits are realised as a result of the OneCouncil investment.

Workforce Planning

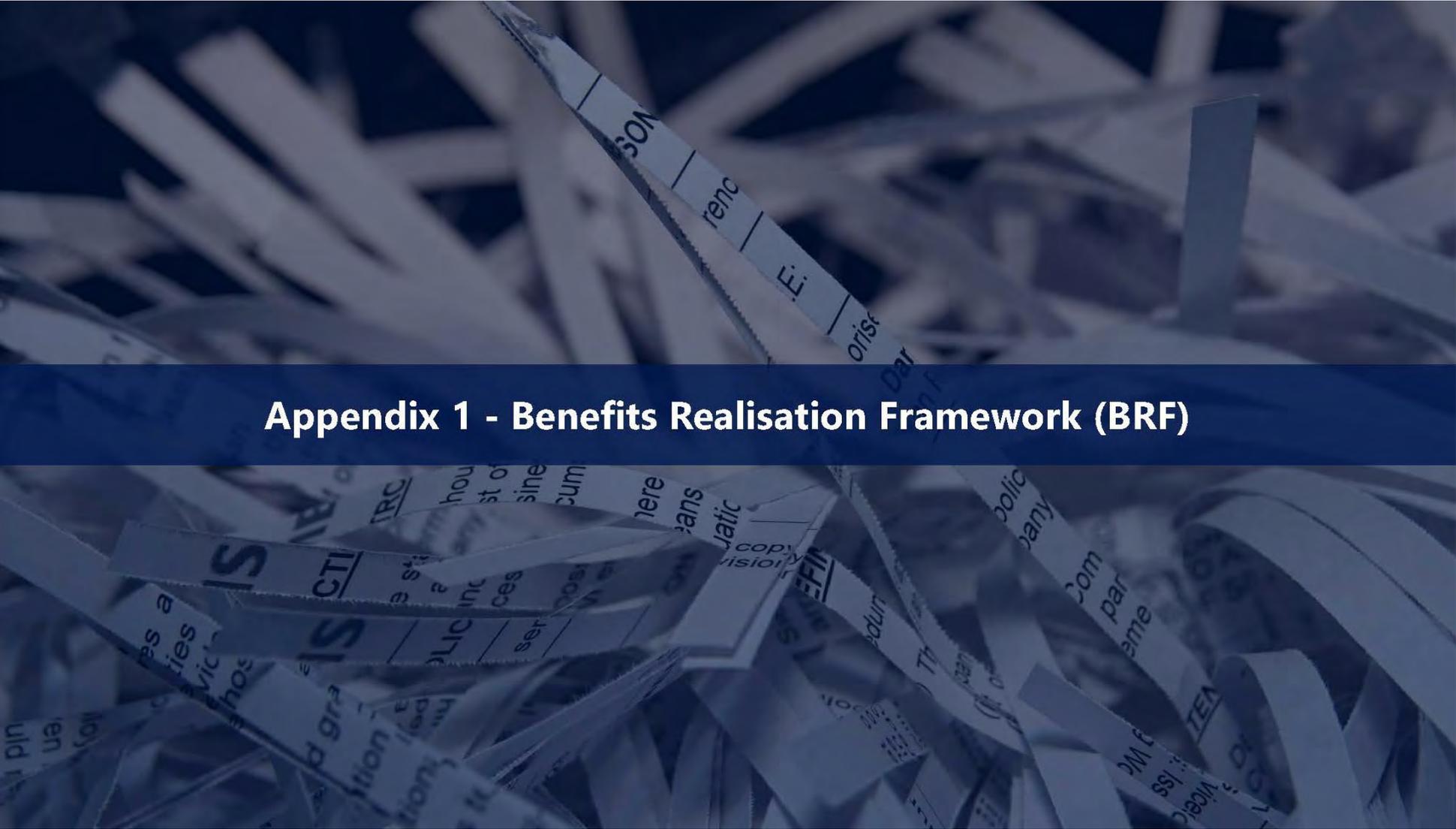
To accommodate the changes required in implementing the Benefits Realisation Plan, a review of the current workforce design should be completed. This will allow COO to develop the appropriate workforce required not only today, but to meet the service delivery requirements of the future.



Organisational Design

To accompany this, an effective organisation design has the ability to deliver significant improvements in performance across the Council by aligning the organisation structure and accountabilities to the strategy and organisation operating model.





Appendix 1 - Benefits Realisation Framework (BRF)

Benefits Realisation Framework

A co-designed framework was developed to ensure alignment to the Corporate and Community Vision

A framework is a particular set of rules, ideas, or beliefs used in order to deal with problems or assist decision making.



The purpose of the Benefits Realisation Framework ('BRF') is to provide a framework of better practice principles and concepts drawn from the Council and Deloitte's proven practices and experiences.

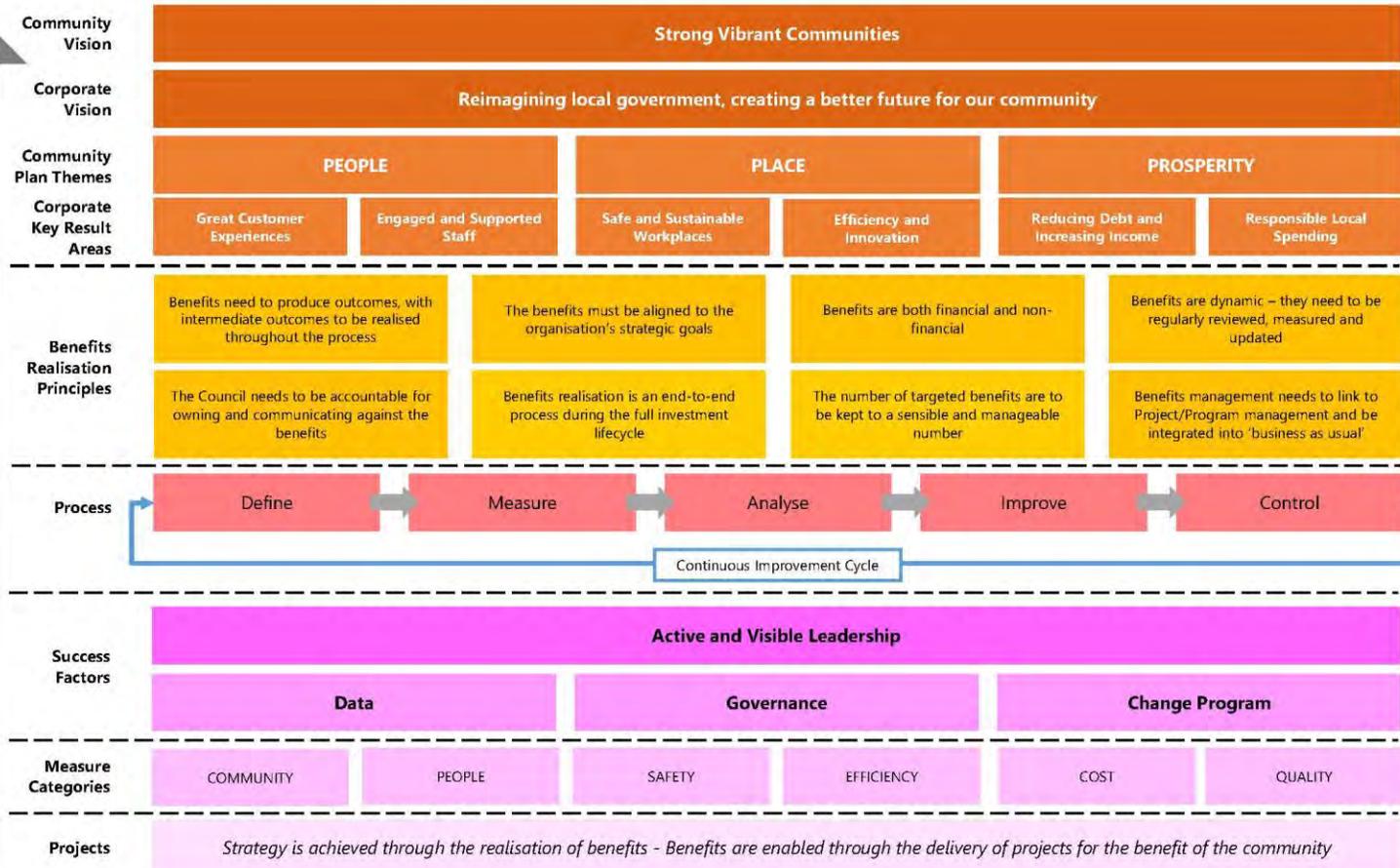
Tailoring a framework for an organisation is essential to optimise its use and its value. A tailored framework is aligned to the specific environment an organisation operates in and strikes the balance between efficient but effective governance.

To achieve this balance, consideration of the factors that influence the delivery of a project and its outcomes is required.

The goal of tailoring a framework is to generate efficient process and deliverables while providing a view of alignment to the organisational vision.

The following pages outline the purpose and value of each framework component.

ALIGNMENT



Benefits Realisation Framework

Corporate and Community Vision



The BRF includes the Council Community and Corporate Vision as well as the Community Plan Themes across People, Place and Prosperity and the six Corporate Key Result Areas. The decision to include the vision statements is to provide staff with the information they need to ensure measure alignment to the overall purpose and direction of the Council. Using the vision as a reference point also provides clarity when deciding if the measure is the right one to be measuring as well inspiring the team on what could be measured to deliver on the vision.

Community Vision	Strong Vibrant Communities					
Corporate Vision	Reimagining local government, creating a better future for our community					
Community Plan Themes	PEOPLE <i>Vibrant and resilient</i>		PLACE <i>Liveable, connected and green</i>		PROSPERITY <i>Diversity, opportunity and adaptability</i>	
	<ul style="list-style-type: none"> An active, creative and learning city. A proud and positive city with people inspired to contribute and empowered to lead. A diverse city that celebrates cultural expression, respecting past and embracing future. 		<ul style="list-style-type: none"> A well-planned, managed and maintained green city that enables and promotes sustainable and healthy lifestyles. A liveable and connected city with a rich mix of destinations, activities and experiences. A fun, safe and inclusive city that is attractive to live in, work in and visit. 		<ul style="list-style-type: none"> A prepared city that values natural resources, landscapes and sustainable management. A city with a prosperous, diverse and competitive economy. A city with strong business investment and confidence within a changing wider economy. 	
Corporate Key Result Areas	Great Customer Experiences	Engaged and Supported Staff	Safe and sustainable workplaces	Efficiency and Innovation	Reducing debt and increasing income	Responsible local spending
	<ul style="list-style-type: none"> Our communities enjoy positive service We support each other to succeed through quality internal service 	<ul style="list-style-type: none"> Our staff are engaged and high performing Our staff have the skills and tools they need to carry out their work 	<ul style="list-style-type: none"> Our workplaces and practices are safe Our facilities are energy efficient 	<ul style="list-style-type: none"> We continually reduce non-value steps in our processes We effectively report our progress on projects and programs 	<ul style="list-style-type: none"> We will manage community assets to maximise community benefit We will find partnerships to minimise costs and increase external funding 	<ul style="list-style-type: none"> Our services align to community need We prioritise initiatives that deliver the greatest value for money

Benefits Realisation Framework

Benefits Realisation Principles

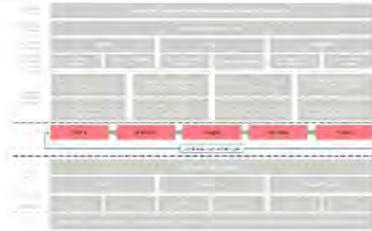


The BRF principles are to always be applied when defining and managing benefits. The principles will also act as a guide for the Council when tailoring the governance required to successfully manage benefits. The set of Benefits Realisation Principles that have been included have been co-developed with the BPI and ICT Reform Teams and align to best practice.

<p>Benefits need to produce outcomes, with intermediate outcomes to be realised throughout the process</p> <p>Rationale Ultimately it is the realisation of benefits which helps achieve one or more program/project outcomes. The benefits management cycle should start by identifying intended outcomes and benefits.</p> <p>Implications</p> <ul style="list-style-type: none"> • Creating a BRP collaboratively with stakeholders will help to identify the intended outcomes and benefits of a program. • If benefits (and dis-benefits) are not fully identified and quantified within the business case, in alignment with strategic outcomes, then this may impair decision-making and adversely affect resource allocation. 	<p>The benefits must be aligned to the organisation's strategic goals</p> <p>Rationale The outcomes and benefits realisation delivered by the change help achieve strategic goals / vision. This describes how an organisation wishes to evolve.</p> <p>Implications If benefits are not aligned with strategic goals / vision then their overall value must be questioned. Investment decisions must be based upon realisation of benefits that support the delivery of strategic goals. Projects and programs which are not properly aligned with the right strategies should not proceed (unless they are compliance related).</p>	<p>Benefits are both financial and non-financial</p> <p>Rationale Financial benefits are readily quantifiable. Where non-financial benefits may not be quantifiable, a qualitative approach may be considered.</p> <p>Implications</p> <ul style="list-style-type: none"> • If initial baseline measures are not established then the extent of benefits realisation cannot be demonstrated. • If benefits are not measured, or are not measurable, then insufficient evidence exists to justify the investment in the initiative. 	<p>Benefits are dynamic – they need to be regularly reviewed, measured and updated</p> <p>Rationale Benefits identified at the commencement of the program life cycle will change over the life of the investment. Benefits register should be regularly reviewed and updated.</p> <p>Implications</p> <ul style="list-style-type: none"> • Failure to regularly review and update benefits may lead to benefits being under or overstated. • Any reduction in the overall value of benefits forecast needs to be clearly understood and communicated to senior management.
<p>The 'Organisation' needs to be accountable for owning and communicating against the benefits</p> <p>Rationale The benefits owner is the individual accountable to the program sponsor for the realisation of specified benefits within the program. Accountability and responsibility for benefit realisation is key for successful benefits management. It is important that responsibility for benefit realisation remains with those business units affected.</p> <p>Implications Failure to formally assign accountability and responsibility for benefits creates a risk that benefits will not be fully realised.</p>	<p>Benefits realisation is an end-to-end process during the full investment lifecycle</p> <p>Rationale Benefit measurement, reporting and evaluation will occur during and after the project / program has delivered its capabilities and change.</p> <p>Implications</p> <ul style="list-style-type: none"> • In order for benefits to be tracked after a program has ended there needs to be clear identification of the owners of benefits within the business. • Any unexpected benefits or negative impacts should be captured, evaluated and reported to ensure the full value of the program is recognised or remediation steps are put in place. 	<p>The number of targeted benefits to be kept to a sensible and manageable number</p> <p>Rationale Priority should be given to those benefits with the greatest likelihood of being realised.</p> <p>Implications</p> <ul style="list-style-type: none"> • Failure to adequately identify benefits measures that provide best business value may lead to an overly complicated and time-consuming reporting. • There is a risk that complex reporting may not be commensurate with the value of the benefits to be realised. 	<p>Benefits management needs to link to Project/Program management and be integrated into 'business as usual'</p> <p>Rationale The new capabilities delivered by project and program management need to be understood in terms of their bringing about change and therefore benefits.</p> <p>Implications</p> <ul style="list-style-type: none"> • Without active monitoring of benefits key stakeholders cannot assure themselves that benefits will be delivered in full, or in a timely manner. • Benefits realisation should be a standing agenda item at each OneCouncil related meeting. • Benefits management is at the heart of Program Evaluation.

Benefits Realisation Framework

The DMAIC Process



DMAIC is a methodology that is already used within the Council. DMAIC provides a systematic and structured 5-step problem solving approach that can be used to both analyse and eliminate all types of losses and inefficiencies. A key feature of the DMAIC methodology is the focus on Continuous Improvement. The set of measures that have been developed as part of this BRP will evolve as the organisation starts to measure, analyse and improve. Once the measure achieves the target on a regular basis, the Continuous Improvement mindset must kick-in to further deliver on benefits with the development of new measures or revised targets.

This continuous improvement cycle is an important element of the BRF as it recognises the need to continually reassess the measures and benefits to ensure alignment with the overall goal of delivering benefits to the Council and the community.

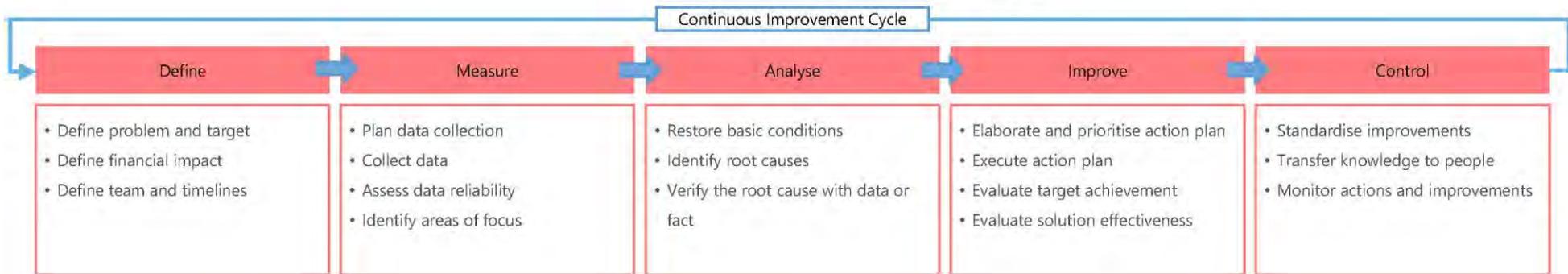
The Council would be best placed to ensure this methodology is used in the assessment, use and reporting of benefits and measures as the OneCouncil implementation progresses.

DMAIC relies on three Key Principles:

1. Logical and rigorous project management
2. Decisions based on facts and data whenever possible
3. Teamwork, ongoing coaching and engagement of staff

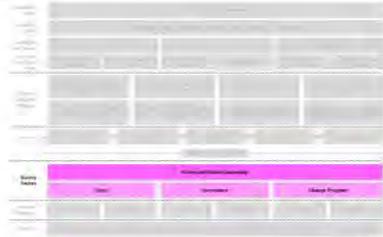
DMAIC is used to solve problems that:

- Are aligned with the organisational needs
- Are re-occurring and repetitive
- Have tried to be solved in the past
- May not have a known root cause



Benefits Realisation Framework

Success Factors



Critical to the success of the BRF is evidence of Active and Visible Leadership. It will provide clear direction for staff, some of whom will be involved in the reporting the benefits and others who will be impacted in the way they undertake their current roles. Staff will need to be clarity on the reasons and need for change, and the measurement of benefits and how these deliver for the community. This will be achieve through the baselining of data, the governance of the project which will provide accountability for driving the change and a significant change program.

These components, as described below are the three significant elements which form the basis of a successful and fully supported implementation.



Active and Visible Leadership		
DATA	GOVERNANCE	CHANGE PROGRAM
<ul style="list-style-type: none"> Baselines for current processes are recorded to identify improvement in the new system All data is captured in OneCouncil to provide greater access to data and improved reporting capability Specific functional improvements as a result of the OneCouncil implementation are identified 	<ul style="list-style-type: none"> Specific owners responsible and accountable for driving the BRP and individual measures assigned to them are identified The current organisation structure is reviewed to identify opportunities for improvement 	<ul style="list-style-type: none"> Stakeholders are provided buy-in through continued involvement in the implementation of OneCouncil Training and development opportunities increased A method of communication is established that clearly and consistently informs relevant stakeholders about the implementation of the BRP and OneCouncil

The implications of not embedding data, governance and change programs:

Data

- » Decisions are made without a clear understanding of the data or the story that the data is telling the Council
- » Failure to understand the benefits, both tangible and intangible
- » Missed opportunities to improve as a result of not collecting or understanding the data

Governance

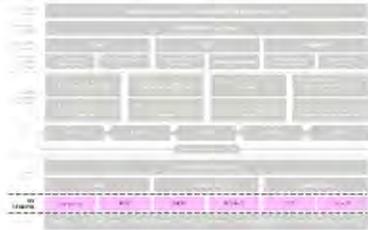
- » The Council is not clear on roles and responsibilities and therefore the implementation of OneCouncil stalls and the benefits are not realised
- » There is no accountability and regular reporting against the agreed measures to the Council
- » Matters that need earlier intervention are not resolved and impact the success of the implementation

Change management

- » Failure to successfully embed change creates a risk that benefits will not be optimised
- » Failure to consider the impact on stakeholders through the changes to organisational processes and technology may result in a new capability failing
- » Benefits management should be a collaborative activity with stakeholders

Benefits Realisation Framework

Measurement categories



The BRF provides alignment of the measure categories to the Corporate Key Result Areas which also align to the Community Plan Themes. This alignment of measures to the Council Vision plays a role in communicating to staff the importance of strategic alignment.

The benefit of having measures that can align to six categories is that it provides an opportunity to consider measures that are related to other areas such as community and quality – not just cost. This is important to acknowledge and understand, as improved performance in the other areas of the organisation will ultimately drive a range of benefits, both financial or non-financial.



Appendix 2 - Benefits Realisation Measures

Benefits Realisation Measures

The development of the BRP metrics was based on Deloitte's experiences and Council input

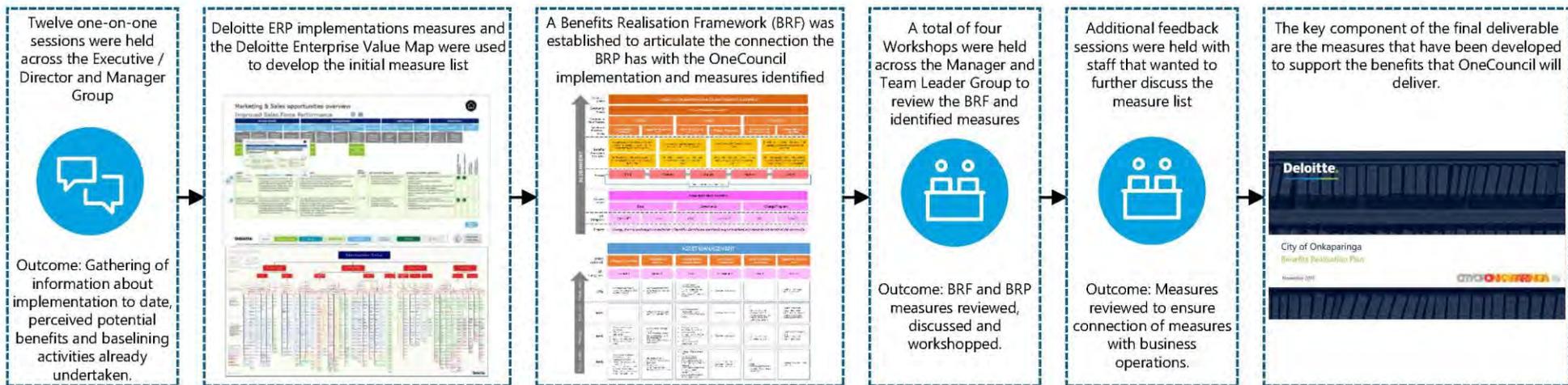


A performance measure (KPI / metric) is a quantification that provides objective evidence of the degree to which a performance result is occurring over time.

Benefits realisation measures are developed to assist in the measuring of benefits during the implementation and post implementation of OneCouncil. The process to develop the BRP metrics commenced with the one-on-one sessions with Council Executive / Directors and Managers and understanding what benefits they believed would be realised through the implementation of OneCouncil. In total, three Executive sessions were held and nine Manager sessions were held. Once all one-on-one sessions were completed, the information obtained was used to design a workshop pack that was distributed to the Manager and Team Leader groups to workshop potential metrics.

In addition, to identifying metrics based on the outcomes from the one-on-one sessions, Deloitte was able to provide example metrics from similar organisations where Deloitte has worked alongside organisations as they have implemented large scale ERP solutions. The Deloitte Enterprise Value Map was also referenced and the end result was an extensive list of DRAFT metrics. This list of metrics was used as the basis for the workshops to drive discussion and were aligned to the BRF. The metrics were developed further during workshops to align with the Council priorities for benefits associated with each individual module of OneCouncil.

The CoO should use this list of metrics as a guide on the measures typically used to monitor over the course of an ERP implementation.



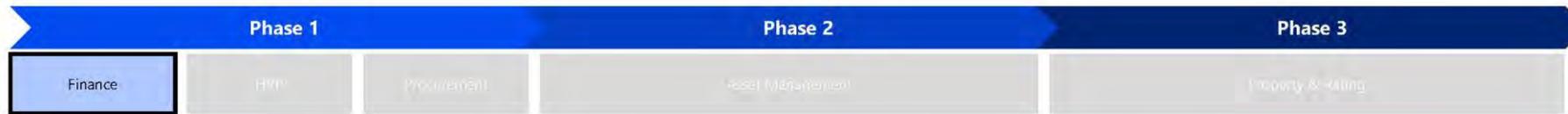
Benefits Realisation Measures



The following pages provide detail of the opportunities to be monitored through the implementation of OneCouncil. Further detail is also provided on the calculation to be used for each measure.

		Phase 1		Phase 2		Phase 3	
Finance							
Opportunity	Solution	Measure	Ownership	PwC Category Alignment	Responsibility	Measure Type	Benefit Category
Elimination of current manual and paper-based finance processes. Reduced duplication of effort by removing the use of multiple systems and support processes.	Automation and consolidation will provide streamlining of processes and operations	Average Purchase Order process – time taken	Finance and Commercial	Financial Management	Team Leader	Efficiency	Productivity improvement
		Month end closure – days taken	Finance and Commercial	Financial Management	Manager	Efficiency	Productivity improvement
		Quarterly council reporting – days taken	Finance and Commercial	Financial Management	Manager	Efficiency	Productivity improvement
		Average time to process an invoice – on a purchase order	Finance and Commercial	Financial Management	Team Leader	Efficiency	Productivity improvement
		Average time to process an invoice – not on a purchase order	Finance and Commercial	Financial Management	Team Leader	Efficiency	Productivity improvement
		Chart maintenance – time spent	Finance and Commercial	Financial Management	Team Leader	Efficiency	Productivity improvement
Software licensing spend and complexity can be reduced due to the level of disparate systems currently present within COO	OneCouncil will provide a consolidated platform for COO, removing the need for separate systems and applications	Annual software licensing spend	Organisation	Financial Management	Executive	Cost	OPEX
		Number of applications sitting outside of OneCouncil	Organisation	Financial Management	All	Cost	Cost avoidance
Improved financial forecasting practices and accuracy by improving data quality	Stronger forecasting capabilities will be achieved through more robust data and processes	Operating surplus / deficit position in relation to budget	Organisation	Financial Management	Manager	Efficiency	Performance improvement
		Annual business plan budget adherence	Organisation	Financial Management	Manager	Efficiency	Performance improvement

Benefits Realisation Measures



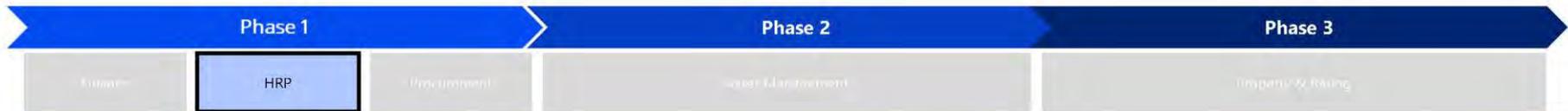
Measure	Target / industry standard	Calculation	Benefit Category	Notes
Average Purchase Order process – time taken	40% reduction	End to end time taken to process a purchase order on average	Productivity improvement	Begins once Purchase order is lodged and ends once approved. Once this average time is calculated, converting to a unit cost is straightforward.
Month end closure – days taken	3 days	Total days taken to complete month end closure	Productivity improvement	N/A
Quarterly council reporting – days taken	7 days	Total days taken to complete the Quarterly council reporting	Productivity improvement	N/A
Average time to process an invoice – on a purchase order	6 hours	End to end time taken to process an invoice on a purchase order	Productivity improvement	Time between receiving the invoice and payment being made
Average time to process an invoice – not on a purchase order	2 days	End to end time taken to process an invoice not on a purchase order	Productivity improvement	Time between receiving the invoice and payment being made
Chart maintenance – time spent	N/A	Average time spent on chart maintenance activities / period	Productivity improvement	N/A
Annual software licensing spend	N/A	Total software licensing costs for the year	OPEX	This will include fixed yearly fees + variable fees (No. of licenses x Cost per license). Ownership of this measure can sit jointly with IT if desired.
Number of applications sitting outside of OneCouncil	N/A	Total number of applications sitting outside of OneCouncil within the organisation	Cost avoidance	The Council should look to minimise this figure, in order to fully experience the benefits of having a single, integrated solution.
Operating surplus / deficit position in relation to budget	85%	Difference between budgeted and actual position / budgeted position	Performance improvement	N/A
Annual business plan budget adherence	90%	Actual spend / Business plan budgeted spend	Performance improvement	N/A

Benefits Realisation Measures



Opportunity	Solution	Measure	Ownership	PwC Category Alignment	Responsibility	Measure Type	Benefit Category
Streamlining and automation of HR practices and processes that are currently very manual, time consuming, inaccurate and outdated.	OneCouncil will provide an automated and paperless Employee Self Service system which will deliver several efficiencies across payroll, timesheets and leave management. In addition to this, Executive and Management will have visibility over key measures such as total leave entitlement liability, and will have data that will enable efficient management and decision making.	Absenteeism rate	Organisation	Human Capital Management	All	People	Productivity improvement
		Employee turnover rate	Organisation	Human Capital Management	All	People	Cost avoidance
		Total leave entitlement liability	Organisation	Human Capital Management	Executive	People	Cost avoidance
		Number of employees with greater than EBA threshold of leave	Organisation	Human Capital Management	Executive	People	Cost avoidance
		Total TOIL entitlement liability	Organisation	Human Capital Management	Executive	People	Cost avoidance
		Operational development spend per year	Organisation	Human Capital Management	Manager	People	OPEX
		Learning & development spend per year	Organisation	Human Capital Management	Manager	People	OPEX
		Recruitment spend per year	Organisation	Human Capital Management	Executive	People	Cost avoidance
		Ratio of employees on contracts vs FTE's	Organisation	Human Capital Management	Manager	People	Performance improvement
		Planned training completion rate for operational development	Organisation	Human Capital Management	Manager	People	Productivity improvement
		Planned training completion rate for learning and development	Organisation	Human Capital Management	Manager	People	Productivity improvement
With current work practices being highly administrative and manual, there is an opportunity to upskill and re-allocate staff once efficiencies are realised through OneCouncil	OneCouncil will provide automation of manual tasks that previously required human input to complete. This transformation will enable staff to transition into strategic roles	Staff re-allocation rate	Organisation	Human Capital Management	Manager	People	Productivity improvement
		Staff satisfaction rate	Organisation	Human Capital Management	Executive	People	Productivity improvement
		Operational development spend per year	Organisation	Human Capital Management	Manager	People	OPEX
		Learning & development spend per year	Organisation	Human Capital Management	Manager	People	OPEX

Benefits Realisation Measures



Measure	Target / industry standard	Calculation	Benefit Category	Notes
Absenteeism rate	4% on average	Average missed workdays in period / total workdays in period	Productivity improvement	Missed workdays account only for unplanned missed days, such as sick leave. Does not include authorised and planned absence, such as leave.
Employee turnover rate	12%	Number of staff departures / Total staff	Cost avoidance	N/A
Total leave entitlement liability	N/A	Sum of value of all employee leave entitlement balances	Cost avoidance	Currently have no visibility of this and will allow Executive to manage this balance. Can average per employee if desired to provide a different insight.
Number of employees with greater than EBA threshold of leave	0	Number of FTE with total leave balances exceeding EBA dictated threshold	Cost avoidance	This threshold is the point at which the City of Onkaparinga can begin managing an employees leave balance. This is 8 weeks as per the current EBA.
Total TOIL entitlement liability	N/A	Sum of value of all TOIL entitlements owed	Cost avoidance	Currently have no visibility of this and will allow Executive to manage this balance
Operational development spend per year	N/A	Sum of all operational development spend per year	OPEX	This includes costs of instructors, material, facility, food, lodging and travel costs. Can be divided per FTE also.
Learning & development spend per year	N/A	Sum of all learning and development (regulatory/compliance) spend per year	OPEX	As above.
Recruitment spend per year	N/A	Total recruitment costs per year	Cost avoidance	This includes recruiter salaries, referral incentives, interview costs, agency fees, advertising costs, event costs, travel costs etc.
Ratio of employees on contracts vs FTE's	30%	Number of FTE on contract / Total FTE	Performance improvement	May not be influenced by OneCouncil implementation, but will be a lot easier to monitor and manage the FTE balance. Required as per EBA.
Planned training completion rate for operational development	95%	Attendance / total required attendance	Productivity improvement	N/A
Planned training completion rate for learning and development	95%	Attendance / total required attendance	Productivity improvement	N/A
Staff re-allocation rate	N/A	Total number of staff re-allocated / Total staff	Productivity improvement	This will not necessarily provide a direct benefit, but expect it to be higher following implementation and decrease over time before plateauing. High reallocation at first will also indicate that OneCouncil is freeing up staff from administrative roles to strategic roles.
Staff satisfaction rate	80%	Total number of staff indicating 'satisfied' on internal surveys / Total number of staff who participated in the surveys	Productivity improvement	Staff doing more strategic work may lead to an increase. Although this is not in the system, is enabled by the implementation. This may be information gathered from 4-yearly Healthchecks plus Pulse checks.
Operational development spend per year	N/A	Sum of all operational development spend per year	OPEX	This includes costs of instructors, material, facility, food, lodging and travel costs. Can be divided per FTE also.
Learning & development spend per year	N/A	Sum of all learning and development (regulatory/compliance) spend per year	OPEX	As above.

Benefits Realisation Measures

DRAFT



Opportunity	Solution	Measure	Ownership	PwC Category Alignment	Responsibility	Measure Type	Benefit Category
Streamlining and automation of HR practices and processes that are currently very manual, time consuming, inaccurate and outdated.	OneCouncil will provide an automated and paperless Employee Self Service system which will deliver several efficiencies across payroll, timesheets and leave management. In addition to this, Executive and Management will have visibility over key measures such as total leave entitlement liability, and will have data that will enable efficient management and decision making.	Average recruitment spend per person	Corporate and City Services	Human Capital Management	Manager	Cost	OPEX
		Time taken to fill a vacancy	Corporate and City Services	Human Capital Management	Manager	People	Productivity improvement
		Overtime hours worked	Organisation	Human Capital Management	All	Efficiency	Cost avoidance
		Casual hours worked	Organisation	Human Capital Management	All	Efficiency	Cost avoidance
		Leave request process – time taken	Organisation	Human Capital Management	Manager	Efficiency	Productivity improvement
		Payroll (including leave) accuracy – re-work rate	Organisation	Human Capital Management	Team Leader	People	Productivity improvement
		Missing leave requests	Organisation	Human Capital Management	Team Leader	People	Productivity improvement
		On-time submission rate of timesheets	Organisation	Human Capital Management	Team Leader	People	Productivity improvement
		Number of redundant tasks identified	Organisation	Human Capital Management	Team Leader	Efficiency	Productivity improvement
		Focus of FTE change to service delivery and support	Organisation	Human Capital Management	All	Cost	Productivity improvement

Benefits Realisation Measures



Measure	Target / industry standard	Calculation	Benefit Category	Notes
Average recruitment spend per person	\$4,500	Total recruitment costs / Total number of hires	OPEX	This includes recruiter salaries, referral incentives, interview costs, agency fees, advertising costs, event costs, travel costs etc.
Time taken to fill a vacancy	41 working days	Working days between date of approval for a position to be filled to the date when a candidate accepts the offer	Productivity improvement	N/A
Overtime hours worked	N/A	Total hours worked - Normal working hours	Cost avoidance	This can be applied to each team across COO and the data can be filtered as desired.
Casual hours worked	N/A	Sum of all casual hours worked	Cost avoidance	As above.
Leave request process – time taken	N/A	End to end time taken to lodge and process a leave request	Productivity improvement	Should greatly reduce - this will demonstrate the benefits taken per leave request.
Payroll (including leave) accuracy – re-work rate	5%	Total number of payroll re-works required / Total payroll submissions	Productivity improvement	N/A
Missing leave requests	1%	Number of days of leave requested on the system / Total number of days of leave taken	Productivity improvement	This would be aligned to the report that already exists
On-time submission rate of timesheets	98%	Number of timesheets submitted on-time / Total timesheets due	Productivity improvement	This is required to ensure that other processes are able to run on time, e.g. financial reporting and payroll reporting
Number of redundant tasks identified	N/A	Total number of redundant tasks identified	Productivity improvement	N/A
Focus of FTE change to service delivery and support	N/A	Number of services delivery FTE increase to meet strategic need of the Council	Productivity improvement	N/A

Benefits Realisation Measures



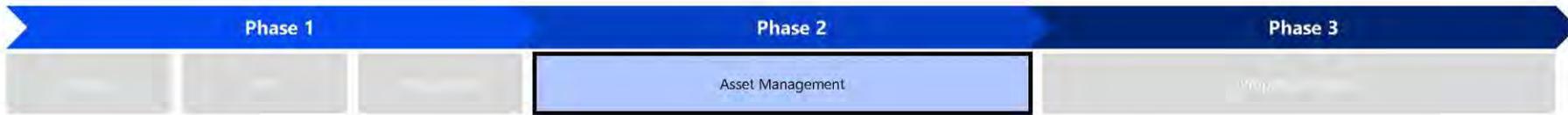
Opportunity	Solution	Measure	Ownership	PwC Category Alignment	Responsibility	Measure Type	Benefit Category
Creation of an Approved Supplier List which reduces the risk of fraudulent activities that could impact savings to be potentially realised through strategic procurement	The development of an Approved Supplier List and the associated governance will minimise risk of fraud and enable COO to better understand their cost. COO will also be better placed when negotiating contracts.	Approved supplier adherence	Finance and Commercial	Supply Chain Management	Manager	Quality	Cost avoidance
		Contract obligations compliance rate	Finance and Commercial	Supply Chain Management	Team Leader	Quality	Cost avoidance
		Strategic procurement savings	Finance and Commercial	Supply Chain Management	Manager	Cost	Cost avoidance

Benefits Realisation Measures



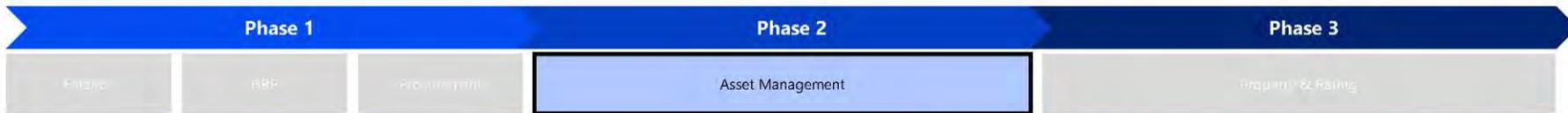
Measure	Target / industry standard	Calculation	Benefit Category	Notes
Approved supplier adherence	N/A	Number of purchases made through approved suppliers / Total number of purchases	Cost avoidance	Currently do not have a list of approved suppliers. OneCouncil will provide capacity for staff to complete strategic procurement tasks such as this. Having approved suppliers should decrease costs and remove opportunity for fraud
Contract obligations compliance rate	100%	Contracts complied with / Total number of contracts	Cost avoidance	This is in relation to compliance with obligations imposed by contracts entered into by COO.
Strategic procurement savings	N/A	Sum of all savings attributable to strategic procurement	Cost avoidance	N/A

Benefits Realisation Measures



Opportunity	Solution	Measure	Ownership	PwC Category Alignment	Responsibility	Measure Type	Benefit Category
Shifting from periodic maintenance to maintenance when scheduled, reducing overall cost and effort.	Better understanding of assets and utilising preventative maintenance	Asset preventative maintenance attainment	City Operations	Asset Management	Executive	Efficiency	Cost avoidance
		Cost of asset management	City Operations	Asset Management	Executive	Cost	Cost avoidance
		Asset unplanned down-time	City Operations	Asset Management	Team Leader	Efficiency	Productivity improvement
		Asset utilisation	City Operations	Asset Management	Team Leader	Efficiency	Performance improvement
Improved understanding of the organisation's portfolio of assets, improving forecasting capability	Better understanding of assets and ability to more accurately forecast	Asset preventative maintenance attainment	City Operations	Asset Management	Executive	Efficiency	Cost avoidance
		Asset forecasted use accuracy	City Operations	Asset Management	Team Leader	Efficiency	Productivity improvement
		Raw materials on-hand accuracy	City Operations	Asset Management	Team Leader	Efficiency	Cost avoidance
		Asset unplanned down-time	City Operations	Asset Management	Team Leader	Efficiency	Productivity improvement
		Inventory management cost	City Operations	Asset Management	Team Leader	Cost	Productivity improvement
To move finance (asset management) processes away from their current state of being very manual and paper-based. Reduction in duplication of effort due to the current various systems that are used.	Automation and consolidation will provide streamlining of processes and operations	Cost of capitalisation	City Operations	Asset Management	Team Leader	Cost	Performance improvement
		Cost of depreciation	City Operations	Asset Management	Team Leader	Cost	Performance improvement
		Amount of surplus	City Operations	Asset Management	Manager	Cost	Performance improvement
		Amount of carry-forwards	City Operations	Asset Management	Manager	Cost	Performance improvement
		Asset sustainability ratio	City Operations	Asset Management	Manager	Cost	OPEX
		Asset consumption ratio	City Operations	Asset Management	Manager	Cost	OPEX
Better management of projects and project benefits. Standardisation of project methodology.	OneCouncil will provide better overview of benefits achieved as well as appropriate stage gates and overall visibility of project status.	Projects delivered on time	Organisation	Program & Project Management	All	Efficiency	Productivity improvement
		Projects delivered on budget	Organisation	Program & Project Management	All	Cost	Cost avoidance

Benefits Realisation Measures



Measure	Target / industry standard	Calculation	Benefit Category	Notes
Asset preventative maintenance attainment	N/A	Number of preventative maintenance activities undertaken / Total number of preventative maintenance scheduled	Cost avoidance	This should include ALL assets but can be filtered by team and/or by asset, to as granular a level as required
Cost of asset management	N/A	Sum of all costs associated with asset management	Cost avoidance	As above.
Asset unplanned down-time	15%	Unplanned down-time on assets / Total amount of time available	Productivity improvement	As above.
Asset utilisation	N/A	Asset time utilised / Total asset time available	Performance improvement	As above.
Asset preventative maintenance attainment	N/A	Number of preventative maintenance activities undertaken / Total number of preventative maintenance scheduled	Cost avoidance	This should include ALL assets but can be filtered by team and/or by asset, to as granular a level as required
Asset forecasted use accuracy	85%	Forecasted asset use time / Actual asset use time	Productivity improvement	As above.
Raw materials on-hand accuracy	85%	Actual quantity of raw material on-hand / System quantity of raw material	Cost avoidance	This is essentially a stock-take accuracy measure
Asset unplanned down-time	15%	Unplanned down-time on assets / Total amount of time available	Productivity improvement	This should include ALL assets but can be filtered by team and/or by asset, to as granular a level as required
Inventory management cost	N/A	Total costs associated with inventory management	Productivity improvement	This includes storage, capital costs, insurance, inventory service etc.
Cost of capitalisation	N/A	Total capitalisation costs	Performance improvement	Based on accounting standards adopted by the council
Cost of depreciation	N/A	Total depreciation costs	Performance improvement	As above.
Amount of surplus	N/A	Total income - total expenditure	Performance improvement	N/A
Amount of carry-forwards	N/A	Total dollar value of carry-forwards at end of financial year	Performance improvement	Based on accounting standards adopted by the council

Benefits Realisation Measures



Measure	Target / industry standard	Calculation	OPEX	Notes
Asset Sustainability ratio	90%	Capital expenditure on renewal or replacement of assets / Optimal level of such expenditure	OPEX	The optimal level is as set out in the Infrastructure and Asset Management Plan
Asset consumption ratio	75%	Current value of assets / Replacement cost of assets	Productivity improvement	N/A
Projects delivered on time	90%	Number of projects completed within budgeted time / Total number of projects completed	Cost avoidance	N/A
Projects delivered on budget	90%	Number of projects completed within budgeted costs / Total number of projects completed	OPEX	N/A

Benefits Realisation Measures



Opportunity	Solution	Measure	Ownership	PwC Category Alignment	Responsibility	Measure Type	Benefit Category
More efficient end-to-end handling of customer enquiries as well as better oversight and visibility of key measures	Streamlining of operations and processes as well as stronger and more efficient reporting capabilities	Customer call – average handling time	Community Relations	Land Information Systems	Team Leader	Customer	Productivity improvement
		Customer call abandonment rate	Community Relations	Land Information Systems	Team Leader	Customer	Community experience
		Customer request first call resolution rate	Community Relations	Land Information Systems	Manager	Customer	Community experience
		Customer call duration	Community Relations	Land Information Systems	Team Leader	Customer	Productivity improvement
		Customer service level	Community Relations	Land Information Systems	Team Leader	Customer	Community experience
		Customer call cost	Community Relations	Land Information Systems	Manager	Cost	OPEX
		Customer satisfaction	Community Relations	Land Information Systems	Executive	Customer	Community experience
		Customer call volume	Community Relations	Land Information Systems	Manager	Customer	Productivity improvement
More efficient planning application process	Streamlining of the process and a reduction of turnaround times	Planning approval turnaround time	Finance and Commercial	Land Information Systems	Manager	Customer	Community experience
		Number of enquiries per planning application	Finance and Commercial	Land Information Systems	Team Leader	Customer	Community experience
		Number of resubmissions per application	Finance and Commercial	Land Information Systems	Team Leader	Customer	Community experience
More efficient debt collection	More efficient operations and shorter overdue periods	Average debt overdue period	Finance and Commercial	Financial Management	Team Leader	Efficiency	Income generation
		Percentage of debt overdue	Finance and Commercial	Financial Management	Team Leader	Efficiency	Income generation

Benefits Realisation Plan

Measures



Measure	Target / industry standard	Calculation	Benefit Category	Notes
Customer call – average handling time	N/A	Time taken for call handling	Productivity improvement	This begins when the call is answered, and finishes when the clerical duties in system are complete
Customer call abandonment rate	12%	Total number of calls abandoned within a period	Community experience	N/A
Customer request first call resolution rate	75%	Number of requests resolved on first contact / Total number of requests	Community experience	N/A
Customer call duration	1.7 mins	Sum of call time across all calls / Total number of calls	Productivity improvement	N/A
Customer service level	99%	Number of calls answered within 30 seconds / total number of calls	Community experience	N/A
Customer call cost	N/A	Total costs associated with managing calls	OPEX	This includes staff salary, telephone charges etc.
Customer satisfaction	85%	Number of ratings as "good" / Total number of ratings	Community experience	Surveys to be conducted to understand this
Customer call volume	N/A	Number of customer calls in a given period	Productivity improvement	N/A
Planning approval turnaround time	N/A	Average time taken for planning approval to be turned around	Community experience	This period is from when the application is submitted to when it is approved. This will be linked also to ICT reform
Number of enquiries per planning application	N/A	Number of enquiries made per approval request	Community experience	N/A
Number of resubmissions per application	N/A	Number of resubmissions required per application	Community experience	N/A
Average debt overdue period	N/A	Average time taken for debts to be repaid once overdue	Income generation	N/A
Percentage of debt overdue	N/A	Number of debts overdue / Total number of debts owed to COO	Income generation	Note that this does not relate to the size of the debt



Appendix 3 – Deloitte Approach

Benefits Realisation Plan

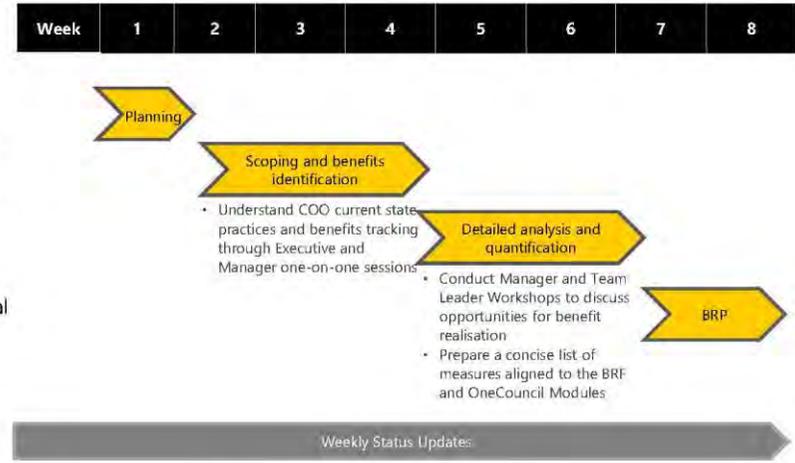
Purpose



The purpose of this engagement was to work alongside the Council to examine current practices and inform the leadership where opportunities exist in terms of productivity, operational expenditure reductions and income generation improvement and have these incorporated into the Benefits Realisation Plan with stakeholder consultation throughout the process.

To help Deloitte understand the Council's readiness for OneCouncil, Executive and Manager one-on-one sessions were held. To further develop the set of measures that were prepared, Manager and Team Leader Workshops were conducted with very high levels of attendance and engagement.

It is important to note that we had to alter our proposed engagement approach based on the outcomes from the Executive and Manager one-on-one sessions. This ensured that we delivered on the expectations of the Council. Based on this additional workshops with Team Leaders were held, these workshops had a significant positive impact to progress the change management work being undertaken by the Council.





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8.2 Strategic Directions Committee meeting minutes of 2 June 2020

Date

16 June 2020

Meeting

Council

Approving officer

Renee Mitchell, Director Corporate and City Services (Acting)

Report contact

Sue Hammond, Senior Governance Officer

1. Purpose

A meeting of the Strategic Directions Committee was held on 2 June 2020.

Agenda for this meeting is available on the website [here](#)

The following items require a resolution of Council.

2. Recommendations

1. Re item 7.2 2020-21 Regional Festivals and Events Sponsorship Program funding recommendations

That, subject to Council's 2020-21 budget deliberations, that Council approves the allocation of \$79,449 in cash and \$34,842 in-kind for the 2020-21 Regional Festivals and Events Sponsorship Program as detailed in attachment 1 to the Strategic Directions Committee agenda report.

2. That Council note the minutes of the Strategic Directions Committee meeting of 2 June 2020 as attached to the agenda report.

3. Attachments

Attachment 1 – Minutes of the Strategic Directions Committee meeting (5 pages)

- END OF REPORT -

City of Onkaparinga

Minutes of the Strategic Directions Committee meeting

held on 2 June 2020

Venue: Electronic meeting
Civic Centre, Ramsay Place, Noarlunga Centre

Meeting commenced: 6.31pm

Present: Mayor Thompson
Cr Bray
Cr Brown
Cr de Graaf (6.32pm)
Cr Eaton
Cr Greaves
Cr Jamieson
Cr McMahon
Cr O'Brien (left 7.26pm)
Cr Olsen
Cr Peat
Cr Themeliotis

Apologies: Cr Cowan

Leave of absence: Nil

Absent: Nil

1. Opening of meeting

Cr Greaves officially declared the meeting open at 6.31pm.

2. Confirmation of minutes

MOVED Cr Themeliotis.

That the minutes of the proceedings of the Strategic Directions Committee meeting held on 5 May 2020 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Eaton.

Cr de Graaf entered the meeting at 6.32pm.

CARRIED

3. Adjourned business

Nil.

4. Chairperson's Report

Nil.

5. Presentations

Nil.

6. Deputations

Nil.

Cr Jamieson entered the meeting at 6.32pm.

7. Reports of officers

7.1 2020-21 Grants and Sponsorship Program funding recommendations

Cr de Graaf declared a material conflict of interest as she is a board member on the Reynella Christmas Pageant Incorporated and a member of the Onkaparinga Food Security Collaborative and attends meetings of various community groups in her role of elected member liaison and as a private individual who tries to be active in their community. She acknowledged the grants program is completely merit based and is strongly scrutinised for compliance to all council directives and was disconnected from the meeting at 6.35pm.

Cr Greaves declared a perceived conflict of interest as a member of the Willunga CFS. Cr Greaves stated she would receive no benefit or detriment, direct or indirect, personal or pecuniary from considering and voting on this matter and chose to remain in the meeting.

MOVED Cr Bray.

That, subject to Council's 2020-21 budget deliberations, the Strategic Directions Committee:

1. *Approves the allocation of \$281,770 in cash and \$23,556 in-kind support for the 2020-21 Grants and Sponsorship Program as summarised below and detailed in attachment 1 to the agenda report:*
 - a) *Community Events and Christmas Events and Carols Sponsorship \$99,541 cash and \$22,887 in-kind support*
 - b) *Community Grants \$75,058 cash*
 - c) *Environment Grants \$7,230 cash and \$534 in-kind support*
 - d) *Minor Capital Works and Facilities Grants \$72,578 cash*
 - e) *Public Place Improvement Grants \$8520 in cash and \$135 in-kind support.*
2. *Notes the funding allocations for Every Generation Onkaparinga Grants totalling \$14,695 in cash, in accordance with the recommendations of the community-led Every Generation Onkaparinga Volunteer Group, as detailed in attachment 1 to the agenda report.*
3. *Remove environment grants to schools and apply \$4,148 to the Thaxted Golf Club.*

Seconded by Cr O'Brien.

Cr Greaves voted against the motion.

Cr Eaton disconnected from the meeting at 6.59pm.

Cr Eaton reconnected to the meeting at 7pm.

LOST

MOVED Cr Olsen.

That, subject to Council's 2020-21 budget deliberations, the Strategic Directions Committee:

1. *Approves the allocation of \$281,770 in cash and \$23,556 in-kind support for the 2020-21 Grants and Sponsorship Program as summarised below and detailed in attachment 1 to the agenda report:*
 - a) *Community Events and Christmas Events and Carols Sponsorship \$99,541 cash and \$22,887 in-kind support*
 - b) *Community Grants \$75,058 cash*
 - c) *Environment Grants \$11,378 cash and \$534 in-kind support*
 - d) *Minor Capital Works and Facilities Grants \$72,578 cash*
 - e) *Public Place Improvement Grants \$8520 in cash and \$135 in-kind support.*
2. *Notes the funding allocations for Every Generation Onkaparinga Grants totalling \$14,695 in cash, in accordance with the recommendations of the community-led Every Generation Onkaparinga Volunteer Group, as detailed in attachment 1 to the agenda report.*

Seconded by Cr Jamieson.

CARRIED

Cr Greaves voted for the motion.

Cr de Graaf was reconnected to the meeting at 7.03pm.

7.2 2020-21 Regional Festivals and Events Sponsorship Program funding recommendations

MOVED Cr de Graaf.

That, subject to Council's 2020-21 budget deliberations, the Strategic Directions Committee recommends that Council approves the allocation of \$79,449 in cash and \$34,842 in-kind for the 2020-21 Regional Festivals and Events Sponsorship Program as detailed in attachment 1 to the agenda report.

Seconded by Cr Jamieson.

CARRIED

7.3 Coronavirus COVID-19 update

Cr O'Brien left the meeting at 7.26pm.

Cr de Graaf left the meeting at 7.27pm.

Cr de Graaf returned to the meeting at 7.28pm.

MOVED Cr Olsen.

That the Strategic Directions Committee receive and note the Coronavirus COVID-19 update report.

Seconded by Cr Themeliotis.

CARRIED

7.4 Council and Committee Reporting Schedule

MOVED Mayor Thompson.

1. That the Strategic Directions Committee notes the agenda report and Reporting Schedule (attachment 1 to the agenda report).

2. That the draft hardship policy be presented to the Special Council meeting of 30 June 2020 for consideration.

Seconded by Cr McMahon.

CARRIED

8. Questions on notice

Nil.

9. Motions

Nil.

10. Petitions

Nil.

City of Onkaparinga
Minutes of the Strategic Directions Committee meeting held on 2 June 2020

11. Urgent business

Nil.

12. Confidential items

Nil.

13. Closure

Cr Greaves officially declared the meeting closed at 7.36pm.

Certified Correct *Chair*
/ /2020

9. Reports of officers

9.1 Growing of genetically modified crops in the City of Onkaparinga

Date

16 June 2020

Meeting

Council

Approving Officer

Scott Ashby, Chief Executive Officer

Report Contact

Ynys Onsman, Manager Strategic Futures

1. Purpose

This report is to authorise community engagement on the matter of whether or not the City of Onkaparinga will apply to the Minister for Primary Industries for the council area to be designated as a non-GM crop area under the state government's *Genetically Modified Crops Management Act 2004*.

2. Executive summary

The ban on growing Genetically Modified (GM) crops in South Australia has been lifted. Councils now have a short window of time to make a request to the Minister for Primary Industries (Tim Whetstone) that he designate their city as a non-GM crop area. This is a once-off opportunity.

When making his decision about a designation, the Minister will only consider evidence related to the trade and marketing impact of GM crops. This includes if local food producers and manufacturers can demonstrate that their capacity to market and export their product is compromised or enhanced by the area's GM status.

Councils must complete community engagement focused on people "engaged in primary production activities and food processing or manufacturing activities in the area of the council", before making an application.

If the engagement responses clearly indicate that the economic benefits (related to trade and marketing) from GM free designation outweigh the benefits of GM cropping in our city, Council would have strong grounds to make a request the Minister based on this evidence.

To meet the deadline for applying to be a non-GM crop area, community engagement needs to start by 22 June 2020. This report seeks Council's approval to undertake community engagement as per attachment 1.

3. Recommendations

That Council:

1. Notes the opportunity to apply to the Minister for Primary Industries and Regional Development under Section 5A(1) of the *Genetically Modified Crops Management Act 2004* for the designation of the Council area as an area in which no genetically modified food crops may be cultivated, made at least one month in advance of 15 November 2020.
2. a) Approves the engagement plan that forms attachment 1 to the agenda report with authority for any necessary adjustments delegated to the CEO
OR
b) Approves the engagement plan that forms attachment one to the agenda **report with the following adjustments....**[to be inserted at the meeting]
3. Receives a report at its September meeting, based on community engagement and analysis, for a final decision on whether to apply to the Minister to be designated an area where GM crops may not be grown.

4. Background

Onkaparinga 2035 Community Plan	<p>prosperity: opportunity, diversity and adaptability The ultimate purpose of designating an area as a non-GM crop area is to preserve crop identities for marketing purposes, as this can have an impact on income generated via product exports. This directly concerns the region’s economic prosperity.</p>
Policy and/or relevant legislation	<p><i>Genetically Modified Crops Management Act 2004 (state)</i> Tourism Strategic Plan 2019-2023 (council)</p>
Who did we talk to/who will we be talking to	<p>See attached community engagement plan</p>

5. Discussion

The *Genetically Modified Crops Management Act 2004* has been amended to lift the moratorium (ban) on growing genetically modified (GM) crops in South Australia.

The GM ban started under the former Labor government in 2003, and has been criticised by sections of the cropping industry and the scientific community as lacking scientific or economic rigour.

An independent study by the University of Adelaide’s Professor Kym Anderson found that there were no trade or marketing benefits for South Australia in maintaining the moratorium, apart from Kangaroo Island.

Following the release of this report and negotiation with the Opposition, **the *Genetically Modified Crops Management (Designated Area) Amendment Bill 2020* was passed on 15 May 2020.**

Under this amendment, councils have six months to decide whether to make an application to the Minister for Primary Industries to be designated as a non-GM crop area. **The Minister, in**

consultation the GM Crop Advisory Committee, makes the final decision on whether a desination will be made.

Any application must include a council led engagement with its **community, "including persons engaged in primary production activities and food processing or manufacturing activities in the area of the council"**.

This effectively gives Councils until 24 September 2020 to make an application with enough time to have it considered by the Minister.

Federal and state governments' role

The laws governing how GMOs are produced, transported, processed, marketed and consumed are administered by several different parts of government.

At a federal level, the public health and safety of GMOs is overseen by the Office of the Gene Technology Regulator.

GM food products are also regulated federally by Food Standards Australia and New Zealand.

Agricultural trade and marketing matters are primarily a state responsibility under the Australian Constitution, overseen by Primary Industries and Regions South Australia (PIRSA).

Until now, local government has had no specific role to play.

Council's role

Council's role is to undertake a clear, impartial process to decide whether to make an application to be designated a non-GM cop area. If Council choses to make an application, it will be most effective if based on sound evidence from the sectors of our community that will be directly impacted either way on trade and marketing matters.

This makes it very important to inform our communities that Council does not have the power to decide to be a GM free area.

The Local Government Association of South Australia (LGA), in collaboration with PIRSA, has prepared supporting material and templates to assist councils to understand the issue, undertake community engagement and prepare a suitable application to the Minister. We will use these **where it's helpful to assist with the process below.**

Process

If Council approves the draft engagement plan, we will:

- Develop communications which provide accessible and unbiased information to our community about the process, and our role in it.
- Undertake community engagement for five weeks, followed by three weeks of data collation and analysis
- Share the results with Elected Members at a workshop on 25 August, at which an indication will be sought on the likely position elected members will take on whether to make an application
- Present a final report to Council on 15 September, where Council can resolve that the evidence is strong enough to make an application to the Minister, or that the evidence is not compelling, comprehensive or clear enough to do so.
- If Council resolves to make an application, this will be submitted to the Minister by 24 September, unless other direction comes from state government on timeframes.
- After consulting with the GM Crop Advisory Committee, the Minister will make a determination that will be Gazetted (made law) by 15 November 2020.

Draft engagement plan

The draft engagement plan aims to collect and collate community input about the impact of GM crops on trade and marketing, with a strong emphasis on hearing from primary producers and food producers in our City.

We will do this by:

- Communicating the **state government's** legislation change to our communities, and focusing on the facts
- Helping our communities understand the scope of influence council and our businesses and residents have in this matter, and that trade and marketing factors will be the most relevant to the Minister if Council decides to make an application.
- Clearly stating that council does not have a position on GM crops
- Seeking to understand the trade and marketing implication (positive, nuanced or negative) of GM crops on key stakeholders
- Separating feedback from our communities into key, secondary, and other stakeholder groups.

Targeting key stakeholders

While any community member or business owner in our City has the right to share their views, an application to the Minister will be strongest if it is based on sound evidence from the key stakeholders who can demonstrate the impact GM crops could have on their economic viability.

Key stakeholders are defined as those in primary production, food processing and manufacturing. In our city, the wine industry is by far the largest sector in terms of both primary production and exports. As such, our engagement plan will target wine grape growing and producing **representative bodies, along with vegetable growers' associations and related food production representatives.**

According to the Australian Business Register there are 341 agricultural businesses in our city, with the commodities below making up the largest proportions:

- grape growers (60 per cent)
- vegetable growers (26 per cent)
- livestock slaughtering (7.8 per cent)
- eggs (7.6 per cent)

Our secondary group of stakeholders will be groups which could be indirectly affected by GM crop cultivation, such as representatives of retail outlets which sell crops/perishables, as well as business and tourism associations.

The third group will include all other groups that may have an interest in the issue, but are unlikely to be directly affected economically by GM crops.

The stakeholder list included in the engagement plan provides further detail on which individuals and groups will be contacted, and how.

Data gathering and analysis

As there are a broad range of views on GM technology, this engagement could generate a lot of **conversation and concern in the community. It is likely that we'll receive feedback on perceived health, ethical and other concerns, which won't be relevant to the core matters of trade and marketing.**

This is what happened in Professor Anderson’s review, which received 216 submissions – 150 of which were virtually identical and irrelevant to the terms of his review (likely copied and pasted from an activist website), and therefore disregarded in the final recommendations.

To help make sure Council receives the clearest evidence, feedback will be sought via a survey that can be filtered according to the groups specified above. The data collected can then be analysed and reported on in this way too.

6. Financial implications

FINANCIAL SUMMARY

Item	\$	Comment
Current budget		
Current budget allocation	0	The amendment to the legislation happened on 15 May 2020, so the engagement is not budgeted for.
Funding required	0	
External funding	0	
Budget impact	0	
FTE	tbc	
Next year’s budget		
Funding required	10,000	The tight timeframes and complexity of the engagement would benefit from external expertise to analyse and report on the data gathered through the engagement.
Funding source		
Operating position		
Rate rise impact		
FTE		
Long Term Financial Plan		
Debt		
Interest		
Reserve		

SCOPE OF IMPACT

The proposed impact of this report will be a one-off impact next financial year (excluding staff time) for the cost of analysing the data gathered through the community engagement.

BASELINE BUDGET RATE & DEBT IMPACT

YTD Decisions	Operating Position	Rates (Next Budget)	Debt
Cumulative Impact			
This proposal			
Including this proposal			

7. Risk and opportunity management

Risk	
Identify	Mitigation
Employee welfare/public safety	While trade and marketing factors will be the strongest evidence for non-GM crop designation, wider community debate on allowing GM crops in our region could ensue. The matter has the potential to be deeply divisive and highly emotive.
Reputation/community expectation	Fulfilling our role of developing a position on the matter based on community engagement could leave some dissatisfied with the outcome, with implications for council's reputation .
Political	This situation has arisen from a compromise between the state's major political parties to lift the moratorium on GM crops . There is no parliamentary recourse on this matter in the current term.
Financial/business sustainability	It is currently unknown what – if any – responsibility council might have in enforcing a designation if made. Enforcement would be a significant additional cost for council in a field that it has no existing expertise or infrastructure and would be costly to establish.
Environment	Claims could be made about the potential environmental impacts of the moratorium being lifted, but these elements of the wider debate on GM crops are not material to the Minister's considerations under the Act, as they are the responsibility of the federal government .
Compliance/legal	The timeframes established by legislation for an application for designation are very tight.
Service delivery	Resources needed to prepare and implement an engagement plan on this matter could displace resources already allocated for other planned engagements.

Opportunity	
Identify	Maximising the opportunity
Council builds credibility and trust with the community.	Effective, open communication and transparent processes will ensure that communities are aware of the extent to which their views can influence the state government's decisions on this matter, building confidence in our capacity to fairly represent our community in the decision-making processes of other levels of government.

8. Timelines and Deadlines

Milestone	Description
16 June Council report	Provide background and details of process Seek approval for engagement plan
22 June to 24 July Engagement	5 weeks of community engagement commences
27 July to 14 August Analysis	3 weeks of analysis and reporting commences
25 August EM workshop	Share community engagement & analysis results Seek guidance on whether an application is required
15 September Council report	Recommendation to Council on whether to make an application, based on evidence from engagement analysis and EM direction from workshop
<i>24 September Application to Minister</i>	<i>Application to Minister based on community engagement and Council resolution.</i>
<i>25 September – 15 November Ministerial consultation</i>	<i>Minister consults with the GM Crop Advisory Committee Minister may seek other advice or submissions</i>
<i>15 November 2020 City is designated non-GM crop area</i>	<i>Minister's decision is made law via government gazette</i>

9. Next steps

As per above.

10. Attachments

Attachment 1 – Genetically Modified crops legislation Community Engagement Plan (10 pages)

- END OF REPORT -



Community Engagement Plan

Project Name: Genetically Modified Crops legislation change

Background information

On 15 May 2020 the state government passed legislation that lifted the moratorium (ban) on growing genetically modified (GM) crops in South Australia, which had been in place since 2003. This was via an amendment to the *Genetically Modified Crops Management Act 2004* and has made it legal to grow GM crops in South Australia.

GM crops have been planted on a broad-hectare scale in Australia since 1996, under federal government controls. However until 15 May 2020, our state government has not allowed GM crops to be cultivated in South Australia.

Councils have a once-off opportunity to apply to the Minister for Primary Industries (the Minister) asking him to designate their City a non-GM crop area.

This application must be made with enough time for him to consider the evidence, consult with the GM Crop Advisory Committee (a committee established under the GMCM Act) and seek any other advice or information before making his decision.

Councils must 'consult with its community, including persons engaged in primary production activities and food processing or manufacturing activities in the area of the council' before applying to the Minister for designation.

It will be up to the Minister what he considers when making his decision on an application from a council to be a non-GM crop area. However, based on a letter from Michelle Edge, Chief Executive, Primary Industries and Regions SA to our CEO on 3 June 2020 (DSID 5198762) we know the Minister will have a strong focus on the GM implications for trade and marketing. This is because other factors associated with GM technology are the responsibility of federal government.

Purpose of engagement

We will seek community input to decide if we will ask the Minister to designate the City of Onkaparinga region as a non-GM crop area. We will focus on reaching those most directly affected by GM cropping – primary producers, and food processors and manufacturing.

It is important to understand the default position is that GM crops are permitted in our region, based on the state government's legislation change that has already taken place.

We are open to all feedback received during this engagement. However, if we do make an application to the Minister, the trade and marketing factors are what he will focus on when making his decision.

For this reason, while we will invite feedback from anyone with an interest, we will have a particular focus on submissions provided by stakeholders most directly affected by trade and marketing factors.

This will help Council develop a clear position on what the evidence says about how GM crops could affect local livelihoods and important agricultural industries in our City.



Engagement objectives

Collate and analyse community feedback to enable Council to make an informed decision about whether or not to apply to the Minister for Primary Industries, asking him to consider designating the City of Onkaparinga a non-GM crop area.

We will do this by:

- communicating the state government’s legislation change to our communities, and focusing on the facts
- helping our communities understand the scope of influence council and our businesses and residents have in this matter, and that trade and marketing factors will be the focus of the Minister if Council decides to make an application.
- clearly articulating that council does not have a position on GM crops
- seeking to understand the trade and marketing implication (positive, nuanced or negative) of GM crops on key stakeholders
- separating the input from our communities into key, secondary, and other stakeholder groups to help us better understand the feedback.

Engagement scope of influence

Targeted community input will inform a Council decision on whether or not we will apply to the Minister for Primary Industries asking him to consider designating the City of Onkaparinga a non-GM crop area.

Feedback will be collated and considered based on the relative impact to the stakeholder providing it, and whether the feedback is relevant to the trade and marketing factors of GM crops.

Risk and Community Expectations Assessment

The following table will assist you to assess the level of complexity, sensitivity and potential impact, and help to determine the best engagement approach.

Area	low	medium	high	explanation
degree of complexity of project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The lack of general understanding of GM crops, complex legislation, and the unclear roles of the three levels of government makes this a complex project. We are engaging on a state government matter, which can be confusing. In addition, the Minister will likely consider applications based on trade and marketing factors.
degree of potential community impact of project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	While the impact to the general community will be low, they may perceive it will have a high impact on them. The greatest impact will be to primary producers, but the actual level of the impact is unclear, and the subject of debate.

degree of political sensitivity of project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>This matter is highly contentious, and likely to polarise our communities. There may be an expectation from our communities that Council takes a strong stance on this matter.</p> <p>It will be a challenge to analyse and weigh up the engagement responses, and there may not be a clear indication one way or the other from the different stakeholders.</p>
Total		1	2	<p>The complexity and political sensitivity of this matter indicates active participation is required. However, as our communities and Council have a limited level of influence, a consult method is more appropriate for this project.</p>

Stakeholders

<p>Council (Mayor and elected members/ward councillors) Mayor Thompson Elected members</p>
<p>Staff CEO Directors Manager Strategic Futures Manager Economic Growth and Investment Manager Public Relations Manager Parks and Facility Operations Parks and Natural Resources team Marketing and Communications team Strategic Services team Engagement Unit</p>
<p>Government agencies/MPs Minister for Primary Industries Local MPs</p>
<p>Community <u>Key stakeholders</u></p> <ul style="list-style-type: none"> • Primary producers (farmers, vignerons, winemakers etc) • Organisations representing primary producers, such as: <ul style="list-style-type: none"> – Clarendon Agricultural Bureau – McLaren Vale Grape, Wine & Tourism Association – Regional Development Australia – Adelaide Hills, Fleurieu and Kangaroo Island Inc • Businesses processing, manufacturing and/or exporting crops/food/wine/perishables <p><u>Secondary stakeholders</u></p> <ul style="list-style-type: none"> • Retail businesses selling products made from crops/perishables, such as: <ul style="list-style-type: none"> – Green Light Organic Market Willunga

- Willunga Farmers Market
- Business and Tourism Associations:
 - Aldinga Bay Business and Tourism Association
 - Christies Beach Business & Tourism Association
 - Fleurieu Food Group Inc
 - Lonsdale Business Association
 - McLaren Vale Business and Tourism Association
 - Port Noarlunga Business & Tourism Association
 - Reynell Business and Tourism Association
 - Willunga Business & Tourism Association
- Other stakeholders that may have an interested but are not a party to the state's requirements
 - Other businesses not covered above
 - Special interest groups, such as:
 - Aldinga Bay Coastcare
 - Aldinga Washpool and Silversands heritage group (AWASH)
 - Australian Plants Society SA Inc - Fleurieu Group
 - Biodiversity McLaren Vale
 - Friends of Aldinga Scrub
 - Friends of Moana Sands
 - Friends of Onkaparinga Park
 - Friends of Port Willunga Inc
 - Friends of Sellicks Inc
 - Friends of Willunga Basin
 - Kangarilla & Districts Floral Art & Garden Club
 - Kangarilla Landcare Group Inc
 - Maslin Beach Coast Care
 - Our Coast Our Mission
 - Reef Watch
 - South Port Noarlunga Coastcare Group
 - Trees for Life – Noarlunga
 - Trees for Life - Willunga
 - Willunga Environment Centre
 - Willunga Hillsface Landcare Group
 - Residents associations and community forums:
 - Aldinga Bay Residents Association
 - Better Together Christie Downs
 - Christie Downs Residents Association
 - Clarendon Community Association
 - Kangarilla Community Association
 - Maslin Beach Community Association

- Moana & Seaford Community Association
- Northern Community Forum
- Old Noarlunga Community Residents Association (ONCRA)
- Onkaparinga Residents Association Council Watch
- Seaford District Residents Association
- Sellicks Area Residents Association (SARA)
- Southern Community Coalition
- Sully's Social
- General public, including residents.

Engagement parameters

Geographic boundaries City-wide
Timelines Engagement Plan to Council: 16/06 Engagement open: 22/06 – 14/07 (5 weeks) Analysis of engagement responses: 27/07 – 14/08 (3 weeks) Presentation of engagement results to EMs (workshop) – 25/08 Report to Council, including engagement results analysis – 15/09 <i>Pending Council decision</i> , letter to Minister applying for designation – 24/09

Promotion

- Emails/letters to MPs, key stakeholders, and secondary stakeholders
 - Social media posts
 - Roadside banners
- All promotion will encourage feedback via a survey on a dedicated page on Your Say Onkaparinga. The survey will seek to understand both perceptions and preferences toward GM crops in relation to marketing and trade matters, and any evidence respondents can provide about the economic impact (positive, nuanced or negative) of GM crops in our City. There will also be an opportunity to provide general feedback about GM matters.

Data analysis

- Collate all feedback and present information to elected members in the following categories:
- General*
- Demonstrate the perceived trade and marketing implications for the City of Onkaparinga
- Key stakeholders*
- Break down by industry type to show:
- Whether key stakeholders prefer GM crops in our region/prefer our region to be GM-free, and why
 - The perceived financial implications (positive/negative) for key stakeholders



Secondary and other stakeholders

Break down by stakeholder type (e.g. business/community group/association/individual resident etc.) to show:

- Whether stakeholders prefer GM crops in our region/prefer our region to be GM-free and why (with a focus on any feedback relating to the trade and marketing implications).

Engagement Action Plan

Phase	Method	Stakeholders	Techniques	Who's Responsible	Desired outcome	Timeline
Early internal engagement	Inform/Consult	Key staff (as listed in stakeholder list)	Email/phone calls/meetings	Manager Strategic Futures	<p>Key staff are aware of the legislation change, and its implications for our region, and our scope of influence</p> <p>Key staff are clear on the purpose and scope of community engagement</p> <p>Key staff are aware of the proposed process and next steps</p> <p>Any stakeholders not listed in the draft community engagement plan are identified and the plan is updated accordingly</p>	4 June 2020
Early internal engagement and pre-engagement approval	Consult	Elected members	Council report	Manager Strategic Futures	<p>Elected members are aware of the legislation change, and its implications for our region, and our scope of influence</p> <p>Elected members are clear on the purpose and scope of community engagement</p> <p>Elected members are aware of the proposed process and next steps</p> <p>Elected members are clear on their role in the process</p> <p>Any stakeholders not listed in the draft community engagement plan are identified and the plan is updated accordingly</p> <p>The community engagement plan is approved by Council so that engagement can commence a.s.a.p.</p>	16 June 2020

Community engagement	Inform/Consult	<p>MPs Community:</p> <ul style="list-style-type: none"> • Key stakeholders • Secondary stakeholders • Other stakeholders 	<p>All stakeholders:</p> <ul style="list-style-type: none"> • Your Say Onkaparinga page with links to key information • Social media posts <p>MPs</p> <ul style="list-style-type: none"> • Email/letter <p>Key stakeholders:</p> <ul style="list-style-type: none"> • Email/letter • Industry meetings (separate meetings with grape growers, farmers, and other groups as required) • Roadside banners in our business and primary production areas <p>Secondary stakeholders</p> <ul style="list-style-type: none"> • Email/letter 	Team Leader Engagement & Grants	<p>Ensure stakeholders are aware of the engagement opportunity</p> <p>Educate the community on:</p> <ul style="list-style-type: none"> • GM legislation • The roles of the three levels of government • The implications for our region • Council and the communities' scope of influence • The process and timeline for this project <p>Seek input – focussing on trade and marketing factors – on whether or not Council should apply to the Minister for Primary Industries asking the Minister to consider designating the City of Onkaparinga as a non-GM crop area.</p>	<p>22 June – 24 July Engagement open (5 weeks)</p> <p>27 July – 14 August analysis (3 weeks)</p>
Providing survey results and analysis to Council	Inform/Consult	Elected members	Elected member workshop	Manager Strategic Futures	<p>Elected members understand the GM crop implications for our region</p> <p>Elected members are clear on whether the evidence from our communities' indicates if our region should be a non-GM crop area.</p> <p>Elected members have a good understanding of the different types of stakeholders, and their preferences</p>	25 August
			Council report		Elected members have enough information to make an informed decision about whether or not to	15 September

					apply to the Minister for Primary Industries asking the Minister to consider designating the City of Onkaparinga a non-GM crop area.	
Writing to the Minister (optional, and to be determined by Council)	Inform	Minister for Primary Industries	Letter from Council, signed by Mayor Thompson	Strategic Relationship Advisor	Minister is aware of our communities' preference regarding GM crops in our region, and makes his decision based on our application	24 September
Update stakeholders with the outcome of the engagement (aka 'closing the feedback loop')	Inform	All stakeholders that participated in the engagement	Updated Your Say Onkaparinga page Email to internal staff involved Email/letter to any community member or group that participated	Team Leader Engagement & Grants	All stakeholders are aware of the outcome of the engagement, including: <ul style="list-style-type: none"> • What we heard from our communities • What information was presented to Council to inform their decision • What Council decided re applying to the Minister 	25 September
Update stakeholders with the Minister's decision (if applicable – will not be required if Council decided not to write to the Minister)					All stakeholders are aware of the Minister's decision regarding our application	A.S.A.P. after the Minister's decision is known and gazetted on 15 November

Evaluation

Evaluation will be measured against the project engagement objectives

Reporting

Council was able to make an informed decision about whether or not to apply to the Minister for Primary Industries asking the Minister to consider designating the City of Onkaparinga as a non-GM crop area, and this was made possible due to:

- the engagement outcomes are clear and easy to understand, with the views of the different categories of stakeholders represented
- feedback relating to the trade and marketing factors of GM crops was separated from any other feedback
- the trade and marketing factors of GM crops on key stakeholders is understood due to the input received from key stakeholders
- the engagement outcomes were provided to Council within the agreed timeline to ensure a decision could be made in time to meet the deadline to write to the Minister.

Community understanding

Our communities:

- understand the process and the scope of influence council and our communities have in this matter
- were provided the facts on the legislation change, and given an opportunity to provide input to inform Council's decision
- understand that it is only the trade and marketing factors that the state government will take into account in any application to the Minister
- understand that council does not have a position on GM crops.

In line with best practice community engagement, Feedback Reports will also include:

- The number of people who are aware of the project
- The number of people who are informed about the project
- The number of people who **participated** in the community engagement.

Sign-off

Officer who prepared the document

Name: Dale Sutton

Position Title: Team Leader Engagement and Grants Date 28 May 2020

Approved by

Name: Ynys Onsman

Position Title: Manager Strategic Futures (Acting)

Signature _____ Date _____

9.2 Code of Practice – Proceedings of Meetings, capturing of meetings

Date

16 June 2020

Meeting

Council

Approving officer

Scott Ashby, Chief Executive Officer

Report contact

Karyn Ryan, Manager Governance (Acting)

1. Purpose

Council is required to determine the extent to which it electronically records Council and Committee meetings and how it will make available the recordings to the public, and to amend the Code of Practice – **Proceedings of Meetings to reflect Council’s decisions.**

2. Executive summary

Council recognises the importance of engaging with its community and providing transparency of the decision making process of Council.

Livestreaming audio and video of Council and Committee meetings would provide a more contemporary method of community engagement, allowing a wider range of residents the opportunity to access discussions and subsequent decisions, thereby contributing towards Council being more transparent with its community.

The Council chamber audio equipment installation has been completed and the video cameras, as approved by Council at its 16 May 2020 meeting, are likely to be installed and operational within six weeks. Council must now consider the recording options to be incorporated into its Code of Practice - Proceedings of Meetings.

The range of options are as follows:

Option - Which meetings will be recorded?

- Ordinary Council and Special Council Meetings
- Or
- Ordinary Council, Special Council and Strategic Directions Committee (SDC) Meetings and Audit Risk Value and Efficiency Committee (ARVEC)
- Or
- Ordinary Council, Special Council and all Council Committee Meetings (noting that all meetings will be held in the Council chamber).

It is recommended that all Council and Council Committees that have a regulatory purpose be recorded. All meetings that are required to be recorded will be held in the chamber to access the recording equipment.

Option - Will recordings be audio only or audio and video?

The Council's resolution of 18 June 2019 required that equipment for audio only be installed; and at its meeting on 16 May 2020, Council further resolved to install video equipment.

With the installation of the video equipment it is recommended, to maximise the infrastructure provided, that recordings of meetings include both audio and visual.

Option - Will the recordings be livestreamed and/**or uploaded to Council's website** after the meeting?

- The meetings be recorded and only **uploaded to Council's website after the completion of the meeting and be available on Council's website for a period of** three months.

Or

- The meetings be livestreamed only and not retained as a record.

Or

- The meetings be livestreamed **and uploaded to Council's website after the completion of the meeting and available for a period of** three months.

It is recommended that the meetings be livestreamed and uploaded to **Council's website after the completion of the meeting and be available for a period of three months.**

Seating in the Council Chamber

It is recommended that the requirement in the Code of Practice – Proceedings of Meetings to have the Directors Group (senior officers) seated at the horseshoe in the Council Chamber be deleted. Having public officers seated alongside Elected Members has caused confusion for the public in identifying who the Elected Members are.

3. Recommendations

1. That Council approve the inclusion of the following detail in its Code of Practice – Proceedings of Meetings:
 - a. That Ordinary Council, Special Council, Strategic Directions Committee, Audit Risk Value and Efficiency Committee meetings, and any other Council Committees performing regulatory activities, be recorded, noting that all meetings will be held in the Council Chamber.
 - b. That the meetings be audio and video recorded.
 - c. That the meetings be livestreamed **and uploaded to Council's website after the completion of the meeting and available for a period of three months.**
 - d. That where Council or a Committee resolves to close the meeting to the public, the recording will be ceased.
 - e. That public advice regarding the recording of the meetings will be provided via the notice of meeting, notices at the entry to the Council Chambers, written advice to those requesting a deputation, and verbally by the Presiding Member at the commencement of each meeting.
 - f. **Council's recording or live streaming publication is subject** to the usual copyright protections under the *Copyright Act 1968*, that is, no part of these publications may be reproduced without the written permission of the Council.

2. That Council notes and acknowledges that the administration will be consulting with staff and putting in place the appropriate management controls and administrative policies required to support staff during the transition and introduction to recording of meetings
3. That livestreaming and recordings will commence at the conclusion of the installation of the video cameras and testing.
4. That the Code of Practice – Proceedings of Meetings be amended to remove the provision to have the Directors Group (staff) seated at the horseshoe in the Council Chamber.

4. Background

<p>Onkaparinga 2035 Community Plan</p>	<p>[prosperity: opportunity, diversity and adaptability]</p>
<p>Policy and/or relevant legislation</p>	<p>The provisions for the conduct of meetings of Council and Council Committee meetings are prescribed by Chapter 6 of the <i>Local Government Act 1999</i> and the <i>Local Government (Procedures at Meetings) Regulations 2013</i> (Regulation).</p> <p>Section 86(8) of the <i>Local Government Act 1999</i> provides that the procedures at a meeting of the Council will be prescribed by Regulation. If a procedure is not prescribed by Regulation, such as the recording of meetings, it becomes a policy of the Council and must be incorporated in the Code of Practice – Proceedings of Meetings.</p> <p>Any changes to the Code of Practice – Proceedings of Meetings must be supported by at least two thirds of the members eligible to vote at a meeting.</p>
<p>Who did we talk to/who will we be talking to</p>	<p>On 20 March 2018, Council resolved to investigate the livestreaming of Council meetings. On 21 August 2018, during consideration of the Strategic Directions Committee minutes of 7 August 2018, Council resolved to reconsider the project after the November 2018 elections. The SDC agenda report of 7 August 2018 can be viewed here at item 7.6.</p> <p>On 11 December 2018 Council requested a report outlining the technology involved in the project. The report was tabled at the 22 January 2019 and deferred pending a workshop with elected members. A workshop was held with elected members on 28 February 2019.</p> <p>On 18 June 2019, Council received an update via the Strategic Directions Committee minutes of 4 June 2019 and confirmed its intention to install audio recording equipment and to commence a tender process. A copy of Council’s full resolution can be found here at item 8.2</p> <p>On 21 January 2020 Council received a confidential report on the progress of the project. A copy of the full report can be found in the confidential agendas and minutes on the Elected Member website for the meeting of 21 January 2020 at item 14.4.</p> <p>On 19 May 2020, Council received a further update report on the progression of the installation of the recording equipment and resolved</p>

	to include the installation of video cameras. A copy of the full report can be found here at item 9.6
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5. Discussion

Benefits of livestreaming and recording:

- **Livestreaming of Council meetings and accessibility of public meeting recordings on Council’s website** is a strong and transparent governance practice.
- Recordings can be used for detail confirmation when the minutes are being developed.
- Increased opportunity for residents and ratepayers to view and listen to council meetings.
- Recordings can be viewed by staff who were unable to attend the Council meeting, enabling a full understanding **of elected members’ discussions and intentions.**
- Provides an opportunity for residents, ratepayers and other stakeholders to know the outcome of an item they are interested in, in real time, without having to be present at the meeting.
- The gallery seating is limited and will allow more members of the public to watch proceedings, particularly for items that draw more public attention.
- Easy to use during the meeting – sometimes Elected Members need to be reminded to switch on/off their microphones.

Disadvantages of livestreaming and recording:

- Increased WHS considerations for employees (for example, privacy concerns).
- Internet and power outages external to Council causing disruption to service and community expectation.
- Heightened audience and potential scrutiny due to high profile subjects.
- **Detracts from the collegiate nature of Council’s decisions by placing potential focus on the comments of individuals rather than the collective decisions of Council.**
- Additional impact on staff resources with regards to programming, uploading and maintenance of recording systems.

6. Financial implications

There are no financial implications in Council determining which meetings will be recorded and how they will be provided to the public.

7. Risk and opportunity management

Risk	
Identify	Mitigation
Employee welfare/public safety	The administration undertook a risk management framework focussing on livestreaming meetings and alternatively, recording of meetings for posting on the website after the conclusion of the meeting.

	<p>The risk assessments considered that there is a risk associated with livestreaming of Council and Committee meetings for upload and public viewing post meeting.</p> <p>In particular the risk of digital content being copied and reused by third parties for purposes other than intended could not be mitigated below a very high residual risk rating.</p> <p>It is also considered that by having the recording available for a period increases the likelihood that report authors responses to any questions given during the meeting may be scrutinised and publicly criticised on social media, giving rise to work health safety risk exposure.</p> <p>Appropriate management controls and administrative policies required to support staff during the transition and introduction to live streaming will be considered and implemented as required to ensure our obligations to provide a safe workplace are met.</p>
Compliance/legal	<p>The recording of Council and Committee meetings triggers several requirements under legalisation:</p> <ol style="list-style-type: none"> 1. <i>State Records Act 1997</i> <p>Recordings of meetings to assist with the preparation of minutes are defined as a facilitative record. However, the status of the record changes and requires different treatment under the <i>State Records Act 1997</i> should a copy of the recording be requested by an elected member or member of the public.</p> <ol style="list-style-type: none"> 2. <i>Freedom of Information Act 1991</i> <p>Access to a copy of a recording may be sought by a member of the public in accordance with the <i>Freedom of Information Act 1991</i>.</p> <ol style="list-style-type: none"> 3. <i>Local Government Act 1999</i> <p>An Elected Member may request a copy of the recording in accordance with Section 61 of the <i>Local Government Act 1991</i>.</p> <ol style="list-style-type: none"> 4. <i>Work Health Safety Act 2012</i> <p>Council has a responsibility to provide a safe place of work for its employees.</p>
Opportunity	
Identify	Maximising the opportunity
Promote transparency and accountability	<p>Recordings and online audio and video streaming of meetings can be accessed by the public, which will promote accountability and transparency in Council decision making. The Local Government Act contains several accountability mechanisms to ensure transparent decision-making (i.e. including the requirements for meetings to be held in public, notice of meetings and the public availability of the agenda and the release of minutes).</p>

8. Timelines and deadlines

Once Council's Code of Practice – Proceedings of Meetings has been updated, should the recommended changes be resolved, audio and visual livestreaming of meetings can commence at the completion of the installation of the video equipment and staff training, in approximately six weeks.

Audio livestreaming of meetings could commence from the next Council meeting.

9. Next steps

Completion of installation of the video equipment.

10. Attachments

Nil.

9.3 Fees and Charges 2020–21

Date

16 June 2020

Meeting

Council

Approving Officer

Anthony Spartalis, Chief Financial Officer

Report Contact

Emil Bogatec

Team Leader Financial Accounting (Acting)

1. Purpose

This report seeks approval of the schedule of Fees and Charges for 2020–21.

2. Executive summary

Council annually updates its register of fees and charges for an array of services it provides. Selected Council personnel are required to annually review the fees and charges applied and update them to reflect demand and current market conditions. In addition, there are state imposed fees and levies, which Council will be advised of once known.

The updates for 2020–21 can be broadly summarised as follows:

- Services requiring no to minimal input by administration (such as providing copies or extracts of existing data) – no increase
- Services requiring input by administration (such as audits, inspections, and processing applications and registrations) – increased by 2 per cent in line with Enterprise Bargaining Agreements (and rounded up or down as necessary)
- Other services (such as hire fees) – increased in line with indexation (and rounded up or down as necessary)

The exceptions to the above include:

- Events on Roads (over 71 participants), and Reserves/Foreshore Events – Informal Gatherings on Council Land – application fees decreased from \$178 to \$110 to encourage participation in affordable community and active sport events
- Road Reserves – a new weekly fee for high impact commercial use of roads set at \$250, and a monthly fee set at \$1,000
- Interment Rights and other Cemetery-related Fees – some new fees introduced and some fees reinstated after being removed in 2019–20 (refer Discussion section)

3. Recommendations

That Council review and adopt the proposed Fees and Charges for 2020–21 as included in attachment 1 to the agenda report effective from 1 July 2020.

4. Background

<p>Onkaparinga 2035 Community Plan</p>	<p>people: vibrant and resilient</p>
<p>Policy and/or relevant legislation</p>	<p>In accordance with section 188 of the <i>Local Government Act 1999</i> (the Act) and as part of the annual financial planning and budget processes a schedule of fees and charges (the schedule) is prepared, approved and utilised as part of council’s normal operations. The Act requires that an up to date copy of the full schedule be placed on public display at council’s principal office.</p> <p>Under the Act responsibility for defining certain fees and charges may be delegated while others must be adopted by Council or are fixed by legislation (i.e. statutory charges). Where Council has delegated authority to the CEO this has been sub-delegated to appropriate officers in accordance with sections 44 and 101 of the Act.</p> <p>This report presents the proposed fees and charges for 2020–21 requiring Council adoption consistent with the Act and Council delegations.</p>
<p>Who did we talk to/who will we be talking to</p>	<p>The business were engaged to provide feedback on existing fees and charges for an array of services Council provides.</p>

5. Discussion

Fees and charges requiring Council adoption are included in attachment 1, which also includes the following details for each fee or charge:

- description and unit
- tax treatment
- current fee for 2019–20
- proposed fee for 2020–21
- resulting change and percentage change
- identification of new fees for 2020–21
- estimated annual income for 2020–21.

Fees and Charges have generally been increased in line with the indexation in the draft Budget 2020–21. **It should be noted that for ‘rounding’ reasons, flat percentage increases are not always practical.**

Cemetery Related Fees

There are 9 new fees in total (3 new fees for services provided and not previously charged, and the reintroduction of 6 fees which were removed by in Council 2019–20.

The 3 new fees (not previously charged are based on cost recovery) and include:

- Administration Fee (Burial Compliance Fee - Coffin plate wording verification) - \$136. This is to recover the cost of service of physically attending the Funeral Parlour or Cemetery to identify/verify the accuracy of the Coffin name plate on the burial day.
- Administration Fee (Pre-Burial Site Inspection) - \$136. This fee is to recover the costs associated with a site inspection at the Cemetery to confirm Plot accuracy prior to burial.

- Administration Fee (Interment Right Renewal Fee) - \$136. This fee is for the cost recovery of the creation of new updated Interment Right Certificates and updating the Electronic Burial registers. This task can be time consuming and involves tracing through historic records to identify accurate information as required under the current Act when renewing records that are 100+ years old (as many of our expired interments are).

The six fees recommended for reinstatement (fees removed by Council in the 2019–20 budget) include:

- Burial Plot 50 Year Interment Renewal Fee \$3,185 – lost income to date in 2019–20 from 17 transactions is \$54,145.
- Burial Plot 50 Year Interment Renewal Fee, Legislated 5 year minimum renewal option fee - \$318.50
- Niche Wall 25 Year Interment Right Renewal Fee – \$862
- Niche Wall 25 Year Interment Right Renewal Fee, Legislative 5 year minimum renewal option fee – \$173
- Rose Garden/Memorial 25 Year Interment Right Renewal Fee – \$991
- Rose Garden/Memorial 25 Year Interment Right Renewal Fee, Legislative 5 year minimum renewal option fee – \$200

The proposed fee structure is consistent with and comparable to other councils managing cemeteries (with our interment rates on the lower end of the comparison scale).

The following represents the potential loss of income if renewal fees are not reinstated:

- Standard Burial Plots (traditional burials) – currently there are 1,207 expired Interment Rights throughout our 6 cemeteries. At a minimum, assuming fees for 5 year renewals, this equates to approximately \$384,000 (1,207 x \$318.50) of lost income if renewal is not reinstated. Should applicants seek 50-year rights (\$3,185), the loss of income would be increased.
- Rose Gardens (ashes interments) – currently there are 35 expired positions which could result in lost revenue of between \$7,000 and \$34,685, depending on the take-up of the 5-year or 25-year option.
- Memorial Niche walls (ashes interments) - currently there are also 35 expired positions which could result in lost revenue of between \$6,055 and \$30,170, depending on the take-up of the 5-year or 25 year option.

6. Financial implications

FINANCIAL SUMMARY

Item	\$	Comment
Current budget		
Current budget allocation	N/A	This report relates to the 2020-21 budget only
Next year's budget		
Funding required	Nil	NIL – User pays, however if updates are not approved, any shortfall in fees would be required to be funded through rate increases, debt, or service not provided
Funding source	Nil	NIL – User pays
Operating position	\$183,800	Budgeted amount of revenue generated from increase in fees and charges: \$83,000 related to cemetery fees, \$95,000 related to registration of animals, and \$5,000 related to other services
Rate rise impact	Nil	No rate rise impact, however if updates are not approved, any shortfall in fees would be required to be funded through rate increases, debt, or service not provided
FTE	N/A	No FTE impact
Long Term Financial Plan		
Debt	N/A	User pays, no debt impact (unless updates are not approved)
Interest	N/A	No interest impact (unless any shortfall in fees are funded through debt)
Reserve	N/A	No impact on reserves

7. Risk and opportunity management

Risk	
Identify	Mitigation
Employee welfare/public safety	N/A
Reputation/community expectation	There may be an expectation
Political	N/A
Financial/business sustainability	Annual Business Plan, budget and rate notification processes has been designed to ensure adoption of these items in a timely manner. Not increasing will see Council not able to recover costs associated with services provided for fees.

Risk	
Identify	Mitigation
Environment	N/A
Compliance/legal	The financial planning timetable for 2020–21 meets the timing obligations specified in the Act.
Service delivery	N/A

Opportunity	
Identify	Maximising the opportunity
Ensuring recovery of our costs where possible under Section 188 of the Act.	Where we are able to recover our costs, the fee setting process has included detailed analysis of the full cost of providing the service to ensure we maximise our recovery.

8. Timelines and deadlines

The report is due to be tabled at a Council meeting held 16 June 2020.

9. Next steps

If the fees and charges for 2020–21 are adopted by Council, they will become effective from 1 July 2020 and posted to Council website. Furthermore, once known, communication around state imposed fees and levies will be made.

10. Attachments

Attachment 1 – Proposed fees and charges 2020–21 (30 pages)

- END OF REPORT -



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Building Upgrade Finance									
Building Upgrade Finance									
Fees applied to recover the costs of assessing, establishing and managing Building Upgrade Agreements Under Section 1B of the Local Government Act 1999									
Building Upgrade Agreement Fees									
Fees applied to recover the costs of assessing, establishing and managing Building Upgrade Agreements									
BUF Application Fee	per application	Taxable	719115	\$1,683.00	\$1,717.00	\$34.00	2.02 %		\$3,366
<i>Initial assessment BUA Application, Financier liaison & requirements, confirm eligibility under the Act, confirm legal ownership, refer upgrade works for Development Assessment and building compliance, heritage advice and legal advice where required.</i>				* Fee increased by 2% to bring in line with Enterprise Bargaining agreement and rounded up to nearest \$					
LG Act 1999 Section 188(1) (h)									
BUF Initial set up fee	per applicaiton	Taxable	719115	\$471.00	\$480.00	\$9.00	1.91 %		\$942
<i>Recording and reviewing legal components of the Application and contract. Set up for BUF Rates Billing, ledger accounts, Financier payments process, BUF Enforcement process, preparation of documentation for CEO and legal declaration of the BUF Charge</i>				* Fee increased by 2% to bring in line with Enterprise Bargaining agreement and rounded down to nearest \$					
LG Act 1999 Section 188(1) (h)									
BUF Annual Fee	per annum	Taxable	719115	\$292.00	\$298.00	\$6.00	2.05 %		\$584
<i>Fee for annual administration processing for BUF billing and on-payment o Financier and maintenance of BUF Register</i>				* Fee increased by 2% to bring in line with Enterprise Bargaining agreement and rounded up to nearest \$					
LG Act 1999 Section 188(1) (h)									
BUF Late Payment Fee	per default	Taxable	719115	\$90.00	\$92.00	\$2.00	2.22 %		\$180
<i>BUF Late Payment Fee imposed for default follow up with owner, financier, obtaining additional repayment interest applicable and issue of Notice of overdue BUF payment.</i>				* Fee increased by 2% to bring in line with Enterprise Bargaining agreement and rounded up to nearest \$					
LG Act 1999 Section 188(1) (h)									
BUF Amendment Fee	per variation to agreement	Taxable	719115	\$58.00	\$59.00	\$1.00	1.72 %		\$58
<i>Costs relating with any variation or discharge of the BUA once executed.</i>				* Fee increased by 2% to bring in line with Enterprise Bargaining agreement and rounded down to nearest \$					
LG Act 1999 Section 188(1) (h)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Community Health									
Food Premises Audits									
Governed by Food Act 2001									
Audits of food premises required to have a mandatory Food Safety Plan									
Onsite audit fee per hour									
Desk-top Audit Fee Per Hour	per hour	Exempt	279408	\$100.00	\$102.00	\$2.00	2.00 %		\$612
				* In line with indexation and rounded up to nearest \$					
This fee is only charged if auditing a facility for the first time									
LG Act 1999 Section 188(1) (g)									
Onsite Audit Fee Per Hour	per hour	Exempt	279408	\$200.00	\$203.00	\$3.00	1.50 %		\$14,000
				* In line with indexation and rounded down to nearest \$					
Maximum charge 5 hours for Aged Care Facilities and 3 hours for Child Care Centres									
LG Act 1999 Section 188(1) (g)									
Re-Assessment Fee									
Critical Non-Conformance Assessment	per hour	Exempt	279408	\$200.00	\$203.00	\$3.00	1.50 %		\$609
				* In line with indexation and rounded down to nearest \$					
Re-assessment fee per hour									
LG Act 1999 Section 188(1) (g)									
Food Premises Inspection									
Governed by Food Act 2001									
High Risk Business (P1 and P2 Risk Classification)									
Less Than 20 Full Time Employees	per inspection	Exempt	279404	\$95.00	\$97.00	\$2.00	2.11 %		\$30,000
				* In line with indexation and rounded up to nearest \$					
LG Act 1999 Section 188(1) (g)									
More Than 20 Full Time Employees	per inspection	Exempt	279404	\$230.00	\$234.00	\$4.00	1.74 %		\$2,340
				* In line with indexation					
LG Act 1999 Section 188(1) (g)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Re-inspection in Accordance with Australian Food Safety Assessment Guidelines	per inspection	Exempt	279404	\$95.00	\$97.00	\$2.00	2.11 %		\$2,000
* In line with indexation and rounded up to nearest \$									
LG Act 1999 Section 188(1) (g)									
Low Risk Business (P3 and P4 Risk Classification)									
Inspection Fee Low Risk Business	per inspection	Exempt	279404	\$46.00	\$47.00	\$1.00	2.17 %		\$1,200
* In line with indexation and rounded up to nearest \$									
LG Act 1999 Section 188(1) (g)									
More Than 20 Full Time Employees	per inspection	Exempt	279404	\$113.00	\$115.00	\$2.00	1.77 %		\$113
* In line with indexation and rounded up to nearest \$									
LG Act 1999 Section 188(1) (g)									
Community Health									
Waste Control (CWMS)									
Waste Control - Community Wastewater Management System									
Additional System Charges (CWMS)									
Application Fee For Authorisation Under The Water Industry Act 2012	per application	Taxable		\$193.00	\$196.00	\$3.00	1.55 %		0
<i>Applicants wishing to apply for an authorisation under the Water Industry Act 2012 are required to pay this fee to cover the costs associated with processing the application - includes infrastructure encroachment, pumped discharge to CWMS.</i>									
* In line with indexation and rounded down to nearest \$									
LG Act 1999 Section 188(1) (e)									
Complex Development Application referral and/or Authorisation Under The Water Industry Act 2012	per application	Taxable		\$0.00	Negotiated + costs	\$0.00	0.00 %		0
<i>Applicants of complex Development Applications requiring referral to CWMS Water Industry Officer and/or Applicants seeking Authorisation under the Water Industry Act 2012 for complex matters are required to pay this fee</i>									
* No change to fee structure									
LG Act 1999 Section 188(1) (e)									



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
CWMS inspection fee	per additional inspection	Taxable		\$64.00	\$65.00	\$1.00	1.56 %		0
<i>Applicants requiring additional inspections for CWMS related Development Application Referrals and/or Authorisations under the Water Industry Act 2012 are required to pay this fee.</i>				* In line with indexation and rounded down to nearest \$					
LG Act 1999 Section 188(1) (e)									
Development Application Referral Fee	per application	Taxable		\$193.00	\$196.00	\$3.00	1.55 %		0
<i>Applicants of Development Applications requiring referral to CWMS Water Industry Officer for detailing the relevant obligations/requirements relating to community wastewater management system are required to pay this fee - including land division, boundary realignments, building construction, building demolition.</i>				* In line with indexation and rounded down to nearest \$					
LG Act 1999 Section 188(1) (e)									
Reimbursement of costs	per transaction	Taxable		\$0.00	Actual costs incurred	\$0.00	0.00 %		0
<i>Applicants are required to reimburse all professional, government and processing costs incurred as a result of processing the Development Application Referrals and Applications for Authorisation Under the Water Industry Act 2012.</i>				* No change to fee structure - based on costs incurred					
LG Act 1999 Section 188(1) (e)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Community Rangers									
Abandoned Vehicles									
Towing and other costs									
Towing and Other Costs									
Administration Fee	standard fee	Taxable	269202	\$67.00	\$67.00	\$0.00	0.00 %		\$1,500
<i>Administration fee for release of impounded vehicles</i>				* Fee to remain the same					
LG Act 1999 Section 188(1) (h)									
Towing Fee per Vehicle	per vehicle	Taxable	269202	\$0.00	Actual cost of towing	\$0.00	0.00 %		\$7,000
<i>Towing fee for removal of a vehicle from a public place</i>				* No change to fee structure					
LG Act 1999 Section 188(1) (h)									
Animal Management Fee									
Dog and Cat Management Act 1995									
Extract from Dog Register									
Extract from Dog Register	per request	Exempt	269108.6251	\$38.00	\$38.00	\$0.00	0.00 %		\$500
<i>Customer request for data from the Dog Register</i>				* Fee to remain the same					
LG Act 1999 Section 188(1) (d)									
Miscellaneous Costs									
Dog Impounding Fee	per night	Taxable	261107	\$0.00	Actual cost	\$0.00	0.00 %		\$70,000 - inclusive of short and long term impounding
<i>Fee for impounding dog during normal and after hours</i>				* RSPCA Fees Agreement - cost recovery pursuant to Part 5A, section 64E, Division 3 of the Dog and Cat Management Act 1995					
LG Act 1999 Section 188(1) (h)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Daily Holding Fee of Impounded Dog	per day or part thereof	Taxable	261107	\$0.00	Actual cost	\$0.00	0.00 %		\$70,000 - inclusive of short and long term impounding
<i>Daily fee for holding of impounded dog</i>				* RSPCA Fees Agreement - cost recovery pursuant to Part 5A, section 64E, Division 3 of the Dog and Cat Management Act 1995					
LG Act 1999 Section 188(1) (h)									
Dangerous Dog Sign	per sign	Taxable	261110	\$0.00	Actual cost	\$0.00	0.00 %		\$2,000
<i>Fee for supply of 'Dangerous Dog' sign</i>				* Part 5A, section 64E, division 3 Dog and Cat Management Act 2015					
LG Act 1999 Section 188(1) (h)									
Dangerous Dog Collars	per collar	Taxable	261110	\$0.00	At actual cost depending collar size	\$0.00	0.00 %		\$2,000 - inclusive of dangerous dog signs
<i>Fee for supply of dangerous dog collar</i>				* Part 5A, section 64E, Division 3 of the Dog and Cat Management Act 1995					
LG Act 1999 Section 188(1) (h)									
Registration Fee									
Animal Registration Fee	per dog	Exempt	269101	\$43.00	\$46.00	\$3.00	6.98 %		\$1,360,000 - includes all dog registration income
<i>Standard Dog - a dog that is microchipped and desexed</i>				* Fee increased - approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Animal Registration Fee	per dog	Exempt	269101	\$86.00	\$92.00	\$6.00	6.98 %		\$1,360,000 - includes all dog registration income
<i>Non-Standard dog - a dog that is not microchipped or desexed</i>				* Fee increased - approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									





Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Animal Registration Fee	per dog	Exempt	269101	\$0.00	50% of calculated reg fee	\$0.00	0.00 %		\$1,360,000 - includes all dog registration income
<i>50% rebate for part year dog registration for new dogs registered in January, February or March</i>				* Fee approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Animal Registration Fee	per dog	Exempt	269101	\$0.00	100% rebate	\$0.00	0.00 %		\$1,360,000 - includes all dog registration income
<i>100% rebate for part year dog registration for new dogs registered in April, May or June</i>				* Fee approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Animal Registration Fee	per dog	Exempt	269101	\$0.00	50% of calculated reg fee	\$0.00	0.00 %		\$1,360,000 - includes all dog registration income
<i>Puppy rebate 50% (dogs less than 6 months of age that are not yet desexed)</i>				* Fee approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Animal Registration Fee	per dog	Exempt	269101	\$74.00	\$80.00	\$6.00	8.11 %		\$1,360,000 - includes all dog registration income
<i>Unable to desex, \$12 off the non-standard registration renewal fee (for non-desexed dogs born prior to 1 July 2018 that are unable to be desexed on medical grounds on proof from a veterinarian. This discount is available to the end of June 2019, eligible dogs will retain a discount for life)</i>				* Fee increased - approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Business Registration 1 - 9 Dogs	1-9 dogs	Exempt	269102	\$178.00	\$182.00	\$4.00	2.25 %		\$1,360,000 - includes all dog registration income
<i>Fee for 1 - 9 dogs owned by a business (ie breeding dogs) not a natural person</i>				* Fee increased - approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Business Registration 10 - 19 Dogs	10 - 19 dogs	Exempt	269102	\$325.00	\$332.00	\$7.00	2.15 %		\$1,360,000 - includes all dog registration income
<i>Fee for 10 - 19 dogs owned by a business (ie breeding dogs) not a natural person</i>				* Fee increased - approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Business Registration 20 - 29 Dogs	20 - 29 Dogs	Exempt	269102	\$500.00	\$510.00	\$10.00	2.00 %		\$1,360,000 - includes all dog registration income
<i>Fee for 20 - 29 dogs owned by a business (ie breeding dogs) not a natural person</i>				* Fee increased - approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Business Registration 30+ Dogs	30+ dogs	Exempt	269102	\$682.00	\$696.00	\$14.00	2.05 %		\$1,360,000 - includes all dog registration income
<i>Fee for 30+ dogs owned by a business (ie breeding dogs) not a natural person</i>				* Fee increased - approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									
Concession Card Holder Rebate	per dog	Exempt	269101	\$0.00	50% of calculated reg fee	\$0.00	0.00 %		\$1,360,000 - includes all dog registration income
<i>50% rebate</i>				* Fee approved by Council at its meeting 19/5/2020					
LG Act 1999 Section 188(1) (g)									



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Trained Dog	per dog	Exempt	269101	\$0.00	-\$15 off calculated reg fee	\$0.00	0.00 %		\$1,360,000 - includes all dog registration income
-\$15 off calculated registration fee LG Act 1999 Section 188(1) (g)				* Fee approved by Council at its meeting 19/5/2020					
Racing Greyhounds	per dog	Exempt	269101	\$20.00	\$22.00	\$2.00	10.00 %		\$1,360,000 - includes all dog registration income
Flat fee - no other rebates, discounts or concessions apply LG Act 1999 Section 188(1) (g)				* Fee increased - approved by Council at its meeting 19/5/2020					
Working Dog	per dog	Exempt	269101	\$20.00	\$22.00	\$2.00	10.00 %		\$1,360,000 - includes all dog registration income
Flat fee - no other rebates, discounts or concessions apply LG Act 1999 Section 188(1) (g)				* Fee increased - approved by Council at its meeting 19/5/2020					
Late Fee	per dog	Exempt	269101	\$10.00	\$10.00	\$0.00	0.00 %		\$1,360,000 - includes all dog registration income
Late fee for registration of dog LG Act 1999 Section 188(1) (g)				* Fee approved by Council at its meeting 19/5/2020					



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Australian Road Rules Expiation Fees									
Road Traffic (Miscellaneous) Regulations 1999 Expiation Fees - Parking									
Search fee									
Motor Vehicle registration search fee	per vehicle	Exempt	269201	\$0.00	At cost	\$0.00	0.00 %		\$8,000
				* The Minister does not approve/gazette the next years schedule until late May of each year - fees fixed via Expiation of Offences Act 1996					
Recovery of costs for motor vehicle search fees associated with enforcement of legislation									
Expiation Of Offences Regulations 2011 s 6(b) (i)									
By-Laws									
By-Law No 2 Moveable Signs									
Expiation Fee	each	Exempt	269303	\$105.00	\$105.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
				* Resolved by Council on 14 June 2016					
Moveable Signs sections 7, 8, 9, 10 and 12									
LG Act 1999 Section 188(1) (h)									
By-Law No 3 Roads									
Expiation Fee	each	Exempt	269303	\$105.00	\$105.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
				* Resolved by Council on 14 June 2016					
Roads sections 7 and 8									
LG Act 1999 Section 188(1) (h)									
By-Law No 4 Local Government Land									
Expiation Fee	each	Exempt	269303	\$105.00	\$105.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
				* Resolved by Council on 14 June 2016					
Local Government Land section 8, section 9 subsections (2), (3), (4), (5), (7), (9), (10), (11), (13), (14), (15), (16), (17), (21), (23), (24), (25), (27), (28), (29), (31), (32) section 10 subsections (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13) and (14) section 11									
LG Act 1999 Section 188(1) (h)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Expiation Fee	each	Exempt	269303	\$187.00	\$187.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
<i>Local Government Land section 8, section 9 subsections (1), (8), (12), (18), (19), (20), (22), (26), (30) section 10 subsections (2), (3), (4), (5), (6), (7), (9), (10) and (13)</i>				* Resolved by Council on 14 June 2016					
LG Act 1999 Section 188(1) (h)									
By-Law No 6 Foreshore									
Expiation Fee	each	Exempt	269303	\$105.00	\$105.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
<i>Foreshore section 7, section 8, section 9 and section 10</i>				* Resolved by Council on 14 June 2016					
LG Act 1999 Section 188(1) (h)									
Expiation Fee	each	Exempt	269303	\$187.00	\$187.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
<i>Foreshore section 8 subsection (1), (8), (10), (11), section 9 subsections (1), (3), (4), (5), (7), (8)</i>				* Resolved by Council on 14 June 2016					
LG Act 1999 Section 188(1) (h)									
By-Law No 7 Dogs									
Expiation Fee	each	Exempt	269303	\$75.00	\$75.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
<i>Dogs sections 6.1, 8.2, 9, 10</i>				* Resolved by Council on 26 May 2015					
LG Act 1999 Section 188(1) (h)									
Expiation Fee	each	Exempt	269303	\$55.00	\$55.00	\$0.00	0.00 %		\$17,085 all inclusive of by-law expiations
<i>Dogs section 11</i>				* Resolved by Council on 26 May 2015					
LG Act 1999 Section 188(1) (h)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$: %	New	Yearly Income Estimate
Community Safety Miscellaneous Fee								
Administration and Other Fee								
Administration Fee - Clearing of Dumped Rubbish	per instance	Taxable	269303	\$55.20	\$55.20	\$0.00 : 0.00 %		\$17,085 all inclusive of by-law expiations
<i>Cost recovery for the administration of clearing and disposal of dumped rubbish</i>				* Fee to remain the same				
<i>LG Act 1999 Section 188(1) (h)</i>								
Advertising	per sign	Taxable	269303	\$0.00	Actual cost for advertising impounded signs	\$0.00 : 0.00 %		\$17,085 all inclusive of by-law expiations
<i>Impounding fee for impounding of signs that contravene By-Law and legislation</i>				* No change to fee structure				
<i>LG Act 1999 Section 188(1) (h)</i>								
Clearing of Dumped Rubbish	per instance	Taxable	269303	\$0.00	Actual cost of clearing and disposing of items	\$0.00 : 0.00 %		\$17,085 all inclusive of by-law expiations
<i>Cost recovery of clearing up dumped rubbish</i>				* No change to fee structure				
<i>LG Act 1999 Section 188(1) (h)</i>								



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Development Services									
Certificate of Title (non-statutory)									
Certificate of Title search by Development Services administration support									
Certificate of Title Service for Development Assessment Purposes									
CT Administration Fee	per search	Taxable	349110	\$17.60	\$17.90	\$0.30	1.70 %		\$5,000
				<i>Administration time and tasks associated with accessing a certificate of title (CT) from Land Titles Office (LTO)</i>					
				* In line with indexation					
LG Act 1999 Section 188(1) (e)									
Development Plan Consent (DPC) (Statutory)									
Preparation of Agreements									
Administration Fee for Road Bond	per application	Taxable	349115	\$524.00	\$533.00	\$9.00	1.72 %		\$18,652
				<i>Administration time and tasks associated with bond document preparation</i>					
				* In line with indexation					
LG Act 1999 Section 188(1) (h)									
Public Notification Fees (Non-Statutory)									
Advertisement and Notification Fees									
Category Three Advertisement in Newspaper/Signage	per application	Taxable	349100	\$447.90	\$447.90	\$0.00	0.00 %		\$26,400
				<i>When PDI Act commences, Newspaper notification ceases - replaced by signage costs</i>					
				* Fee to remain the same					
LG Act 1999 Section 188(1) (h)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Licences, Permits and Insurances									
Licences and Permits									
Additional Services									
Bond	with permit	Exempt	169049.6251	\$1,170.00	\$1,170.00	\$0.00	0.00 %		\$0
<i>For major events or functions with potential risk to public/council land or works with potential risk to Council infrastructure</i> * No increase as this is a bond									
LG Act 1999 Section 188(1) (f)									
Advertisement in Newspapers									
Advertisement for Lease, Licence or Permit Over Council Land (Section 202)	actual cost incurred per application	Taxable	169049.6251	\$0.00	Actual cost per application	\$0.00	0.00 %		\$0
<i>3-week public consultation</i> * No change to fee structure - fee charged at actual cost									
LG Act 1999 Section 188(1) (f)									
Banners - Temporary Advertising									
Two weeks									
Temporary Banners	per application (per 2 weeks, maximum 4 weeks)	Exempt	169049	\$37.00	\$38.00	\$1.00	2.70 %		\$3,800
<i>6 locations per application</i> * In line with indexation and rounded up to nearest \$									
LG Act 1999 Section 188(1) (f)									
Clarendon Recreation Ground									
Facility hire fees									
Oval Only Hire	per day	Taxable	169049.6251	\$65.00	\$66.00	\$1.00	1.54 %		\$264
<i>Non exclusive use</i> * In line with indexation and rounded down to nearest \$									
LG Act 1999 Section 188(1) (f)									
Pavilion and Kitchen Hire	per day	Taxable	169049.6251	\$148.00	\$151.00	\$3.00	2.03 %		\$3,020
<i>Exclusive use</i> * In line with indexation and rounded up to nearest \$									
LG Act 1999 Section 188(1) (f)									



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Pavilion Only Hire <i>Exclusive use</i> LG Act 1999 Section 188(1) (f)	per day	Taxable	169049.6251	\$113.00	\$115.00	\$2.00	1.77 %		\$2,300
* In line with indexation									
Filming on Council Land									
Fast Track Filming Administration/Application Fee <i>Less than 7 days notice</i> LG Act 1999 Section 188(1) (f)	per application	Taxable	169048.6251	\$166.00	\$169.00	\$3.00	1.81 %		\$507
* In line with indexation and rounded up to nearest \$									
Filming - Administration/Application fee - Promotional material, photography, series and commercials <i>Non exclusive use up to 7 days (fee to be negotiated after 7 days)</i> LG Act 1999 Section 188(1) (e)	up to 3 hours	Taxable	169048.6251	\$294.00	\$299.00	\$5.00	1.70 %		\$1,495
* In line with indexation									
Filming- Administration/ Application fee- Promotional material, photography, series and commercials <i>Non exclusive use up to 7 days (fee to be negotiated after 7 days)</i> LG Act 1999 Section 188(1) (e)	per day	Taxable	169048.6251	\$600.00	\$610.00	\$10.00	1.67 %		\$4,880
* In line with indexation									
Filming- Commercial Advertising or Major Films Adminstration/ Application Fee <i>High impact filming application fee</i> LG Act 1999 Section 188(1) (e)	per application	Taxable	169048.6251	\$531.00	\$540.00	\$9.00	1.69 %		\$540
* In line with indexation									
Filming - Commercial Advertising or Major Films on Council Land <i>High impact, exclusive use up to 7 days (fee to be negotiated after 7 days)</i> LG Act 1999 Section 188(1) (f)	per day	Exempt	169048.6251	\$934.00	\$950.00	\$16.00	1.71 %		\$950
* In line with indexation									
Filming- Commercial Advertising or Major Films on Council Land <i>High impact, exclusive and/or non exclusive use</i> LG Act 1999 Section 188(1) (f)	per application	Exempt	169049	\$0.00	Fee to be negotiated	\$0.00	0.00 %		\$0
* No change to fee structure									
Filming- Not for Profit <i>Low key up to 15 crew - not for profit</i> LG Act 1999 Section 188(1) (f)	per day	Exempt	169049	\$276.00	\$281.00	\$5.00	1.81 %		\$843
* In line with indexation and rounded up to nearest \$									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Filming- Not for Profit <i>Low key up to 15 crew - not for profit</i> LG Act 1999 Section 188(1) (f)	up to 3hrs	Exempt	169049	\$170.00	\$173.00	\$3.00	1.76 %		\$1,384
									* In line with indexation
Filming - Students <i>Maximum of 3 days</i> LG Act 1999 Section 188(1) (f)	per application	Exempt	169049	\$30.00	\$31.00	\$1.00	3.33 %		\$124
									* In line with indexation and rounded up to nearest \$
General Permits & Licences									
Busking LG Act 1999 Section 188(1) (f)	per application	Exempt	169049.6251	\$8.50	\$9.00	\$0.50	5.88 %		\$900
									* In line with indexation and rounded up to nearest \$
Shipping/Storage Containers on Council Land <i>Maximum of 3 days</i> LG Act 1999 Section 188(1) (f)	per permit	Exempt	169049	\$136.00	\$138.00	\$2.00	1.47 %		\$276
									* In line with indexation and rounded down to nearest \$
Use of Crane on Council Land/Road <i>High impact business use of council property & infrastructure</i> LG Act 1999 Section 188(1) (f)	per half day	Exempt	169049.6251	\$0.00	\$91.00	\$91.00	0.00 %	Yes	\$455
									* New fee for high impact, resource intensive with before and after inspections to minimise damage to council property & infrastructure
Helicopter Landings LG Act 1999 Section 188(1) (f)	per landing	Exempt	169049.6251	\$91.00	\$93.00	\$2.00	2.20 %		\$93
									* In line with indexation and rounded up to nearest \$
Mini Skips on Council Land <i>Maximum of 3 days</i> LG Act 1999 Section 188(1) (f)	per permit	Exempt	169049.6251	\$89.00	\$91.00	\$2.00	2.25 %		\$910
									* In line with indexation and rounded up to nearest \$
Seed Collectors <i>Commercial</i> LG Act 1999 Section 188(1) (f)	per application	Exempt	169049.6251	\$158.00	\$161.00	\$3.00	1.90 %		\$322
									* In line with indexation and rounded up to nearest \$
Seed Collectors <i>Volunteers - not for profit (administration fee only)</i> LG Act 1999 Section 188(1) (f)	per application	Exempt	169049	\$29.00	\$29.00	\$0.00	0.00 %		\$58
									* In line with indexation and rounded to nearest \$
Olive (and other) picking <i>Up to 3 days maximum</i> LG Act 1999 Section 188(1) (f)	per application	Exempt	169049.6251	\$59.00	\$60.00	\$1.00	1.69 %		\$60
									* In line with indexation



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Outdoor Dining - Section 222									
Annual Permit Fee - Licensed	each patron	Exempt	169049.6251	\$16.00	\$16.00	\$0.00	0.00 %		\$3,264
<i>Per patron</i>									* In line with indexation and rounded down to nearest \$
LG Act 1999 Section 188(1) (f)									
Annual Permit Fee - Unlicensed	per patron	Exempt	169049.6251	\$10.00	\$10.00	\$0.00	0.00 %		\$1,280
<i>Per patron</i>									* In line with indexation and rounded down to nearest \$
LG Act 1999 Section 188(1) (f)									
Parklet Permit Fee	per application	Exempt	169049.6251	\$352.00	\$358.00	\$6.00	1.70 %		\$1,074
<i>This fee is for the period of 12 months</i>									* In line with indexation
LG Act 1999 Section 188(1) (f)									
Permission to Build 'Structure' Over Council Easement									
Application for permission to build over easement	per application	Exempt	169049	\$570.00	\$580.00	\$10.00	1.75 %		\$5,800
<i>Fee for the investigation and assessment of applications for encroachment onto or over a Council easement. Fee covers administrative/technical staff time associated with assessing application. Fee is charged per application and is payable in advance regardless of whether an encroachment is approved.</i>									* In line with indexation
LG Act 1999 Section 188(1) (f)									
Signs and Banners - Permanent Advertising									
Commercial	per sign per annum	Exempt	169049.6251	\$0.00	Based on commercial valuation	\$0.00	0.00 %		\$0
<i>Commercial valuation</i>									* No change to fee structure - fee based on commercial valuation
LG Act 1999 Section 188(1) (f)									
Government	per sign per annum	Exempt	169049.6251	\$189.00	\$192.00	\$3.00	1.59 %		\$192
									* In line with indexation and rounded down to nearest \$
LG Act 1999 Section 188(1) (f)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Traders									
20% discount may apply to mobile traders operating from both mobile and fixed business premises in City of Onkaparinga									
Licensed Traders on Council Land/Road	Per day up to 3 months	Exempt	169049.6251	\$0.00	\$150.00	\$150.00	0.00 %	Yes	\$750
<i>Short term, high impact events ie Twilight Markets, licenced pop-up venues, outdoor cinema, carnivals, beach and lounge bars etc.</i>									
* New fee based on independent valuation									
LG Act 1999 Section 188(1) (f)									
Traders on Council Land/Road	per application	Exempt	169049.6251	\$76.00	\$77.00	\$1.00	1.32 %		\$385
<i>Daily (small scale business: ie mobile food vans, small sole operator pop-up, unlicensed)</i>									
* In line with indexation and rounded down to nearest \$									
LG Act 1999 Section 188(1) (f)									
Traders on Council Land/Road	per applicaiton	Exempt	169049.6251	\$153.00	\$156.00	\$3.00	1.96 %		\$1,248
<i>Up to a month (Unlicensed)</i>									
* In line with indexation and rounded up to nearest \$									
LG Act 1999 Section 188(1) (f)									
Traders on Council Land/Road	per application	Exempt	169049.6251	\$1,629.00	\$1,657.00	\$28.00	1.72 %		\$8,285
<i>Per annum (Unlicensed)</i>									
* In line with indexation									
LG Act 1999 Section 188(1) (f)									
Traders on Council land/roads	annual	Exempt	169049	\$81.00	\$82.00	\$1.00	1.23 %		\$246
<i>Not for Profit use of Council land/roads for community benefit (e.g. distribution of leaflets)</i>									
* In line with indexation and rounded down to nearest \$									
LG Act 1999 Section 188(1) (f)									
Use of Community Land									
Casual Use of Council sporting turfed surface/reserve or forshore	per half day	Exempt	169049	\$59.00	\$60.00	\$1.00	1.69 %		\$60
<i>To facilitate the use by organisations for sporting activities eg schools use of council reserves</i>									
* In line with indexation									
LG Act 1999 Section 188(1) (f)									
Reserves - Long Term Licence (excludes turf fields and pitches)	annual	Exempt	169049.6251	\$349.00	\$355.00	\$6.00	1.72 %		\$17,750
<i>Temporary residential encroachments, community not for profit storage sheds and containers</i>									
* In line with indexation									
LG Act 1999 Section 188(1) (f)									
Reserves - Long Term Licence	up to 6 months	Exempt	169049.6251	\$550.00	\$559.00	\$9.00	1.64 %		\$559
<i>Private recreation/commercial users/business use - minimum fee applies, market value may apply for license over 12 months (30% discount for junior teams)</i>									
* In line with indexation and rounded down to nearest \$									
LG Act 1999 Section 188(1) (f)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Reserves - Short Term Permit <i>Vehicle access over council reserve</i> LG Act 1999 Section 188(1) (f)	per day - max 3 days	Exempt	169049	\$68.00	\$69.00	\$1.00	1.47 %		\$690
* In line with indexation and rounded down to nearest \$									
Reserves - Short Term Permit <i>Private function - invited guests only. Other fees may apply for additional services or to meet legislative requirements</i> LG Act 1999 Section 188(1) (f)	per day - max 3 days	Exempt	169049.6251	\$934.00	\$950.00	\$16.00	1.71 %		\$950
* In line with indexation									
Casual Use of Council Community Tennis/Netball Courts <i>To facilitate the use by organisations for sporting activities e.g. School use</i> LG Act 1999 Section 188(1) (f)	per hour per court	Exempt	169049	\$9.40	\$10.00	\$0.60	6.38 %		\$20
* In line with indexation and rounded up to nearest \$									
Casual Use of Council Community Tennis/Netball Courts <i>To facilitate the use by organisations for sporting activities e.g. School use</i> LG Act 1999 Section 188(1) (f)	per season up to 6 months	Exempt	169049	\$374.00	\$380.00	\$6.00	1.60 %		\$760
* In line with indexation and rounded down to nearest \$									
Long Term Licence - Decal/s <i>For commercial organisations, applies over Council land and roads</i> LG Act 1999 Section 188(1) (f)	per application (5 Decals up to 6 mths)	Exempt	169049	\$531.00	\$540.00	\$9.00	1.69 %		\$540
* In line with indexation									
Long Term Licence - Decal/s <i>For community organisations (includes charitable and not for profit organisations) applies over Council land and roads</i> LG Act 1999 Section 188(1) (f)	per application (10 Decals up to 6 mths)	Exempt	169049	\$170.00	\$173.00	\$3.00	1.76 %		\$1,730
* In line with indexation									
Use of Community Land/Road for Bump In/Bump Out <i>Per day (new fee) ie short term, high impact events</i> LG Act 1999 Section 188(1) (f)	per day	Exempt	169049	\$0.00	\$30.00	\$30.00	0.00 %	Yes	\$150
* New Fee to reflect set up times for events									



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Reserves Long Term Licence	per session(weekly, min 12 sessions non refundable)	Exempt	169049	\$6.20	\$7.00	\$0.80	12.90 %		\$1,273
<i>Small scale business e.g. commercial outdoor fitness providers, low key affordable service providers in the community e.g. art lessons, yoga, health and wellness activities. Minimum fee of 12 sessions applicable.</i>				* In line with indexation and rounded up to nearest \$					
LG Act 1999 Section 188(1) (f)									
Reserves - Seasonal Licence	per season up to 6 months	Exempt	169049	\$1,518.00	\$1,544.00	\$26.00	1.71 %		\$1,544
<i>Seasonal use of Council Sports Turf Surface - 30% discount for junior teams</i>				* In line with indexation					
LG Act 1999 Section 188(1) (f)									
Reserves / Foreshore - Casual Bookings	per day	Exempt	169049	\$0.00	No fee	\$0.00	0.00 %		\$0
<i>0 to 70 people attending - no permit required</i>				* No fee for this service					
LG Act 1999 Section 188(1) (f)									
Reserves / Foreshore- Events on Council Land	per day	Exempt	169049	\$59.00	60	\$1.00	1.69 %		\$2,400
<i>0 to 70 people (maximum 3 days)</i>				* In line with indexation					
LG Act 1999 Section 188(1) (f)									
Reserves / Foreshore - Events and Informal Gatherings on Council Land	per day	Exempt	169049	\$175.00	\$110.00	-\$65.00	-37.14 %		\$440
<i>More than 71 people (maximum 3 days)</i>				* Fee decreased to encourage activation for free and open public events					
LG Act 1999 Section 188(1) (f)									
Reserves / Foreshore - Wedding Bookings	2 hours	Exempt	169049	\$191.00	\$194.00	\$3.00	1.57 %		\$11,640
<i>0 to 130 people ceremony only</i>				* In line with indexation and rounded down to nearest \$					
LG Act 1999 Section 188(1) (f)									
Use of Council Roads									
Events on Roads	per application	Exempt		\$59.00	60	\$1.00	1.69 %		\$300
<i>Community events on Council Roads 0-70 people (maximum of 3 days)</i>				* In line with indexation					
LG Act 1999 Section 188(1) (f)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Events on Roads	per application	Exempt		\$175.00	\$110.00	-\$65.00	-37.14 %		\$2,750
<i>Community events on Council roads e.g. Street Gatherings, Cycling events etc More than 71 people (maximum of 3 days)</i>				* Fee decreased to encourage participation in affordable community and active sport events					
LG Act 1999 Section 188(1) (f)									
Road Reserves	per week	Exempt	169049	\$0.00	\$250.00	\$250.00	0.00 %	Yes	\$1,000
<i>Commercial use of Road/Land for building compound/construction sites/high impact</i>				* New weekly fee to reflect high impact by business use					
LG Act 1999 Section 188(1) (f)									
Road Reserves	per application	Exempt	169049	\$319.00	\$324.00	\$5.00	1.57 %		\$648
<i>Government body (includes Government contractors)/Commercial Organisation (up to 12 months) including access over community land, very low impact</i>				* In line with indexation and rounded down to nearest \$					
LG Act 1999 Section 188(1) (f)									
Road Reserves	per week (up to 2 months)	Exempt	169049.6251	\$125.00	\$127.00	\$2.00	1.60 %		\$508
<i>Commercial Use/Hoarding and Business Use (short term use of small portion of Council Land, low impact)</i>				* In line with indexation and rounded down to nearest \$					
LG Act 1999 Section 188(1) (f)									
Road Reserves	per month (up to 12 months)	Exempt	169049	\$407.00	\$1,000.00	\$593.00	145.70 %		\$3,000
<i>Commercial Use/Hoarding and Business Use, higher impact</i>				* Increased above indexation - fee revised to align with a new weekly fee rate					
LG Act 1999 Section 188(1) (f)									
Road Reserves	per application	Exempt	169049.6251	\$0.00	On negotiation	\$0.00	0.00 %		\$0
<i>Commercial Use/Hoarding and Business Use - A period longer than 12 months fee to be negotiated</i>				* No change to fee structure					
LG Act 1999 Section 188(1) (f)									
Road Reserves - Long Term Permit	annually	Exempt	169049.6251	\$257.00	\$261.00	\$4.00	1.56 %		\$2,610
<i>Rural use (eg. grazing, moving of livestock), residential, community organisations and commercial</i>				* In line with indexation and rounded to nearest \$					
LG Act 1999 Section 188(1) (f)									
Application to Alter a Public Road	per application	Exempt	169049	\$191.00	\$194.00	\$3.00	1.57 %		\$18,072
<i>Application to alter a public road under section 221 (applies to underground electrical services, indirect water supply and driveway crossovers and inverts)</i>				* In line with indexation and rounded to nearest \$					
LG Act 1999 Section 188(1) (f)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
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Miscellaneous Charges

Assessment Information

Provision of information on rates and valuation data obtained from the assessment record including reprinting of historical rates notices

Bulk Assessment Record Information (database extract)

Provision of assessment record information on larger numbers of properties – usually for requests lodged by land agents or similar bodies.

Bulk Electronic Information Charge per Record	per record	Taxable	719107	\$1.00	\$1.00	\$0.00	0.00 %		\$500 is the total budget for all Assessment information and rate notices copies
<p><i>Under Section 174(2) of the Local Government Act 1999 "A person is entitled, upon payment of a fee fixed by the council, to a copy of an entry made in the assessment record."</i> * In line with indexation and rounded down to nearest \$</p> <p>LG Act 1999 Section 188(1) (d)</p>									
Bulk Electronic Information Minimum Charge	minimum amount payable	Taxable	719107	\$138.60	\$141.00	\$2.40	1.73 %		\$500 is the total budget for all Assessment information and rate notices copies
<p><i>Under Section 174(2) of the Local Government Act 1999 "A person is entitled, upon payment of a fee fixed by the council, to a copy of an entry made in the assessment record."</i> * In line with indexation and rounded down to nearest \$</p> <p>LG Act 1999 Section 188(1) (d)</p>									



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Bulk Information (Minimum 25 Assessments) Time Based Charge (where specific property addresses are provided)	per half hour	Taxable	719107	\$47.00	\$48.00	\$1.00	2.13 %		\$500 is the total budget for all Assessment information and rate notices copies
<p><i>Under Section 174(2) of the Local Government Act 1999 "A person is entitled, upon payment of a fee fixed by the council, to a copy of an entry made in the assessment record."</i></p> <p>LG Act 1999 Section 188(1) (d)</p>									
<p>Information Retrieval from Assessment Record</p> <p>Administrative cost per half hour of staff processing time to produce the requested information where information not readily available from current data.</p>									
Investigation and Archival Retrieval from Assessment Record	per half hour	Taxable	719107	\$47.00	\$48.00	\$1.00	2.13 %		\$500 is the total budget for all Assessment information and rate notices copies
<p><i>Administrative cost per half hour of processing to produce the requested information.</i></p> <p>LG Act 1999 Section 188(1) (d)</p>									
Material Costs	per page or at cost (external costs)	Taxable	719107	\$0.60	\$0.60	\$0.00	0.00 %		\$500 is the total budget for all Assessment information and rate notices copies
<p><i>Costs of any material to produce information which will be charged at cost for an external costs incurred (retrieve archive data) or cost per page of information required.</i></p> <p>LG Act 1999 Section 188(1) (d)</p>									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Printed extracts of Assessment Record Information									
Assessment Record Extract	per assessment requested	Taxable	719107	\$29.00	\$29.50	\$0.50	1.72 %		\$500 is the total budget for all Assessment information and rate notices copies
<i>Under Section 174(2) of the Local Government Act 1999 "A person is entitled, upon payment of a fee fixed by the council, to a copy of an entry made in the assessment record."</i>									
LG Act 1999 Section 188(1) (d) * In line with indexation and rounded down to nearest c									
Provision of Address Information to Third Party Service Providers									
Provision of Address Information to Third Party Service Providers	per property	Taxable	719107	\$5.10	\$5.20	\$0.10	1.96 %		\$500 is the total budget for all Assessment information and rate notices copies
<i>Provision of house number to allotment number for third party service providers (Pest Control Agencies, Telstra, Origin, etc)</i>									
LG Act 1999 Section 188(1) (d) * In line with indexation and rounded down to nearest c									
Reprint Rate Notices (Previous Financial Years)									
Reprint Rate Notices (Previous Financial Years)	per notice	Taxable	719107	\$29.00	\$29.50	\$0.50	1.72 %		\$500 is the total budget for all Assessment information and rate notices copies
LG Act 1999 Section 188(1) (d) * In line with indexation and rounded down to nearest c									



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Reprint Rate Schedule	per half hour	Taxable	719107	\$47.30	\$48.10	\$0.80	1.69 %		\$500 is the total budget for all Assessment information and rate notices copies
<i>Administrative cost per half hour of processing to produce the requested information.</i>				* In line with indexation and rounded down to nearest c					
LG Act 1999 Section 188(1) (d)									
Material Costs	per page	Taxable	719107	\$0.60	\$0.60	\$0.00	0.00 %		\$500 is the total budget for all Assessment information and rate notices copies
<i>Material cost to reprint rate schedule.</i>				* In line with indexation and rounded down to nearest c					
LG Act 1999 Section 188(1) (d)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Miscellaneous Charges									
Cemetery Fees									
Services Provided									
Administration Fee	per application	Taxable	679201	\$134.00	\$136.00	\$2.00	1.49 %		\$5,984
* In line with indexation and rounded down to nearest \$									
LG Act 1999 Section 188(1) (e)									
Burial Plot 50 Year Interment Right - Renewel Fee	per renewal	Exempt		\$0.00	\$3,185.00	\$3,185.00	0.00 %		\$50,960
* Fee reinstated									
LG Act 1999 Section 188(1) (f)									
Burial Plot 50 Year Interment Right - Renewel Fee - Legislative 5 year minimum renewal option fee	per renewal	Exempt		\$0.00	\$318.50	\$318.50	0.00 %		\$20,000
* Fee reinstated									
LG Act 1999 Section 188(1) (f)									
Niche Wall - 25 Year Interment Right - Renewel Fee	per renewal	Exempt		\$0.00	\$862.00	\$862.00	0.00 %		\$4,310
* Fee reinstated									
LG Act 1999 Section 188(1) (f)									
Niche Wall - 25 Year Interment Right - Renewel Fee - Legislative 5 year minimum renewal option fee	per renewal	Exempt		\$0.00	\$173.00	\$173.00	0.00 %		\$865
* Fee reinstated									
LG Act 1999 Section 188(1) (f)									
Rose Garden/Memorial - 25 Year Interment Right - Reneal Fee	per renewal	Exempt		\$0.00	\$991.00	\$991.00	0.00 %		\$4,955
* Fee reinstated									
LG Act 1999 Section 188(1) (f)									
Rose Garden/Memorial - 25 Year Interment Right - Reneal Fee - Legislative 5 year minimum renewal option fee	per renewal	Exempt		\$0.00	\$200.00	\$200.00	0.00 %		\$1,000
* Fee reinstated									
LG Act 1999 Section 188(1) (f)									



Proposed Schedule of Fees and Charges 2020-21

Attachment 1

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
View Electronic Burial Information Online	per viewing	Exempt		\$0.00	No fee	\$0.00	0.00 %		\$0
LG Act 1999 Section 188(1) (d)									
Burial Plot 50 Year Interment Right	per applicaiton	Exempt	679201	\$3,185.00	\$3,239.00	\$54.00	1.70 %		\$32,390
LG Act 1999 Section 188(1) (f)									
Niche Wall - 25 Year Interment Right	per application	Exempt	679201	\$862.00	\$877.00	\$15.00	1.74 %		\$2,631
LG Act 1999 Section 188(1) (f)									
Rose Garden - 25 Year Interment Right	per application	Exempt	679201	\$991.00	\$1,008.00	\$17.00	1.72 %		\$4,032
LG Act 1999 Section 188(1) (f)									
Transfer of Interment Right	per application	Exempt	679201	\$134.00	\$136.00	\$2.00	1.49 %		\$1,360
LG Act 1999 Section 188(1) (f)									
Surrender of Interment Right	per applicaiton	Exempt	679201	\$240.00	\$244.00	\$4.00	1.67 %		\$488
<i>Legislative Surrender of Interment Right option</i>									
LG Act 1999 Section 188(1) (f)									
Ashes Interred in Grave	per application	Taxable	679201	\$0.00	Actual Contractor Cost + Administration Fee	\$0.00	0.00 %		\$0
LG Act 1999 Section 188(1) (f)									
Memorial Permit	per application	Exempt	679201	\$134.00	\$136.00	\$2.00	1.49 %		\$2,720
LG Act 1999 Section 188(1) (f)									





Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Miscellaneous Charges									
Information Retrieval for Community Members									
Community members requesting copies of house plans, soil reports, engineering reports, agenda/minutes, copies of by-law etc.									
Investigation and Archival Retrieval									
Requiring investigation and archival retrieval of information eg: house plans, soil reports, engineering reports, agenda/minutes, copies of by-law etc.									
Enquiry	per request	Taxable	709303.6251	\$57.90	\$58.90	\$1.00	1.73 %		\$4,000
<i>Lodgement fee</i>									
* In line with indexation									
LG Act 1999 Section 188(1) (d)									
Processing Fee - Completion of Search	per search	Taxable	709303	\$35.30	\$35.90	\$0.60	1.70 %		\$100
<i>Administrative cost per half hour of processing the request</i>									
* In line with indexation									
LG Act 1999 Section 188(1) (d)									
Materials Cost A4 copies	per page	Taxable	709303	\$0.20	\$0.20	\$0.00	0.00 %		\$50
<i>Cost per page for A4 copy - black and white and colour, no duplex</i>									
* Fee to remain the same									
LG Act 1999 Section 188(1) (d)									
Materials Cost A3 copies	per page	Taxable	709303	\$0.50	\$0.50	\$0.00	0.00 %		\$5
<i>Cost per page for A3 copy - black and white only</i>									
* Fee to remain the same									
LG Act 1999 Section 188(1) (d)									
Materials Cost AO1 copies	per page	Taxable	709303	\$2.00	\$2.00	\$0.00	0.00 %		\$10
<i>Cost per page for AO1 copy - black and white only</i>									
* Fee to remain the same									
LG Act 1999 Section 188(1) (d)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Property Transactions									
Real Property Transactions									
Application Fee - Consent of Council as an Interested Party	per application	Taxable	999024	\$292.00	\$297.00	\$5.00	1.71 %		\$1,188
<i>Applicants wishing to apply for Council's consent pursuant to encumbrances, Land Management Agreements (LMA's) licences, leases or caveats are required to pay this fee upon application.</i>				* In line with indexation					
LG Act 1999 Section 188(1) (e)									
Easement - Compensation for the value of the rights/liberties granted for electricity transformer structures	per transformer (minimum fee \$5,195)	Taxable	999024	\$0.00	Higher of \$5,195 or market value when request	\$0.00	0.00 %		\$0
<i>Successful applicants for the creation or variation of easements must compensate Council for the value of the rights granted and the encumbrance to the land plus all associated processing and external costs. (A minimum fee applies or independent valuation plus valuation charge at Councils discretion)</i>				* No change to fee structure					
LG Act 1999 Section 188(1) (e)									
Landowner consent	per consent	Taxable	999024	\$102.00	\$104.00	\$2.00	1.96 %		\$0
<i>Landowner consent to host an event/function when the event/function is considered additional to the permitted use under a lease. If a liquor licence extension is required this will be incorporated into this fee.</i>				* In line with indexation and rounded up to nearest \$					
LG Act 1999 Section 188(1) (f)									
Purchase of a Public Road	per parcel	Taxable	999024	\$0.00	Market value	\$0.00	0.00 %		\$0
<i>Applicants wishing to purchase a portion of public road will be required to pay not less than the current market value of the land, plus all associated processing and external costs.</i>				* No change to fee structure					
LG Act 1999 Section 188(1) (e)									
Application Fee - Easements	per easement	Taxable	999024	\$292.00	\$297.00	\$5.00	1.71 %		\$1,188
<i>Applicants wishing to apply for creation, variation or extinguishment of easements are required to pay this fee upon application.</i>				* In line with indexation					
LG Act 1999 Section 188(1) (e)									



Proposed Schedule of Fees and Charges 2020-21

Description and Legislative Authority	Unit	GST Treatment	Business Unit	Current Fee 2019-20	Proposed Fee 2020-21	Change \$	%	New	Yearly Income Estimate
Easements - Compensation for the value of the rights/liberties granted (excludes electricity transformer sites)	per easement (minimum fee \$1,553.00)	Taxable	999024	\$0.00	Higher of \$1,533.00 or market value when request	\$0.00	0.00 %		\$0
<i>Applicants wishing to apply for creation, variation or extinguishment of easements must compensate Council for the loss of rights granted as a result of the encumbrance to the land plus all associated processing and external costs (A minimum fee applies or Independent Market Valuation plus valuation charge, at Councils discretion)</i>				* No Change to fee structure					
LG Act 1999 Section 188(1) (h)									
Application Fee - Purchase of a Public Road	per application	Taxable	999024	\$292.00	\$297.00	\$5.00	1.71 %		\$594
<i>Applicants wishing to apply to purchase a portion of public road are required to pay this fee upon application.</i>				* In line with indexation					
LG Act 1999 Section 188(1) (e)									
Application Fee - Purchase of Council Land	per item	Taxable	999024	\$292.00	\$297.00	\$5.00	1.71 %		\$1,188
<i>Persons wishing to apply to purchase Council land are required to pay this fee upon application to obtain land titles, etc. Sale of land will be at market value plus associated processing costs.</i>				* In line with indexation					
LG Act 1999 Section 188(1) (e)									
Purchase of Council land	per parcel	Taxable	999024	\$0.00	Market value	\$0.00	0.00 %		\$0
<i>Applicants wishing to purchase Council land will be required to pay not less than the current market value of the land, plus all associated processing and external costs.</i>				* No change to fee structure					
LG Act 1999 Section 188(1) (h)									
Application Fee - Commercial Leases	per application	Taxable	999024	\$418.00	\$425.00	\$7.00	1.67 %		\$425
<i>Commercial entities applying to lease Council (or Community) land are required to pay this fee up-front to cover the costs associated with processing this application.</i>				* In line with indexation					
LG Act 1999 Section 188(1) (e)									



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9.5 Update report on the revocation of community land adjoining Bayliss Road, McLaren Vale to enable sale to the directly adjoining landowner

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

Manager:	Jock Berry, Manager Property and Commercial
Report Author:	Bryn Adams, Property Officer Transactions
Contact Number:	8488 2001
Attachments:	<ol style="list-style-type: none"> 1. Aerial photograph (1 page) 2. Aerial Photograph of adjacent land holders written to at McLaren Vale (1 page) 3. Your Say Website Report (4 pages)

1. Purpose

This report details the outcomes from the public consultation phase of the proposal to revoke the community land classification of a parcel of council land adjoining Bayliss Road, McLaren Vale and recommends a request be forwarded to the Minister for Transport, Infrastructure and Local Government for consent to revoke the land from its community land classification in accordance with the legislative procedure.

2. Recommendations

That for the council owned land described as Closed Road A in Road Plan 1550A comprised in Certificate of Title Volume 6227 Folio 846 and bordered in red on attachment 1 to the agenda report, Council:

- a. Receives one submission during the public consultation phase of the community land revocation process.
- b. Having considered the submission received, resolves to proceed with the process to revoke the land from its community land classification on the basis that:
 - 43 visitors viewed the proposal on council's **'Your Say' online survey tool**
 - 5 adjacent land holders were notified in writing
 - 4 community interest groups were notified in writing
 - newspaper advertising was undertaken, which all resulted in no objections to the proposal being received.
- c. Approves that a request be forwarded to the Minister for Transport, Infrastructure and Local Government seeking approval to revoke the subject land from its community land classification to enable disposal.
- d. Requests that a final update report be presented to Council **once the Minister's decision** regarding the proposed revocation has been received, to enable finalisation of the revocation and disposal process.

3. Background

At its meeting on 21 January 2020, Council declared 'in principle' that the subject parcel of community land bordered in red on attachment 1 to this agenda report is surplus to requirements and potentially suitable for disposal to the adjoining land owner in occupation and approved the commencement of the public consultation phase of the revocation of community land process. The public consultation commenced on 18 March 2020 and concluded on 9 April 2020, a period in excess of the minimum public consultation period required by the legislation.

The subject parcel of council land was closed as a road and vested to council in 1870. For several decades the subject land has been planted with rows of mature vines as part of the adjoining **landowner's vineyard. Council's oldest aerial imagery shows the parcel of council land fenced in** with the adjoining land and used for cropping or grazing purposes in 1949, demonstrating longstanding private occupation of this parcel of council land for over 70 years.

Following identification of the private occupation by council's Property Transactions Team, the adjoining landowner has applied to purchase the subject parcel of council land for consolidation with their title to resolve this longstanding use and occupation of council's land.

The subject parcel of land has been comprehensively investigated through an internal circularisation process and no strategic or operational need to retain the subject land was identified.

The subject land is held within the Primary Production Zone under the current version of council's Development Plan. A condition of the disposal of the land will be that the land be amalgamated **with the adjoining landowner's land to form a single allotment. Due to the restrictions on the** division of land within the Primary Production Zone, the proposed revocation and disposal will not enable the applicant to further subdivide their land.

Disposal of the subject land for consolidation with the adjoining land parcel will resolve the longstanding private occupation of this parcel of surplus council land once and for all.

Public Consultation Process

The public consultation process for the subject land closed on 9 April 2020 and was conducted in accordance with the Community Engagement Plan endorsed by Council on 21 January 2020. The consultation process involved:

- the placement of a notice in the Southern Times Messenger newspaper on 18 March 2020 outlining the relevant details of the proposal, inviting writing submissions and providing contact officer details,
- the placement of information folders at our five Customer Service Centres at Noarlunga, Aberfoyle Park, Willunga, Woodcroft and Aldinga outlining relevant details of the proposal, inviting written submissions and providing contact officer details,
- letters of explanation being posted to 5 adjacent land holders inviting comment (refer attachment 2 of this agenda report),
- letters of explanation being posted to Walking SA, Horse SA, Willunga Basin Trails Incorporated and the Maslin Beach Community Association; and
- the placement of an information page with supporting documentation and survey open for the **public to complete on the City of Onkaparinga's 'Your Say' website.**

Summary of Outcomes

- There were no submissions received from the 5 adjacent land holders who were notified in writing of the proposed revocation and disposal.

- There were no submissions received from the 4 community interest groups (Walking SA, Horse SA, Willunga Basin Trails Incorporated and the Maslin Beach Community Association) who were notified in writing of the proposed revocation and disposal.
- There were 43 visitors that viewed the **proposal on the 'Your Say' website which resulted in one submission of partial support** being received.

Submission Received

- **The one (1) submission received on council's 'Your Say' website page clicked that they 'somewhat support' the proposed revocation and disposal.** The only comment made on the proposal was *"I believe this land should go back to its traditional owners, the Kaurna people"*. **This response was received from a resident of Aldinga Beach who did not provide any indication of impacts that the proposal would have on them personally or their property.**
- In response, the subject land is held in fee simple by Council and has been permanently occupied by the adjoining landowner for a number of decades.

Summation

On balance, based on the preceding information, it is recommended to proceed with the revocation process for the subject land.

4. Financial Implications

Council previously resolved at its meeting on 21 January 2020 to waive its application fee (\$292.00) and processing fee (\$2,330.00) to undertake the revocation of community land process, recognising the benefit to both Council and the adjoining landowner to resolve this longstanding occupation of Council land.

All additional costs associated with completing the revocation and disposal, including the costs associated with public consultation, valuation, surveying and conveyancing will be borne by the **adjoining landowner, in accordance with Council's approved 'Disposal of Council Land and Other Assets Policy'**.

The adjoining landowner will also be required to pay the market value for the community land to be consolidated with their title as determined by an independent licenced valuer, also in **accordance with Council's approved 'Disposal of Council Land and Other Assets Policy'**.

The adjoining landowner has agreed with this financial arrangement.

Net proceeds from the sale of the subject land (if ultimately approved by Council) will be **assigned to the Community Investment Fund to be used strictly in accord with Council's approved use of that Fund.**

5. Risk and Opportunity Management

Risk	
Identify	Discussion
The subject land is not approved for revocation and disposal.	Council continually reviews its property portfolio to ensure its managed in an efficient and sustainable manner and considers disposal options where little or no community benefit is derived from retention of the land.

	<p>If Council decides to retain this parcel of land and approve the ongoing occupation to the adjoining landowner, it will necessitate a licence arrangement to be administered into the future to reduce public risk liability issues for Council as the landowner.</p> <p>As there is no strategic or operational requirement for the land to remain in Council's ownership, revocation and disposal is recommended. This will avoid council administering a long-term licence agreement to offset public risk issues when there are no broad community benefits derived from retention of the land.</p>
<p>Revoking community land without adequately considering the responses from the community.</p>	<p>It is a requirement of the <i>Local Government Act 1999</i> that Council first considers all submissions before approaching the Minister for Transport, Infrastructure and Local Government for approval to revoke community land.</p> <p>As there were no objections expressed during the public consultation phase of the revocation process and 1 submission received that was 'somewhat in support' of the proposal from a resident in Aldinga Beach whose property will not be directly impacted by the proposal, the recommendation in this report is to proceed to request the Minister's consent to progress the revocation process to enable disposal.</p>

Opportunity	
Identify	Maximising the opportunity
<p>The land is disposed of and funds are allocated to community projects.</p>	<p>Consistent with all proposed revocations and disposals, the subject land is first assessed against a range of strategic and operational criteria prior to being classified as surplus to Council's needs and suitable for disposal.</p> <p>Our strategic land use assessment indicates that the subject land is not required as a community land and disposal is considered preferable to retention.</p> <p>Revocation and disposal of the land will enable net proceeds to be assigned to the Community Investment Fund (CIF) to be used strictly in accord with Council's approved use of that Fund.</p>
<p>Removes Council's risk management liabilities and ongoing administration</p>	<p>As the owner of the community land, Council is currently exposed to public liability risks associated with the occupation of the subject land by the adjoining landowner. The revocation and disposal of the subject community land would end Council's risk management liabilities in relation to the subject land and avoid administering a long-term licence to reduce these risks.</p>

On balance, based on the above, it is recommended that Council proceed with the revocation and disposal process.

Revocation and disposal of community land off Bayliss Road McLaren Vale to enable sale to the adjoining land owners



The boundaries plotted hereon are indicative only and their location cannot be relied upon as accurate

Legend

-  Community land proposed for revocation and disposal
-  Adjoining land owner's land for consolidation

Adjacent land holders contacted in writing

The map below numbers the adjacent land holders contacted in writing at the commencement of the public consultation phase, in accordance with the Community Engagement Plan endorsed by Council on 21 January 2020.



Corresponding addresses as follows:

1. **Applicant** -Tatchilla Road, McLaren Vale (Allotment comprising pieces NW and SE of the subject land)
2. 598 Bayliss Road, McLaren Vale
3. 599 Bayliss Road, McLaren Vale
4. 115 Pedler Road, McLaren Vale
5. Section 140 Tatchilla Road, McLaren Vale

No submissions were received from the numbered adjacent land holders 2-5 contacted in writing during the public consultation process.

Project Report

01 March 2020 - 09 April 2020

Your Say Onkaparinga

Revocation of community land adjoining Bayliss Road McLaren Vale



by Bang the Table

Visitors Summary



TOTAL VISITS	43	MAX VISITORS PER DAY	6
NEW REGISTRATIONS	1	ENGAGED VISITORS	1
		INFORMED VISITORS	18
		AWARE VISITORS	35

Aware Participants	35	Engaged Participants	1
Aware Actions Performed	Participants	Engaged Actions Performed	Registered Unverified Anonymous
Visited a Project or Tool Page	35	Contributed on Forums	0 0 0
Informed Participants	18	Participated in Surveys	1 0 0
Informed Actions Performed	Participants	Contributed to Newsfeeds	0 0 0
Viewed a video	0	Participated in Quick Polls	0 0 0
Viewed a photo	0	Posted on Guestbooks	0 0 0
Downloaded a document	15	Contributed to Stories	0 0 0
Visited the Key Dates page	0	Asked Questions	0 0 0
Visited an FAQ list Page	1	Placed Pins on Places	0 0 0
Visited Instagram Page	0	Contributed to Ideas	0 0 0
Visited Multiple Project Pages	16		
Contributed to a tool (engaged)	1		

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Please complete the submission form for your feedback to ...	Archived	3	1	0	0

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Project Information.pdf	9	11
Document	Location Map.pdf	8	8
Document	Council Minutes.pdf	2	3
Document	Council Agenda.pdf	2	3
Faqs	faqs	1	1
Key Dates	Key Date	0	0
Photo	Location Map.PNG	0	0

ENGAGEMENT TOOL: SURVEY TOOL

Please complete the submission form for your feedback to be included in the report to Council

Visitors 3	Contributors 1	CONTRIBUTIONS 1
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To what extent do you Support or Not Support the potential sale of this land?



Question options

- Somewhat Support

9.6 Request for walkway Kangarilla Road, Kangarilla

Date
16 June 2020

Meeting
Council

Approving Officer
Kirk Richardson, Director City Operations

Report Contact
Andrew Queisser, Team Leader Community Assets
(acting)

1. Purpose

To provide information on the planning and design investigations for a shared path connection between the Kangarilla township and the Kangarilla Recreation Ground. It also provides an update on the discussion with the Kangarilla Progress Association regarding the proposed path.

2. Executive summary

A petition by the Kangarilla Progress Association requesting a 'walkway' along Kangarilla Road from the township to the recreation grounds was presented at the 27 September 2016 Council meeting.

The Recreational Trails Network Strategy (former strategic direction) supported the shared path connection. Council subsequently supported planning and design investigations for a shared path between the Kangarilla township and the Kangarilla Recreation Ground.

The attached Business Case explores three shared path options and the status quo. Findings indicated that construction of a shared path is problematic due to the need to remove large/significant trees and/or access to private land. The path has also been assessed against the City of Onkaparinga footpath service level which indicates that the existing informal road shoulder should be utilised as the footpath on rural roads.

The Kangarilla Progress Association have been informed of the findings and while they understand the outcomes, they would still like to pursue an improved link adjacent Kangarilla Road.

Kangarilla Road is a Department of Planning Transport and Infrastructure (DPTI) managed road and they have advised they have no plans to widen the road shoulder.

Due to the above, a further option has been developed. If supported, it will require engagement **with DPTI, as well as detailed engineering review to confirm it's feasible. It may also require** a discussion with the private landowner.

3. Recommendations

1. That Council note the agenda report and Business Case - Kangarilla Shared Use Path (attachment 1 to the agenda report).

- That Council approve the administration writing to the Department of Planning, Transport and Infrastructure (DPTI), on behalf of the Progress Association, requesting that the Kangarilla Road shoulders are formalised and widened, with the outcome to be provided to Elected Members via Weekly News.

4. Background

Onkaparinga 2035 Community Plan	place: liveable, connected and green This project improves safety between recreation and education areas. The recommended outcome would also support and protects the biodiversity of our area
Policy and/or relevant legislation	Trails and Cycling Strategic Management Plan
Who did we talk to/who will we be talking to	Department of Planning Transport and Infrastructure Kangarilla Progress Association Private land owner Internal stakeholders: <ul style="list-style-type: none"> • Senior Traffic & Transport Coordinator • Vegetation Assessment Officer • Footpath Asset Planner

Due to the standing resolution, the Kangarilla Shared Use Path was also included in the Trails & Cycling Strategic Management Plan (TCSMP).

The TCSMP hierarchy and planning principles set our levels of service and guide our design, construction and maintenance programs.

Assessment of the Kangarilla Shared Use Path (2.5m wide + 0.5m shoulders) between the Kangarilla Primary School and the Kangarilla Recreation Ground against the TSCMP suggests it would be classified **under the Urban Cycle and Pedestrian Network as a 'local' path and** subsequently:

"The local network does not necessarily include the construction of a dedicated Shared Use Path. It can incorporate the footpath and the local road network and provision is guided by the footpath service standards, the Street Design Guidelines and Activity Centres Service Standards. Local way finding will be in the form of street and roadside signs in addition to markers where required to service user groups accessing specific trip generators."

In accordance with the TCSMP local classification, the path has also been assessed against the City of Onkaparinga footpath service level. It identified that:

- A footpath on Kangarilla Road between McLaren Flat Road and the recreation ground has not been included in our footpath program.
- The road is considered rural in nature (narrow road corridor, large trees, defined as a freight route in our Road Network Plan).
- As per our service levels defined in the footpath asset management plan, the road shoulder should be utilised as the footpath on rural roads. In this case, it would mean the connection remains an unconstructed, informal verge.

As per Attachment 2, the Kangarilla Progress Association have been informed of the Business Case and its findings. Discussions with the Association have identified that while they understand the outcomes, they are not happy with this and would still like to pursue an improved link adjacent Kangarilla Road.

Kangarilla Road is a Department of Planning Transport and Infrastructure managed road, a request could be forwarded to DPTI by council, on behalf of the Progress Association, requesting the road shoulders be formalised and widened. While this would not facilitate a formal path, if supported by DPTI, it would increase the constructed road shoulder space available to pedestrians/cyclists.

5. Discussion

At the 27 September 2016 Council meeting, a petition was presented by the Kangarilla Progress Association requesting a 'walkway' be constructed along Kangarilla Road from the township to the recreation grounds.

A report was subsequently presented at the 29 November 2016 Council meeting. It noted that the City of Onkaparinga's Recreational Trails Network Strategy (RTNS) 2007-2013 identifies a shared path connection between the Kangarilla township and the Kangarilla Recreation Ground.

Council subsequently resolved:

1. *That the planning and design investigations for a shared path connection between the Kangarilla township and the Kangarilla Recreation Ground be commenced in 2016-17.*
2. *That subject to the outcomes of the planning and design investigations for the shared path between the Kangarilla township and the Kangarilla Recreation Ground proving viable, funding for construction be considered by Council as part of either the 2017-18 or 2018-19 budget processes.*
3. *That the head petitioner be advised of Council's decision."*

The RTNS was reviewed in 2016-17 and superseded by the Trails and Cycling Strategic Management Plan (TCSMP). Due to the standing resolution and that the proposed path was included in the RTNS, the shared use path connection adjacent the 60km/hour Kangarilla Road was also included in the TCSMP.

In accordance with Council's resolution to investigate a shared use path, the Kangarilla Shared Use Path Business Case (attachment 1) explored the following options;

Option 1: Off road grade-separated shared use path adjacent Kangarilla Road. This requires acquisition of private land.

Option 2: At-grade shared use path adjacent Kangarilla Road. This requires removal of significant and large trees.

Option 3: Off road shared use path adjacent Sand Road and use of Recreation Road as per its current state.

Option 4: Status quo with installation of signs along Sand and Recreation Roads.

A review of the proposal against the City of Onkaparinga footpath service level was also undertaken.

6. Financial implications

FINANCIAL SUMMARY

Item	\$	Comment
Current budget		
Current budget allocation	\$0	The PCW Multi-Use Trails category contains the Kangarilla Road Shared Path project. It identifies an estimated cost of \$363,396 and is currently unallocated.
Funding required		
External funding		
Budget impact		
FTE		
Next year's budget		
Funding required	N/A	
Funding source		
Operating position		
Rate rise impact		
FTE		
Long Term Financial Plan		
Debt	N/A	
Interest		
Reserve		

SCOPE OF IMPACT

A project for the Kangarilla Road Shared Path is in the Multi-Use Trails category within the Project and Capital Works program. The project is identified to have an estimated cost of \$363,396 and is unallocated.

BASELINE BUDGET RATE & DEBT IMPACT

YTD Decisions	Operating Position	Rates (Next Budget)	Debt
Cumulative Impact	N/A		
This proposal			
Including this proposal			

The Kangarilla Shared Use Path Business Case (attachment 1) explores the above options. The following table outlines the capital costs associated with each option

Options and estimated costs				
	Option 1 Off road grade-separated shared use path	Option 2 At-grade shared use path	Option 3 Off road shared use path Sand & Recreation Roads	Option 4 Status quo & signs
Total*	\$363,396	\$384,365	\$314,567	\$2000

*estimated price includes land acquisition and construction

The following outlines ongoing maintenance considerations for the Kangarilla shared use path options:

- Options 1 & 2 propose paths adjacent Kangarilla Road. Both of these options would incur higher maintenance costs over the life of the asset due to proximity of vegetation and trees roots. This may also result in these path options not reaching their full asset life and thereby requiring early renewal.
- It is also likely that Option 2 which is at the same grade as Kangarilla Road may also incur additional maintenance costs due to vehicles, including bulky goods, using it as part of the road.
- Option 3 would also incur higher maintenance costs over the life of the asset due to proximity of vegetation and trees roots.
- **Option 4 maintenance costs would be minimal and captured as part of council’s existing maintenance program.**

7. Risk and opportunity management

Risk	
Identify	Mitigation
Community want for a path between Main Road and the Recreation Ground	The request has been investigated in accord with Council endorsed service levels. These set our service provision. The Association has been informed of this (attachment 2) but would still like to pursue an improved link adjacent Kangarilla Road. Noting DPTI manage Kangarilla Road, Council on behalf of the Association, could request DPTI to formalise and widen road shoulders.
Children walking/cycling between Main Road and the Recreation Ground	Additional signage will increase awareness of drivers. There is a road shoulder (approx. 0.7m) and/or unconstructed road verge along Kangarilla Road. Kangarilla Rd is the responsibility of DPTI. Thereby responsibility to expand and tidying the existing road shoulder would be the responsibility of DPTI.
Vehicle speeds	Main Road, Kangarilla is signed 50km/hour.

	<p>Kangarilla Road, Kangarilla is signed 60km/hour.</p> <p>Sand Road is not signed. Therefore the 'default rural speed limit' would apply under the Australian Road Rules and DPTI's Speed Limit Guideline for South Australia, which is 100km/h. It may be possible to implement a change to the speed limit on Sand Road (to say 80km/h) however this would require engagement and approval from DPTI.</p> <p>Recreation Road is an unsealed road and therefore not signed. Whilst the 'default rural speed limit' would also apply, drivers are expected to drive to the conditions which can be variable based on the maintenance cycles of gravel roads.</p>
Limited space	<p>There is a road shoulder and/or unconstructed road verge along Kangarilla Road.</p> <p>Sand and Recreation Roads have low traffic volumes.</p>
Removal of significant/large trees and change of area amenity	<p>The recommended Option 4 does not include the removal of significant/large trees and thereby retains the amenity of the area.</p> <p>Other options explored require the removal of significant/large trees to enable the path to be constructed. If the trees were removed in accord with these options, it would significantly alter the amenity of the area.</p>
Land acquisition	<p>Private land access regarding Option 1 was not supported by the landowner. Consequently, if Council was to pursue Option 1, compulsory acquisition would be required.</p> <p>The landowner did recognise that the northern section over the creek was a risk. Consequently, if Council was to pursue the Kangarilla Road retaining option, an approach regarding acquisition this section of and could be made.</p>
Road ownership	<p>Kangarilla Road is the responsibility of the Department of Planning, Transport and Infrastructure. Engagement with this department will be undertaken to help identify sign locations as per the recommended option.</p>
Maintenance and asset life	<p>It is anticipated that Options 1, 2 and 3 will incur higher maintenance costs over the life of the asset due to proximity of vegetation and trees roots.</p> <p>These options may also fail prematurely, thereby adding to Council renewal program.</p>

Opportunity	
Identify	Maximising the opportunity
Signage	Additional signage will increase awareness of drivers on relevant roads. Kangarilla Road is managed by DPTI and has a road shoulder (approx. 0.7m). Council could write to DPTI requesting the road shoulder be widened and formalised.
Land acquisition	The landowner did recognise that the northern section over the creek was a risk. Consequently, if Council was to pursue the Kangarilla Road retaining option, an approach regarding acquisition this section of and could be made.
Road ownership	Kangarilla Road is the responsibility of the Department of Planning, Transport and Infrastructure. Engagement with this department will be undertaken to help identify sign locations as per the recommended option.
Maintenance and asset life	The recommended Option 4 maintenance costs would be minimal and captured as part of councils existing road maintenance program.

8. Timelines and Deadlines

Subject to Council direction, a letter to the Department of Planning Transport and Infrastructure on behalf of the Kangarilla Progress Association would be sent by July 2020.

Timelines associated with further technical investigations and discussions with the landowner are unknown.

9. Next steps

In accordance with Council's resolution, the Kangarilla Shared Use Path Business Case (attachment 1) captures the planning and design investigations for a shared path connection between the Kangarilla township and Kangarilla Recreation Ground. The following provides a summary of the key findings:

- According to the Census data (2016) Kangarilla has a population of 896 with 138 aged 14 years and under. Noting that a new 42 allotment subdivision is currently in development, these numbers are likely to increase.
- The Trails and Cycling Strategic Management Plan would categorise this as a local path. Local connections can incorporate the footpath and the local road network(s) and thereby do not always require the construction of a dedicated shared use path.
- City of Onkaparinga footpath service level identifies that a footpath on Kangarilla Road between McLaren Flat Road and the recreation ground would be considered rural in nature (narrow road corridor, large trees, defined as a freight route in our Road Network Plan). In accord with the footpath asset management plan, the existing road shoulder should be utilised as the footpath on rural roads.
- The construction of a separated shared use path adjacent Kangarilla Road (Option 1) would require the acquisition of private land and cost approximately \$363,396. It is also anticipated that due to proximity of the trees and vegetation, that said path, would require high maintenance over its lifespan as well as possible early renewal.

- The construction of an at-grade shared use path adjacent Kangarilla Road (Option 2) would require the removal of vegetation and significant trees at a cost of \$384,365. This would require the acquisition of private land, albeit a reduced amount, and would negatively impact on amenity. It is also anticipated that due to the proximity of the trees and vegetation as well as vehicles possibly driving/parking on the path, the path would be likely to have high maintenance costs over its life and possibly require earlier renewal.
- The construction of a separated shared use path adjacent Sand Road (Option 3) would require the removal of trees and cost \$314,567. This option does not require land acquisition but would negatively impact the area amenity. It is also anticipated that due to the proximity of the trees and vegetation, the path would be likely to have high maintenance costs over its life and may require earlier renewal.
- Option 4 proposes retention of the status quo along Sand Road and Recreation Road with the addition of improved signage. This option does not require land acquisition and provides the link along low volume roads that meet the TCSMP service level. It represents a low construction cost and no/minimal additional maintenance cost.

As noted above, the Kangarilla Progress Association have been informed of the Business Case and its findings but would still like to pursue an improved link adjacent Kangarilla Road (attachment 2) and identify the northern section over the creek as the highest priority due to limited space and road shoulder.

Kangarilla Road is a DPTI managed road. Engagement with DPTI regarding their shoulder widening program has identified that it is considered a low priority and they (DPTI) have no plans in the near future to widen the road shoulders. This is due to there already being some sealed shoulder on both sides of the road and no crashes in the last five years.

As illustrated in the sketch (Attachment 3), a further review of the northern section over the creek suggests that retaining may help increase the Kangarilla Road verge space available to users. While this appears possible it has not been tested to the same extent as the options presented in the business case. If this is to be pursued it will require further engagement with **DPTI as well as more detailed engineering review to confirm it's feasible. The property** identification survey also indicates that the private land extends beyond the existing fencing in the northern section over the creek. Subsequently, discussion with the private landowner regarding acquisition for the northern section of private land over the creek, we be required.

If feasible the proposal would not meet relevant shared use or footpath Australian Standards and/or Austroads guidelines, so would not be formally line marked or classified as a two-way path. The increase road shoulder width would however, provide extra space and as such better support water shedding off the road and one-way pedestrian and cycle traffic.

Council owes a duty of care to the people that use its path network. Given this and that council is aware of the community request and is actively exploring solutions (including the wider shoulder), a risk assessment will need to be completed as part of any further design process to ensure risks are managed and potential negative exposures are minimised.

Given that Kangarilla Road is a DPTI road the next steps of the risk assessment will need to include discussion with DPTI about risks and responsibilities.

10. Attachments

Attachment 1 – Kangarilla Road, Kangarilla - Business Case (24 pages)

Attachment 2 – Letter to Kangarilla Progress Association & their response (6 pages)

Attachment 3 – Kangarilla Road: proposed shoulder widening (1 page)

- END OF REPORT -



BUSINESS CASE – Kangarilla Shared Use Path



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Kangarilla Shared Use Path

Summary

Executive Summary

This business case is in response to a petition for a path and subsequent Council resolution for the construction of a shared use path (2.5m wide 0.5m shoulders) between the Kangarilla Primary School and the Kangarilla Sports Ground.

It considers several factors including the service levels set by the Trails and Cycling Strategic Management Plan and the Footpath Asset Management Plan as well as demand, land access and risk.

It presents four options associated construction costs and recommends that the status quo be retained with some additional, supporting signage.

Background

At the 27 September 2016 Council meeting, a petition was presented by the Kangarilla Progress Association requesting a 'walkway' be constructed along Kangarilla Road from the township to the recreation grounds.

A responding report was presented at the 29 November 2016 Council meeting. It noted that: The City of Onkaparinga's Recreational Trails Network Strategy (RTNS) 2007-2013 identifies a shared path connection between the Kangarilla township and the Kangarilla Recreation Ground. Council subsequently resolved:

- "1. That the planning and design investigations for a shared path connection between the Kangarilla township and the Kangarilla Recreation Ground be commenced in 2016-17.*
- "2. That subject to the outcomes of the planning and design investigations for the shared path between the Kangarilla township and the Kangarilla Recreation Ground proving viable, funding for construction be considered by Council as part of either the 2017-18 or 2018-19 budget processes.*
- "3. That the head petitioner be advised of Council's decision."*

It should be noted that the RTNS was reviewed in 2016-17 and superseded by the Trails and Cycling Strategic Management Plan (TCSMP) which also included the aforementioned path connection.

Project Description/Scope

To investigate alignment options and construction cost associated with a shared use path (2.5m wide + 0.5m shoulders) between the Kangarilla Primary School and the Kangarilla Recreation Ground.

Kangarilla Shared Use Path

1 Service Levels

Trails & Cycling Strategic Management Plan (TCSMP)

Our Trails and Cycling Strategic Management Plan (TCSMP) was endorsed in June 2017 and guides the development of Council's on and off road trails and cycling networks.

Hierarchy

The TCSMP hierarchy identifies the three key levels of service which reflect experience, primary function, places and destinations, duration of visit and catchment size (demand). These tiers are Premier, Cross-City and Local and guide our design, construction and maintenance programs.

Premier Shared Use Paths (SUP) have a high profile and attract visitors from beyond the City of Onkaparinga boundary for extended periods, generally over half a day but may include overnight stays. They attract large numbers of activity-specific visitors each year and cater to tourists who are unfamiliar with the area. They may also have the ability to host major events such as the Tour Down Under.

Premier SUP's will:

- Be designed, constructed and maintained to a higher standard when compared to cross-city and/or local trails and rides
- Be closely monitored to provide an ongoing understanding of use, particularly during key events including regular data collection, analysis and reporting
- Incorporate wayfind and information signage such as trail head signs, totem and markers
- Have a dedicated Management/Maintenance Plan

Premier shared paths within the City of Onkaparinga are:

- The Coast to Vines Rail Trail
- Patrick Jonker Veloway
- Coast Park

Cross City SUP's attract people from across the City of Onkaparinga and support commuter movements within Onkaparinga. They are accessible from the local network and provide broad connections to regional/district centres, employment centres and other large pedestrian generators. Cross-city SUP's will be fit for purpose but utilise more cost effective construction materials and methods when compared to Premier SUP's.

Local - The local network does not necessarily include the construction of a dedicated SUP. It can incorporate the footpath and the local road network and provision is guided by the footpath service standards, the Street Design Guidelines and Activity Centres Service Standards. Local way finding will be in the form of street and roadside signs in addition to markers where required to service particular user groups accessing specific trip generators.

See Footpath Asset Management Plan below regarding footpath service level.

Kangarilla Shared Use Path

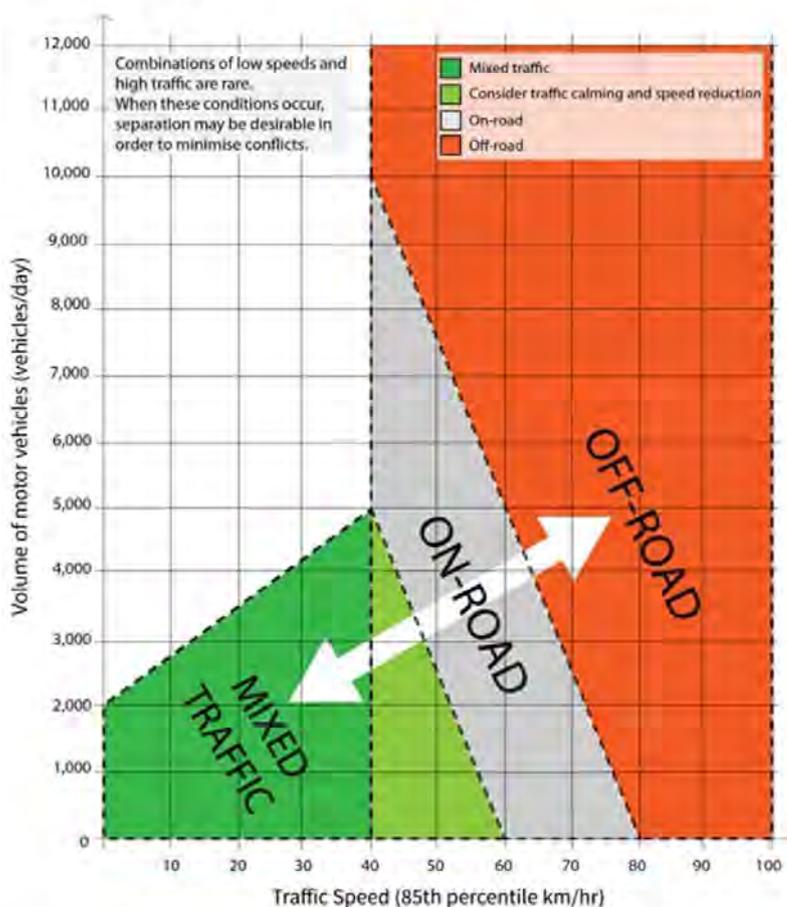
Planning principles

The TCSMP also identifies following Planning Principles:

Urban Cycling and Pedestrian network:

- Targets the 33% of the City of Onkaparinga population who are considered 'Interested but Concerned' in cycling and a component who are classified as 'Enthusied & Confident'.
- States that Cross-City shared use path opportunities should:
 - Focus on completing east-west links and gaps in the network and where possible, connect to premier shared use paths and key destinations. This will provide a high return on investment due to population densities and the variety of destinations within a 10 minute ride.
 - Addressing east-west connectivity gaps and supporting movement to and from key commuter links, as well as key destinations should prioritise areas for improvement.

It also provides the following Traffic Speed and Volume Matrix to assist in determining the type of cycling facility to provide. The Matrix identifies the appropriateness of a specific service level for cycling facilities based on the volume of vehicles using the road and the speed of traffic. It is important to note that this methodology is applicable only to urban roads and not rural, where speeds generally exceed 80km/hr.



Note: This diagram is to be applied to urban roads and is not appropriate for rural or non-urban roads.

Kangarilla Shared Use Path

On-Road Recreation Cycling network

- The On-road recreation cycling network targets the 52% of the population categorised as 'Enthusied & Confident' and 'Strong & Fearless'.
- Includes Township On-Road Rides which states:
 - Onkaparinga includes several rural and semi-rural townships and cyclists travel to and between these destinations for both recreation and commuter reasons. Safe links along designated routes are therefore desirable.
- The provision of cycle rides between townships will focus on:
 - Investigating options to use low volume roads
 - Identifying potential improvements to the road network such as the construction of shoulders.
- While a detailed set of service standards is yet to be developed, the levels of service should reflect the ride hierarchy and including the consideration of safety and way finding, particularly in the context of rural roads, the freight industry and higher road speeds.
 - Service levels and other opportunities could include:
 - Share the road' type signs
 - Improved safety features such as shoulder widening or sealing
 - Road level markers for way finding
 - Above ground way finding signs
 - Trail head' interpretative information
 - Artistic features that celebrate the history of road cycling in the region.

Trails network

- The trails network will focus on nature-based activities and experiences that encompass both natural surface trails and speciality trails.
- Natural surface trails will use natural, low impact materials that reflect the local environmental context. Natural surface trails may be in the form of single or multi-use trails and incorporate isolated loops and/or connections to other trails expand the user experience across a variety of environments
- The provision and management of natural surface trails in the City of Onkaparinga, will focus on:
 - Supporting the State Government's desire to establish the Adelaide Mount Lofty Ranges as an international mountain bike destination
 - Recognising the State Government and Horse SA management of the Kidman Trail
 - Work with Horse SA to manage and develop priority sections of the Tom Roberts Horse Trail
 - Support the planning, development and management of the Willunga Basin Trail by the community
 - The enhancement of trails networks located within large parks and reserves, including supporting facilities and way finding.
- Specialised trails utilise natural elements such as water, air and rock to access the experience sought by the user. While the provision of these elements is beyond the control of governments, we can support these trails experiences through the provision of supporting facilities and infrastructure around launch/landing zones.

Kangarilla Shared Use Path

Standards/guidelines

Guide to Road Design Part 6A: Paths for Walking and Cycling provides guidance for designers and other practitioners on the design of paths for safe and efficient walking and cycling, both within the road corridor and outside the road corridor. The guide provides information on considerations that should be given in providing a path, describes the types of paths and covers the requirements of path users, e.g. operating spaces, factors that influence path locations, and geometric design criteria for a path and related facilities such as intersections between paths, and terminal treatments. Detailed guidance is provided on path location, alignment, width, clearances, crossfall, drainage and sight distance requirements.

The location and design of paths may be influenced by a range of aspects that need to be considered and facilities that need to be accommodated within roadsides. In particular, designers should refer to the Guide to Road Design Part 6: Roadside Design, Safety and Barriers and Part 6B: Roadside Environment.

The design of pedestrian and cyclist paths may also be influenced by design considerations and requirements covered in other parts of the Guide to Road Design. In addition, road designers should also refer to relevant parts of the Guide to Traffic Management in relation to traffic management devices and requirements that may need to be accommodated within a roadside or may otherwise influence the design.

Footpath Asset Management Plan

The path has also been assessed against the City of Onkaparinga footpath service level. It identified that:

- The road is considered rural in nature (narrow road corridor, large trees, defined as a freight route in our Road Network Plan)
- A footpath on Kangarilla Road between McLaren Flat Road and the recreation ground has not been included in our footpath program
- The road is considered rural in nature (narrow road corridor, large trees, defined as a freight route in our Road Network Plan)
- As per our service levels defined in the footpath asset management plan, the road shoulder should be utilised as the footpath on rural roads. In this case, it would mean the connection remains an unconstructed, informal verge.

Conclusion

The TCSMP identifies a shared use path (2.5m wide + 0.5m shoulders) between the Kangarilla Primary School and the Kangarilla Recreation Ground would be classified as a 'local' path under the Urban Cycle and Pedestrian Network as a 'local' path and subsequently:

- The local network does not necessarily include the construction of a dedicated SUP. It can incorporate the footpath and the local road network and provision is guided by the footpath service standards, the Street Design Guidelines and Activity Centres Service Standards. Local way finding will be in the form of street and roadside signs in addition to markers where required to service particular user groups accessing specific trip generators.

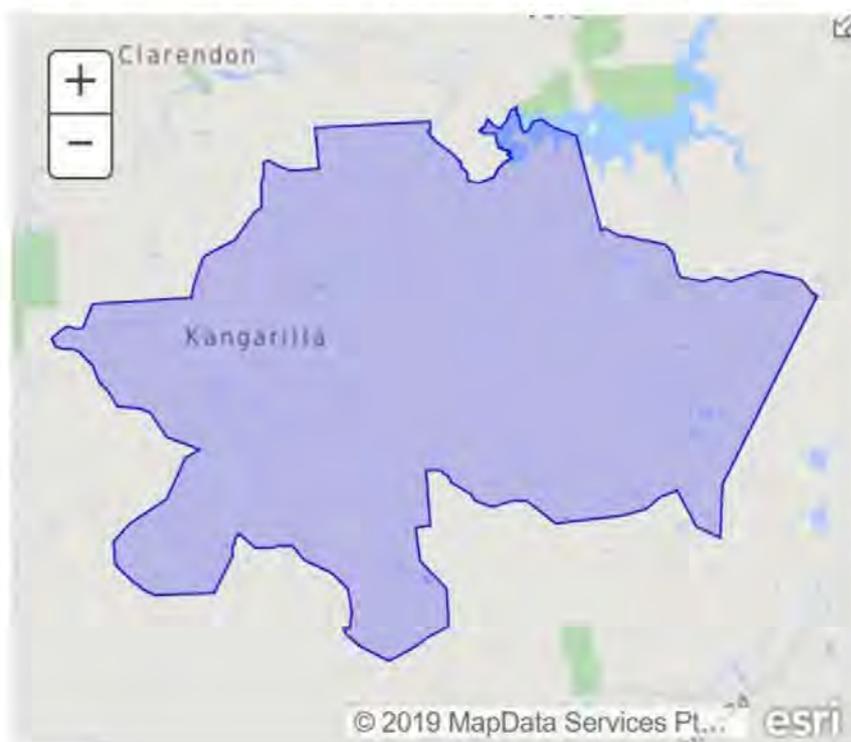
City of Onkaparinga footpath service level identifies that a footpath on Kangarilla Road between McLaren Flat Road and the recreation ground would be considered rural in nature (narrow road corridor, large trees, defined as a freight route in our Road Network Plan). In accord with the footpath asset management plan, the existing road shoulder should be utilised as the footpath on rural roads.

Kangarilla Shared Use Path

2 Demand

Population

Kangarilla is a semi-rural township with a small community school, general store and recreation ground. Census data (2016) suggests that Kangarilla has 353 private dwellings and a population of 896 people with a median age of 48. The data also suggests that 15.4% (138) of the population is under 14 years of age. This is double the Onkaparinga average (6.2%) for this age group. The data also suggests that the Kangarilla population (896) represents 0.54% of Onkaparinga’s total population and 0.44% of Onkaparinga’s population aged 14 years and under.



Leasing

The Kangarilla Recreation Ground is crown land managed owned by Council and lease to the Kangarilla Recreation Ground Committee. While the Committee may have entered into a sub-lease arrangement with the school to allow use, Council is unaware of any such arrangement.

Sport Membership

The Kangarilla Recreation Ground provides structured and unstructured sport and active recreation opportunities to locals and visitors alike. Councils Sport and Active Recreation Strategy (under review) suggests it is a District level facility and that the Kangarilla Recreation Ground concept and

Kangarilla Shared Use Path

master plan should continue to be implemented over time. note, the plan does not reference any path connection between the township/school and the recreation ground.

As illustrated in the following image, structured sports include cricket, football (AFL), netball and tennis. The Recreation Ground also hosts community groups such as the Kangarilla Progress Association.



The following table demonstrates the sports club memberships between 2015-2019 and their membership trend.

Sport	Membership					Trend
	2015	2016	2017	2018	2019	
Cricket	143	182	120	101	-	↘
Football (AFL)	222	213	200	145	135	↘
Netball	56	56	56	75	85	↗
Tennis	36	43	30	30	-	↔

Note: not all members are Kangarilla residents and hence may drive to the ground

Kangarilla Shared Use Path

Conclusion

Analysis of the demand data suggests that while Kangarilla has an above average percentage of individuals aged 14 years and under when compared to Onkaparinga (15.4% and 6.2% respectively), the actual number of individuals represents a very small percentage (0.44% or 138 individuals) of Onkaparinga’s total population aged 14 years and under (31,193).

The analysis also suggests that the school does have a formal lease/license agreement with Council regarding the use of the recreation ground and further that membership of the sports is static and/or in decline.

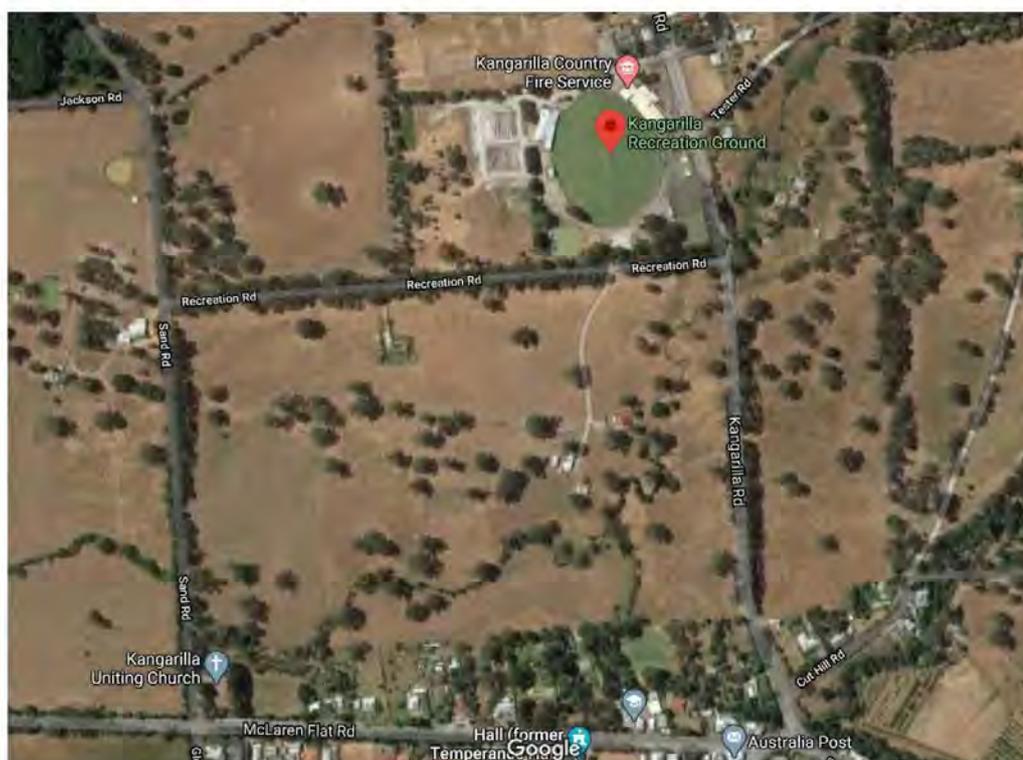
3 Constraints & risks

Traffic counts

The Department of Planning Transport and Infrastructure (DPTI) traffic volume estimates suggest that:

- McLaren Flat Road has 1300 per day and a speed limit of 50km/hr (in front of school).
- Kangarilla Road has 4200 v per day and a speed limit of 60km/hr (in front of recreation ground)

Council data suggests that 817 vehicles per day use Sand Road with an average speed of 59.1km/hr. no traffic count data is available for Recreation Rd.



Kangarilla Shared Use Path

Vegetation

As illustrated in the images below, there is significant native vegetation along the Kangarilla and Sand Road verges, including significant trees which are protected under the Native Vegetation Act 1991.

Kangarilla Rd



Kangarilla Shared Use Path

Sand Rd



Sand Road also has a water course running under it and a large drain located on the eastern side



Kangarilla Shared Use Path

Topography

As illustrated in the images below, a steep drop off and creek are located directly adjacent the Kangarilla Road/Recreation Road intersection.



It should be noted that the section of Kangarilla Road in this area also has no road shoulder



Kangarilla Shared Use Path

Land access

Kangarilla Road and McLaren Flat Road are the responsibility of the Department of Planning Transport and Infrastructure (DPTI).

As illustrated in the image below, Council land is restricted to Recreation and Sand Road with all other titles in private ownership.



Kangarilla Shared Use Path

Conclusion

Analysis of the constraints and risks identified that due to the significant trees and vegetation along Kangarilla Road, that a path in the road verge/shoulder cannot be achieved without removal of the significant trees and vegetation. Removal would trigger the Native Vegetation Act and thereby require an application being submitted and approved by the Native Vegetation Council. Removal of the trees would also significantly reduce the amenity and character of the area.

The alignment presents steep grades at the southern end as well as a creek at the northern end. The northern end would require the construction of a bridge/structure in private land to facilitate the path.

Due to the above, if a path adjacent Kangarilla Road was to be pursued, it would require private land access of up to 4m for the length of Kangarilla road.

As illustrated in the images, there is limited space in sections to accommodate a shared path between the road and the adjacent private land parcels.

4 Assumptions

The following outlines assumptions associated with the Kangarilla path:

- While it is acknowledged that Kangarilla Road has a speed limit of 60km/hr, vehicles including bulky goods, travel at speeds higher than this due to:
 - Its broader road network link between Kangarilla and Meadows
 - Straight approach and sweeping bend
 - Relatively good site lines
- The Kangarilla community is unlikely to support the removal of the significant trees and vegetation along Kangarilla Road and Sand Road

Kangarilla Shared Use Path

5 Options

The following diagram illustrates the three options investigated

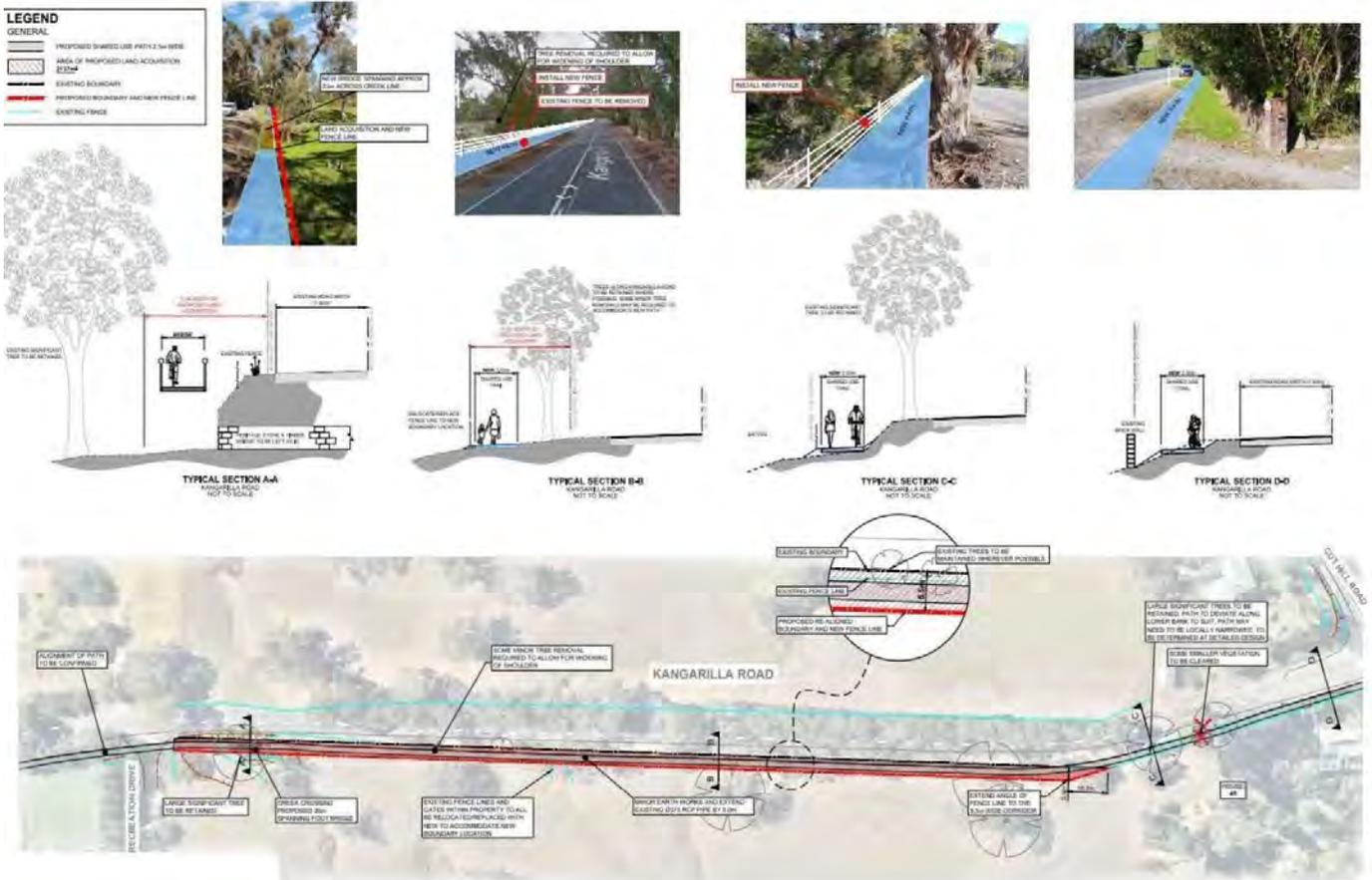


Kangarilla Shared Use Path

Option 1

A shared path (2.5m + 0.5m shoulders) between the Kangarilla Primary School and the Kangarilla Recreation Ground. This option:

- Is approx. 750m in length with the majority adjacent Kangarilla Road
- Provides an off road grade-separated shared path (2.5m + 0.5m shoulders)
- Does not remove the significant trees
- Does required private land access
- Incorporates a bridge/structure over the creek

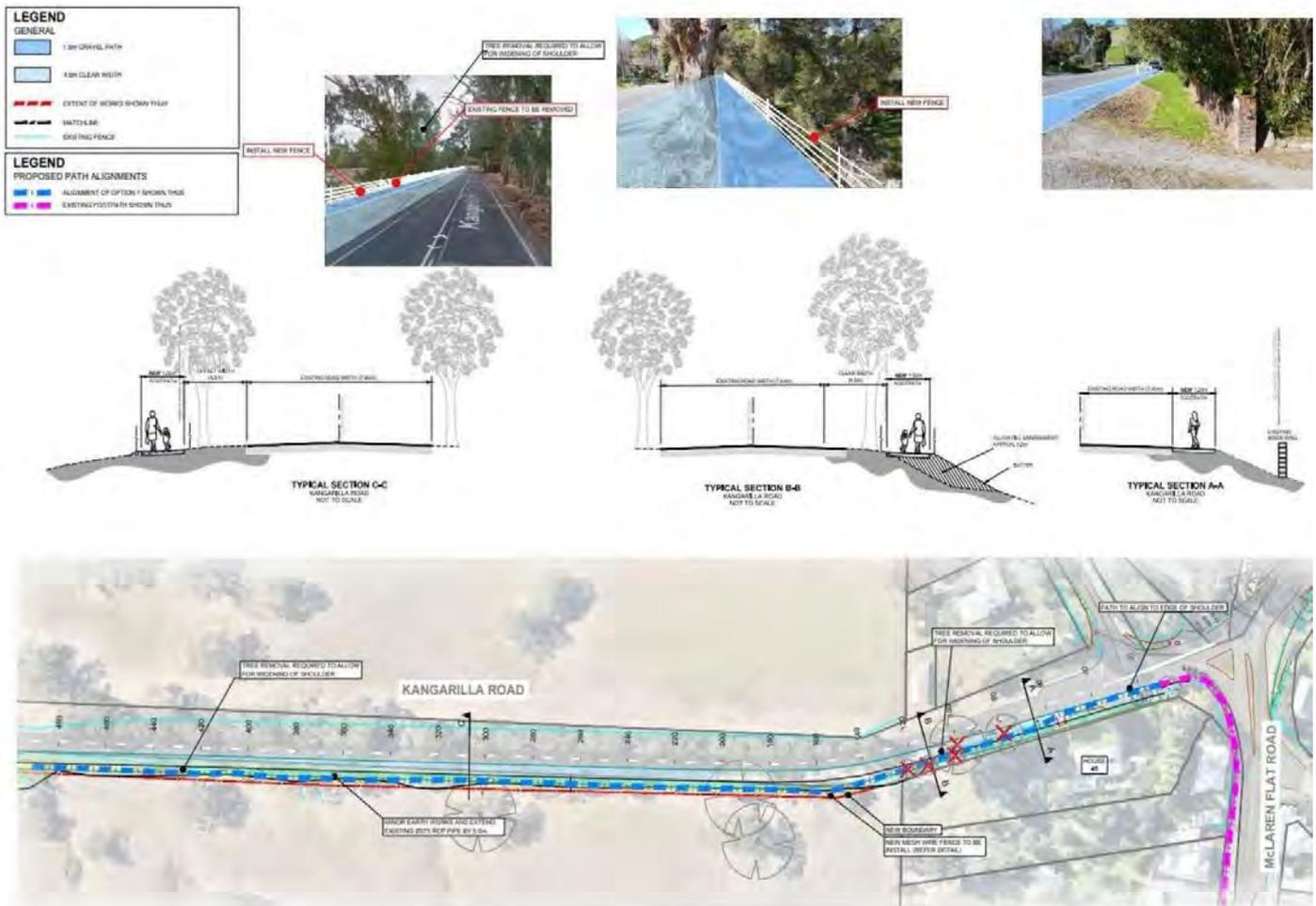


Kangarilla Shared Use Path

Option 2

A shared path (2.5m + 0.5m shoulders) between the Kangarilla Primary School and the Kangarilla Recreation Ground. This option:

- Is approx. 750m in length with the majority adjacent Kangarilla Road
- Provides an off road at- grade shared path shared path (2.5m + 0.5m shoulders)
- Does removal of vegetation and significant trees
- Does required private land access
- Incorporates a bridge/structure over the creek



Kangarilla Shared Use Path

Option 4

While not explored as part of the design process, retention of the status quo needs to be considered.

Due to the low traffic volumes, Sand and Recreation roads could be used in their current configuration. While this does not provide an off-road shared use path and it is longer than the alternative (Kangarilla Rd alignment), signage such as the one illustrated below would meet the local shared use path service levels outlined in the TCSMP.



Kangarilla Shared Use Path

5 Cost/benefit analysis

Capital

The following outlines the estimated capital costs of the options:

Capital Costs	Option 1 Off road grade-separated shared use path	Option 2 At- grade shared use path	Option 3 Off road shared use path Sand & Recreation Roads	Option 4 Status quo & signs
Land Acquisition	\$74,000	\$74,000	\$0	\$0
Construction	\$289,396	\$310,365	\$314,567	\$2,000
Total	\$363,396	\$384,365	\$314,567	\$,2000

Maintenance

Options 1 & 2 propose paths adjacent Kangarilla rd. Both these options would incur higher maintenance costs over life of the asset due to proximity of vegetation and trees roots. This may also result in these path options not reaching their full asset life and thereby requiring early renewal.

It is also likely that Option 2 which is at the same grade as Kangarilla Rd may also incur addition maintenance cost due to vehicles including bulky goods using it as part of the road. Option 3 would also incur higher maintenance costs over life of the asset due to proximity of vegetation and trees roots.

Option 4 maintenance costs would be minimal and captured as part of Council existing road maintenance program.

Kangarilla Shared Use Path

6 Summary

The analysis identified that:

- Kangarilla has a relatively high percentage of individuals under the age of 14 years when compared to Onkaparinga (15.4% compared to 6.2% respectively). However, the total population for this cohort represents only 0.44% of Onkaparinga population aged 14 years and under
- The population of Kangarilla represents 0.54% of Onkaparinga total population
- Membership of the sporting clubs who use the Kangarilla Recreation Ground is static and/or declining
- The Trails and Cycling Strategic Management Plan would categorise this as a local path. Local connections can incorporate the footpath and the local road network(s) and thereby do not always require the construction of a dedicated shared use path.
- City of Onkaparinga footpath service level identifies that a footpath on Kangarilla Road between McLaren Flat Road and the recreation ground would be considered rural in nature (narrow road corridor, large trees, defined as a freight route in our Road Network Plan). In accord with the footpath asset management plan, the existing road shoulder should be utilised as the footpath on rural roads.
- The construction of a separated shared use path adjacent Kangarilla Road (Option 1) would require the acquisition of private land and cost of approximately \$363,396. It is also anticipated that due to the proximity of the trees and vegetation, that path would require high maintenance over its lifespan as well as possible early renewal.
- The construction of an at grade shared use adjacent Kangarilla Road (Option 2) would require the removal of vegetation and significant trees at a cost of approximately \$384,365. This would negatively impact the area amenity. It is also anticipated that due to the proximity of the trees and vegetation as well as vehicles possibly driving/parking on the path, the path would require high maintenance over its lifespan as well as possible early renewal.
- The construction of a separated shared use path adjacent Sand Road (Option 3) would require the removal of trees and cost approximately \$314,567. This would negatively impact the area amenity. It is also anticipated that due to the proximity of the trees and vegetation, that path would require high maintenance over its lifespan as well as possible early renewal.
- Option 4 proposes retention of the status quo with the addition of some signage. This option provides the link along low volume roads that meet the TCSMP service level. It represents a low construction cost and no/minimal additional maintenance cost.

Kangarilla Shared Use Path

7 Recommendation

It is recommended that Option 4, retention of the status quo, with the addition of some signage be pursued due to it:

- Linking the Kangarilla Primary School and the Kangarilla Recreation Ground
- Meets the TCSMP service level
- It represents a low construction and ongoing maintenance cost option



Our Reference:5091542/p

3 February 2020

Mrs Janett Dowling
Kangarilla Progress Association
PO Box 278
KANGARILLA SA 5157

Dear Janett

As you are aware and in accordance with Councils 29 November 2016 resolution, we have investigated a shared path connection between the Kangarilla township and the Kangarilla Recreation Ground.

The investigations included a review of the proposed shared path (2.5m wide + 0.5m wide shoulders) against the Trails and Cycling Strategic Management Plan hierarchy and planning principles as well as demand, vegetation impacts, land access and traffic (volumes and speed). Based on this information, the following shared use path options were investigated:

Option 1

- A grade-separated shared path (2.5m + 0.5m shoulders) adjacent to Kangarilla Road
- Private land access required to enable the path to be located away from the road
- Minimises the impact and removal to the significant trees along Kangarilla Road
- Construction cost estimate is approximately \$365,000
- Maintenance cost expected to be higher than average due to tree root damage.

Consequently, it is predicted that additional maintenance funding would be required and the asset may require renewal prematurely.

Option2

- At grade shared path in the current Kangarilla Road verge
- Minimise the private land access required
- Significant pruning and removal of the large and significant trees along Kangarilla Road
- Construction cost estimate is approximately \$385,000
- Maintenance cost expected to be higher than average due to tree root damage.

Consequently, it is predicted that additional maintenance funding would be required and the asset may require renewal prematurely.



City of Onkaparinga
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South Australia 5141
www.onkaparinga.sa.gov.au

Noarlunga office
Ramsay Place
Noarlunga Centre
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Facsimile (08) 8382 8744

Aberfoyle Park office
Elie Hyde
Aberfoyle Park
Telephone (08) 8382 8544
Facsimile (08) 8382 8744

Willunga office
St Rita's Terrace
Willunga
Telephone (08) 8538 0544
Facsimile (08) 8382 8744

Woodcroft office
175 Burns Road
Marulan Vale
Telephone (08) 8538 0544
Facsimile (08) 8382 8744

Option 3

- A shared path (2.5m + 0.5m shoulders) along Sand Road and the use of Recreation Road in its current form
- No land access required
- Significant pruning and removal of the large and significant trees along Sand Road
- Construction cost estimate is approximately \$315,000
- Maintenance cost expected to be higher than average due to tree root damage.

Consequently, it is predicted that additional maintenance funding would be required and the asset may require renewal prematurely.

Option 4

- Retention of the status quo with improved signage
- Construction cost estimate is \$2,000
- The existing Council road maintenance program could absorb the ongoing maintenance costs. Thereby no additional maintenance funding would be required.

It should be noted that a footpath between the Kangarilla township and the Kangarilla Recreation Ground is not included in our footpath installation program due to the rural nature of the road. The footpath levels of service identify that for rural roads, the road shoulder should be utilised as the footpath.

A report presenting the above investigations is currently being prepared for Council to consider. At this stage we do not have a confirmed date for the report but will provide an update once it has been scheduled.

If you wish to discuss this matter further please contact me on 8384 0666 or mail@onkaparinga.sa.gov.au

Regards



Andrew Queisser
Asset Planner

Kangarilla Progress Assoc. Inc.,
 ABN 48934971604

PO Box 278, Kangarilla 5157
kanga.prog.assoc@gmail.com



Kangarilla Community Hall
 1988 Kangarilla Rd, Kangarilla

 **Secretary 0434 637226**
 Kangarilla Community Hall

26th May 2020

To Mayor Thompson, Councillor Bray and Councillor Olsen

RE: FOOTPATH REQUEST IN KANGARILLA: AGENDA ITEM FOR JUNE COUNCIL MEETING

For more than 35 years, the Kangarilla community have been requesting a safe footpath between our township and our oval. We are unusual in that the oval is a kilometre from the town centre.

In 2016 we petitioned the Council for this footpath, and the Council responded with investigations which were much welcomed.

The subsequent results of this investigation as advised by a letter from Andrew Queisser, Asset Planner, listed 4 options. Options 1 and 2 were that a shared path was not practical where adjoining private land needed to be included, and too expensive along the current road verge. This is along the Main Road which has a 60kph speed limit. Option 3 was a shared path via Sand and Recreation Roads which are 80kph roads and is twice the distance and also expensive. We have asked for a **footpath** which needs much less space, not a **shared** path. The investigations were on a very over-engineered basis, and we question how a footpath request was investigated as a shared path.

Of course, the community would prefer to retain significant trees.

Option 4 was retention of the status quo with improved signage. Sand and Recreation Roads have an 80kph speed limit. Due to the new subdivision, the traffic on Sand Road has already increased significantly and mainly by large trucks. As soon as over 40 houses are built, and then occupied, the traffic will continue to increase as this is the route that people will use to head north towards the city. This option is not at all suitable or acceptable. Photos follow on Page 2. A review of the Council road speed limits, particularly Sand and Recreation Roads, may be useful as part of this process.

A further comment was that the road shoulder should be used in rural areas. This issue would not have arisen if there were a suitable verge. There is no verge at all along significant lengths of the Main Road, and little on the alternative route. Photos follow on page 3.

We understand that the recommendation is that DPTI be asked to provide a verge on their road, and we endorse this approach if it is treated with some urgency. The problem has arisen because the bitumen was laid to the edge of the road reserve on the corner near Recreation Road.

The community's outcome required is that either private land needs to be acquired, but not to the extent of a shared path, or DPTI move the road.

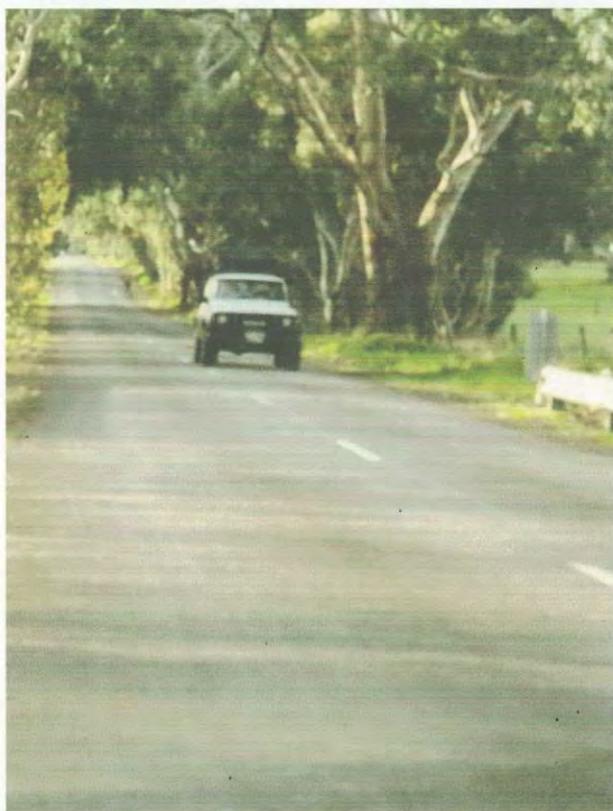
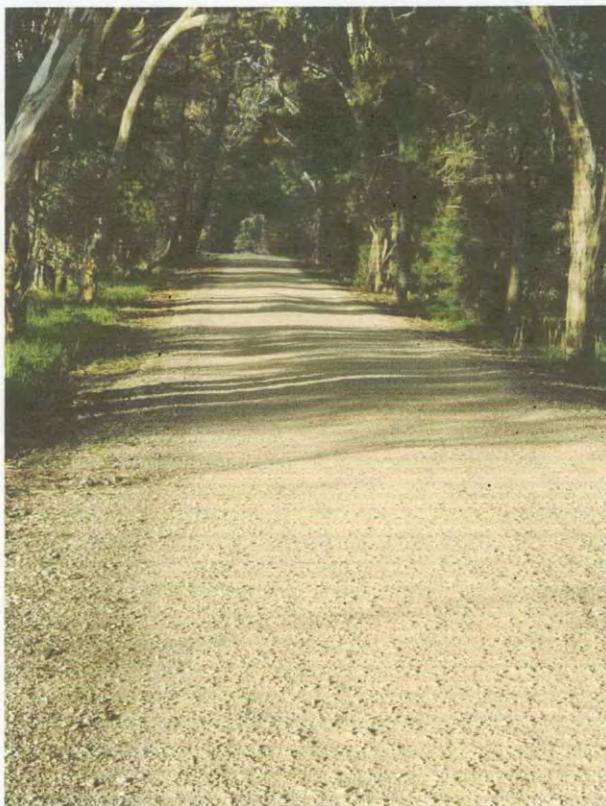
We request that this issue be kept as an active file in your offices, as the community regards this as an urgent safety issue.

Yours faithfully,

Bernadette Boag
 Chairperson

Page 2

Recreation Road
Kangarilla
Unsealed , **80kmh** speed limit
Taken half way along the road looking east



Sand Road
Kangarilla
Taken near Main McLaren Flat Road looking north
Sealed , **80kph** speed limit

Use of these two roads are the longest route between the town and the oval being 2km, and are described in Option 3

Main Road

Kangarilla

Taken from the corner of Recreation Road looking south. Road verge on other side is a bank.

Sealed, **60kph** speed limit, and the shortest route between the town and the oval (1 km)

Option 4- status quo



Main Road Kangarilla looking north.

This shows a total lack of road verge on either side of the road. Crossing the road is impractical and dangerous.

Option 4- status quo

Page 4

Comments from members

1. Geoff thinks that the simplest would be getting land from Johnny Golder to link the school side of the road to the Rec Grounds. Having a path on the other side would be dangerous as people would have to cross the main road twice.

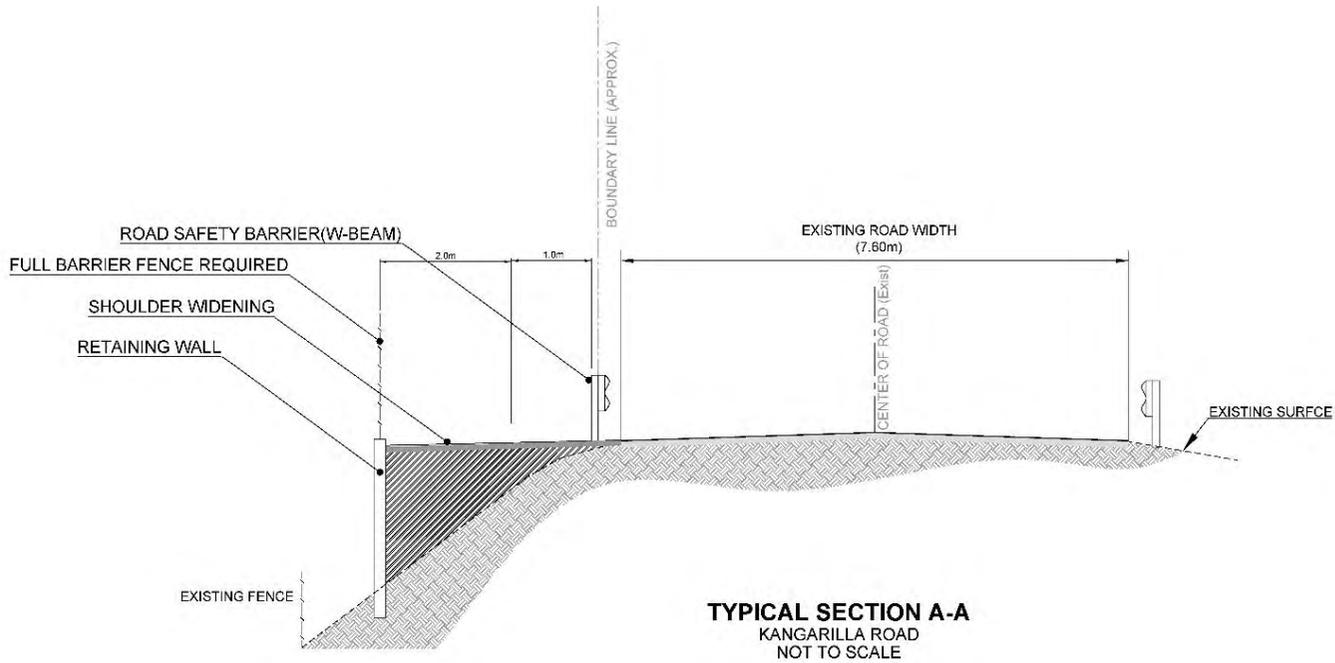
2. Alyssa's suggestion.

Can we just extend the verge to also be a cycle track? It would also then be a lot safer for all the bikes. Could it be bitumised (like the Willunga bicycle track) instead of concreted? Would that make it cheaper and less problematic with tree roots lifting the path? (ie. Just replace the bitumen if it starts to rise instead of a whole block of concrete?) If it was bitumised they could paint lines to make it clearly defined for walkers and bikers?

3. A Phone call from a member putting forward option 1 as a first preference then option 4 as a second choice.



VIEW LOOKING SOUTH FROM RECREATION DRIVE



TYPICAL SECTION A-A
KANGARILLA ROAD
NOT TO SCALE



NOT TO SCALE

- LEGEND**
GENERAL
- Proposed shoulder widening
 - Existing fence

<p>CITY OF ONKAPARINGA p (08) 8384 0699 www.onkaparingacity.com</p>	<p>KANGARILLA ROAD KANGARILLA PROPOSED SHOULDER WIDENING</p>			
	<p>FOR INFORMATION</p>		<p>DRAWING # 2017-180</p> <p>SHEET 01 OF 1 SK3/A</p>	

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9.7 Council Assessment Panel Independent Presiding Member Appointment

Date
16 June 2020

Meeting
Council

Approving Officer
Renee Mitchell, Director Corporate and City
Services (Acting)

Report Contact
Renée Mitchell, Director Corporate and City Services
(acting)

1. Purpose

The independent presiding member of the Council Assessment Panel has resigned. Council is now required to commence a process to appoint a new presiding member to the Panel.

2. Executive summary

The Presiding Member of the Council Assessment Panel (CAP), Bill Chandler, has advised of his resignation from the position, to be effective upon implementation of the new [Accredited Professionals Scheme](#). The Scheme commences concurrently with the new Planning and Design Code, in September 2020 (on a date yet to be gazetted).

A call for expressions of interest, advising that the independent presiding member will be responsible for obtaining and maintaining accreditation at Level 2 of the SA Government Accredited Professionals Scheme, will be undertaken by a recruitment firm. The recruitment firm will assess and select the shortlisted candidates in conjunction with the interview panel. A report will return to Council in August 2020 with a recommendation on the appointment of a suitable candidate.

The independent member should have a reasonable knowledge of the development legislation, an understanding of issues relating to the City of Onkaparinga, have appropriate qualifications, and experience in planning or another relevant field and the prescribed accreditation. Details of experience, skills, knowledge, qualifications and evidence of accreditation will be required to be demonstrated by candidates.

3. Recommendations

That:

1. A recruitment process be commenced to identify and shortlist candidates for the independent presiding member of the Council Assessment Panel.
2. An interview panel comprising:
 - a. Mayor Erin Thompson
 - b. CEO

c. Assessment Manager to the Council Assessment Panel

be established to assess and select the shortlisted candidates for the independent presiding member position of the Council Assessment Panel, and to make a recommendation to Council on the appointment of the suitable candidate.

3. A report returns to Council in early 2021 when it is understood what the assessment requirements of the Council Assessment Panel will be when the new Planning and Design Code comes into effect in September 2020, to review the remuneration of Council Assessment Panel members.
4. A letter be sent to Mr Bill Chandler thanking him for his services as presiding member of the Council Assessment Panel.

4. Background

Onkaparinga 2035 Community Plan	place: liveable, connected and green A well-planned, managed and maintained green city that enables and promotes sustainable and healthy lifestyles.
Policy and/or relevant legislation	The Council Assessment Panel is a planning authority required to be established under the <i>Development Act 1993</i> and <i>Planning, Development and Infrastructure Act 2016</i> .
Who did we talk to/who will we be talking to	Expressions of interest will be sought from appropriately qualified and experienced Level 2 accredited planning professionals.

5. Discussion

Bill Chandler has been presiding member of the CAP since January 2014, with his current contract ending 1 October 2020.

The CAP is the relevant authority for making planning decisions on development applications. It meets every three weeks or as required, normally on a Thursday commencing at 7pm, at the council Noarlunga offices.

The CAP's Terms of Reference, meeting procedures, code of conduct and agendas and minutes can be viewed on council's [website](#).

The current membership of the CAP is as follows:

Position	Name	Expiration date of term of appointment
Independent Members		
Presiding Member	Bill Chandler	1 October 2020
	Ross Bateup	31 December 2021
	Stephanie Johnston	31 December 2021
	Sarah Reachill	31 December 2021
Deputy Independent Member	Matt Atkinson	31 December 2021
Council Member	Heidi Greaves	31 December 2020
Deputy Council Member	Alayna de Graaf	31 December 2020

The current independent CAP members, excluding the presiding member, were appointed by the Council at its meeting of 10 December 2019 (released confidential report available [here](#)). The Council members were appointed by Council at its meeting of 11 December 2018 (agenda and minutes available [here](#)).

The presiding member is remunerated at \$550 per meeting; the remaining members, including the Council members, are remunerated at \$350 per meeting. The remuneration of the CAP members is not out of step with other councils, with some recently increasing remuneration for independent members in recognition of new accreditation costs and level of competition for appropriate members.

The State Planning Commission is the agency responsible for investigating any alleged contraventions of the code of conduct.

The Council Assessment Panel’s Assessment Manager, Renée Mitchell, is accredited at the required Level 1 of the Accredited Professionals Scheme. The Assessment Manager will act as a relevant authority under the reforms from September 2020, is responsible for managing the staff and operations of the CAP and provides advice to the CAP.

6. Financial implications

FINANCIAL SUMMARY

Item	\$	Comment
Current budget		
Current budget allocation	550	per meeting for presiding member
Funding required	10,000	estimated cost of recruitment firm
External funding	Nil	
Budget impact	10,000	contained in operational budget 19/20
FTE	N/A	
Next year’s budget		
Funding required	550	per meeting for presiding member
Funding source	N/A	operational budget
Operating position	N/A	
Rate rise impact	N/A	
FTE	N/A	
Long Term Financial Plan		
Debt	N/A	
Interest	N/A	
Reserve	N/A	

7. Risk and opportunity management

Risk	
Identify	Mitigation
Reputation/community expectation	Appointment of a presiding member to the CAP ensures development application are dealt with as expeditiously as possible and any representors who nominated to be heard by the CAP may do so.
Compliance/legal	Appointment of a presiding member to the CAP ensures compliance with state government statutory requirements.
Service delivery	Appointment of a presiding member to the CAP ensures continuity of the CAP and timely assessment of development applications.

Opportunity	
Identify	Maximising the opportunity
An expressions of interest process will identify the most appropriate candidate for the independent member role	As we will be competing with other councils for appropriately accredited individuals in a select market, an expressions of interest process will allow the broadest opportunity for identification of potential candidates.

8. Timelines and Deadlines

Recruitment process approved by Council on 16 June 2020.

Retention of recruitment firm in accordance with procurement procedures by late June 2020.

Expressions of interest process commenced for two week period in early July 2020.

Interview of shortlisted candidates late by July 2020.

Report to Council meeting of 18 August 2020 recommending appointment of preferred candidate.

Commencement of new independent presiding member of CAP in September 2020.

9. Next steps

As above.

10. Attachments

Nil.

- END OF REPORT -

9.8 Resignation - Councillor Beau Cowan, Mid South Coast Ward

Date

16 June 2020

Meeting

Council

Approving officer

Scott Ashby, Chief Executive Officer

Report contact

Karyn Ryan, Manager Governance (acting)

1. Purpose

The purpose of this report is to officially advise Council of the resignation of Councillor Beau Cowan, Mid South Coast Ward, City of Onkaparinga.

2. Executive summary

On Thursday 4 June 2020, Councillor Beau Cowan, Mid Coast Ward, provided the Chief Executive Office (CEO) with his resignation from his position as Councillor for the Mid Coast Ward, City of Onkaparinga, effective immediately. Cr Cowan also provided the CEO with a public statement in relation to this resignation (attachment 1). Section 54(6) of the *Local Government Act 1999*, requires the Chief Executive Officer to formally notify the Council of the resignation at the next meeting of the Council. This report is for noting only.

3. Recommendations

1. That Council note the resignation of Councillor Beau Cowan, Mid Coast Award, City of Onkaparinga, effective as of 4 June 2020.
2. That Council thanks Beau Cowan for his contribution to our communities and wish him and his family all the best for the future.

4. Background

<p>Onkaparinga 2035 Community Plan</p>	<p>prosperity: opportunity, diversity and adaptability</p>
<p>Policy and/or relevant legislation</p>	<p>Section 54(1)(b) of the <i>Local Government Act 1999</i>, sets out that a member intending to resign must do so in writing to the Chief Executive Officer.</p> <p>Section 54(6) of the <i>Local Government Act 1999</i>, requires the Chief Executive Officer to formally notify the Council of the resignation of a member at the next meeting of the Council.</p>

	Section 6, of the <i>Local Government (Elections) Act 1999</i> , sets out that should a vacancy occur before 1 January of a year in which a periodic election is due to be held (2022), then a supplementary election is required to fill the vacancy.
Who did we talk to/who will we be talking to	The Electoral Commission of South Australia.

5. Discussion

On Friday 5 June 2020, the CEO advised the Electoral Commissioner of Cr Cowan’s resignation and as required to initiate a supplementary election, provided a copy of Cr Cowan’s resignation to the Commissioner.

The Electoral Commissioner’s Office have acknowledged receipt of the resignation and have commenced their internal processes to consider the relevant timelines for a supplementary election for one Councillor in the Mid Coast Ward.

Once the Electoral Commission have determined the timelines and undertaken their pre-planning, **a Deputy Returning Officer will be appointed to consult with Council’s Election Liaison Officer.**

The first official step the Electoral Commission will take to commence the supplementary election will be to place a notice in the Government Gazette advising of the resignation and notification of the date that the Voters Roll will be closed.

The election will then follow the same requirements as with a general local government election, but only relevant to the one vacancy in the Mid Coast Ward. The below steps are indication of the process.

- Voters Roll closes
- Candidate briefing session
- Nominations open
- Nominations close
- Draw for position of candidates on ballot paper
- Mail out of voting material to electors
- Close of voting
- Scrutiny and count

6. Financial implications

There are not financial implications in Council noting this report. The financial implications of the general election in 2018 was approximately \$670,000 excluding GST. The financial implications of a supplementary election for one ward could be expected to be over \$100,000.

7. Timelines and deadlines

Electoral Commissioner will appoint a Deputy Returning Officer for the supplementary election and advise council of the dates and timeline for the election.

8. Next steps

The Voter's Roll will close on a date to be determined by the Electoral Commissioner, and approximately four to six weeks after that date nominations will open.

9. Attachments

Attachment 1 – **Cr Cowan's** public statement (1 pages)

- END OF REPORT -



Councillor Beau Cowan
Mid Coast Ward
City of Onkaparinga

Public Statement

Today I tendered my resignation as Councillor for the City of Onkaparinga, effective immediately. This is due to unexpected changes to my personal circumstances that I feel have impacted my ability to fulfill the role to a high standard.

I would like to thank the organisation, my fellow elected members, and the community for their ongoing support and understanding.

9.9 Cessation of Southern Adelaide Economic Development Board

Date
16 June 2020

Meeting
Council

Approving officer
Renee Mitchell, Director Corporate and City Services (Acting)

Report contact
Adam Mrotek
Manager Economic Growth and Investment

1. Purpose

The purpose of this report is to advise Council of the decision to conclude the Southern Adelaide Economic Development Board (SAEDB) from 30 June 2020.

2. Executive summary

Given the current economic environment and the impacts of the coronavirus, the City of Marion and City of Onkaparinga have reviewed the regional approach required to best address current and future challenges and investigate other regional advocacy models.

It has been decided to cease funding of the Southern Adelaide Economic Development Board effective 30 June 2020.

An agreed media statement was released by each council administration on the 10 June 2020 to align with the formal notification of the Marion Council at its meeting on the 9 June.

3. Recommendations

That Council:

1. Notes the agenda report 'Cessation of Southern Adelaide Economic Development Board'.
2. Notes that the \$45,000 identified in the draft 2020-21 Council budget to support the Southern Adelaide Economic Development Board with its activities will no longer be required and will be reported to Council as part final draft budget for adoption.

4. Background

<p>Onkaparinga 2035 Community Plan</p>	<p>prosperity: opportunity, diversity and adaptability] A prepared city that values natural resources, landscapes and sustainable management. A city with a prosperous, diverse and competitive economy.</p>
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	A city with strong business investment and confidence within a changing wider economy.
Policy and/or relevant legislation	<p>The draft Economic Growth and Investment Strategy endorsed for public consultation refers to the SAEDB regional role as:</p> <ul style="list-style-type: none"> • Industry leadership to further develop the Southern Adelaide economy • Influence the decision-making of organisations and individuals which will have a positive impact on the future of the region • Promote the region as a location for business success
Who did we talk to/who will we be talking to	Not applicable

5. Discussion

The SAEDB was established in 2007 by Tom Phillips, the CEO of Mitsubishi at the time, to help transition the region's **grim employment outlook arising from the closure of the Mitsubishi sites at Lonsdale and Tonsley**.

The Board is governed by local industry leaders and supported as a collaborative initiative of industry and the Cities of Onkaparinga and Marion.

A revitalisation of the board was affected in 2017 with an independent chair and executive officer appointed to advocate for Southern Adelaide as a great place to live, work, study, visit and do business.

The SAEDB has been a strong voice and advocate for Southern Adelaide over the past three years.

The hard work for our region by the Board is greatly appreciated and valued. The passionate and committed work for the Board from the Chair, Nikki Govan has been a notable highlight, as has that of the Board members who volunteered their time to the prosperity of Southern Adelaide.

Both Councils will maintain their long-standing commitment to supporting economic development **through their respective business support programs, Onkaparinga 'ON Business Partner' program City of Marion 'Open for Business' program.**

Regional collaboration will continue in the delivery of the Southern Business Mentoring Program which provides free business advice, support and mentoring to our southern local business and start-up community. This includes targeted advice in human resource management, digital communications, strategic marketing, retail, health and wellbeing and business planning.

Collaboration between the two councils and their business communities will continue, actively progressing strategic ideas and regional projects and working together in a flexible and innovative way as opportunities arise.

The voice of business and industry will continue to be supported through the ON Ambassadors initiative comprising leading local business leaders and through the Economic Development Forum comprising the chairs of local business and tourism associations.

6. Financial implications

Financial summary

Item	\$	Comment
Current budget		
Current budget allocation	-	Nil impact on the current year budget of \$45,000
Funding required	-	Nil
External funding	-	Nil impact on the 50% or \$42,000 co-investment by Marion Council
Budget impact	-	Nil
FTE	-	Executive Officer engaged as a contractor (part time)
Next year's budget		
Funding required	-	The \$45,000 identified in the draft 2020-21 Council budget to support the SAEDB will no longer be required and will be reported to Council as part final draft budget for adoption.
Funding source	-	N/A
Operating position	-	N/A
Rate rise impact	-	N/A
FTE	-	N/A
Long Term Financial Plan		
Debt	-	N/A
Interest	-	N/A
Reserve	-	N/A

Scope of impact

Not applicable.

Baseline budget rate and debt impact

Year to date Decisions	Operating position	Rates (next budget)	Debt
Cumulative Impact			
This proposal			
Including this proposal			

7. Risk and opportunity management

Risk	
Identify	Mitigation
Employee welfare/public safety	N/A
Reputation/community expectation	The ON Ambassadors and the Economic Development Forum will continue to provide a business conduit to Council and industry voice for the City.
Political	N/A
Financial/business sustainability	N/A
Environment	N/A
Compliance/legal	N/A
Service delivery	N/A

8. Timelines and deadlines

The Board will cease its activities on the 30 June 2020.

9. Next steps

The Chair and board members will be thanked in writing for their contribution.

10. Attachments

Nil

- END OF REPORT -

9.10 Council and Committee Reporting Schedule

Date

16 June 2020

Meeting

Council

Approving officer

Renee Mitchell, Director Corporate and City Services (Acting)

Report contact

Sue Hammond, Senior Governance Officer

1. Purpose

This report provides an update on the reporting for upcoming Council and Committee meetings.

2. Executive summary

This report is provided as per the following resolution of Council at its meeting of 21 March 2017:

That the item "Updated Work Program" from the agenda of the Strategic Directions Committee be duplicated as a monthly agenda item for Council meetings.

As the Reporting Schedule is a guide only and subject to change, members are encouraged to utilise the Elected Member website for an up to date version of the Reporting Schedule.

3. Recommendations

That Council note the agenda report and Reporting Schedule (attachment 1 to the agenda report).

4. Attachments

Attachment 1 – Reporting Schedule (4 pages)

- END OF REPORT -

Report Schedule as at 10 June 2020

Audit, Risk, Value and Efficiency Committee meeting 22/6/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
2020 Committee Reporting Schedule (Work Plan)	Brown, Kathryn	CCS	
Bi-annual update - monitoring hospitality related transactions	Brown, Kathryn	CCS	
Quarterly update - Risk Management	Mirovitskaya, Elena	CCS	
Results of forensic investigation into cyber attack.	Morris, Desma	CCS	
Elected Member Session 23/06/2020			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Community engagement 'refresh' - TENTATIVE	Onsman, Ynys	CR	
Emerging Housing Issues - TENTATIVE	Onsman, Ynys	CCS	
Special Council meeting (Budget) 30/6/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Budget balancing, community engagement outcomes	Eckermann, Diane	FC	
Draft Rating and Rating Rebate Policies 2020-21	Rice, Justin	FC	
Financial Rate Relief Policy (Hardship)	Bird, Jade	FC	
Special Council meeting (Budget) 7/7/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Adoption of Annual Business Plan, Budget and Declaration of Rates 2020-2021	Rice, Justin	FC	
Strategic Directions Committee meeting 7/7/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Grass Establishment Trials update report	Sowerby, Daryl	CO	
Indoor Recreation Centres Review	Carr, Nicholas	CO	
Port Willunga North Coast Park Concept Plan	Carr, Nicholas	CO	
Arts and Cultural Development Strategic Plan 2021-26 - Community Engagement Plan Report	Stevens, Bobbie-Jean	CR	
Community Capacity Strategic Plan	Hamdorf, Pamela-Sue	CR	
CONFIDENTIAL - Tier 1 Event	Stevens, Bobbie-Jean	CR	
COVID-19 update	Onsman, Ynys	CR	
Council and Committee Reporting Schedule	Luke, Jonathan	CCS	
Proposal to commence revocation of community land for portion of land at 23 Highway Drive Morphett Vale	Haslam, David	FC	
Elected Member Session 14/07/2020			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Coastal Climate Risk Management - TENTATIVE	Keath, Nina	CR	
Corporate Emissions Target Workshop - DG APPROVED	McGlennon, Jennifer	CR	

Council meeting 21/7/20

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Aldinga Community Centre transition update	Purves, Stuart	CR	
Community Plan Review	Onsman, Ynys	CR	
Audit, Risk, Value and Efficiency Committee meeting minutes	Hammond, Susan	CCS	
Australia Day Breakfasts	McElligott, Sheryn	CCS	
Confidential items	Hammond, Susan	CCS	
Council and Committee Reporting Schedule	Hammond, Susan	CCS	
Deputation - Geoff Goss, Southern Table Tennis	Mitchell, Renee	CCS	
re No Smoking Policy			
Elected Member Training and Development Policy	Brunotte, Therese	CCS	
Foreshore and Coastal Activations	Bolger, Eulonda	CCS	
Section 270 - No Smoking Policy	Mitchell, Renee	CCS	
Strategic Directions Committee minutes	Hammond, Susan	CCS	
CONFIDENTIAL - Proposed extension of lease over council owned land at 10 Meyer Road Lonsdale	Lee, Bernadette	FC	
Proposal to dispose of vacant land off St Matthews Street Willunga on the open market	Haslam, David	FC	
Revocation of 14 Margaret Street Port Noarlunga	Haslam, David	FC	
Revocation of 43 Thames Drive Reynella	Adams, Bryn	FC	

Audit, Risk, Value and Efficiency Committee meeting 27/7/20

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
2020 Committee Reporting Schedule (Work Plan)	Brown, Kathryn	CCS	
Bi-annual Work Health and Safety activities update	Stott, Christian	CCS	
Quarterly Performance Improvement Report	Hassam, Gregory	CCS	
Quarterly update - Internal Audit	Mirovitskaya, Elena	CCS	
External audit interim letter 2019-20	Carter, Kevin	FC	
Implementation of external audit actions report	Carter, Kevin	FC	

Elected Member Session 28/07/2020

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Disability Access and Inclusion Plan - TENTATIVE	Wright, Paul	CR	
Water Assets Divestment Project - TENTATIVE	James, Julian	FC	

Strategic Directions Committee meeting 4/8/20

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Clarendon Recreation Park Master Plan update	Smith, Andrew	CO	
Affordable Housing	Onsman, Ynys	CR	
Council and Committee Reporting Schedule	Luke, Jonathan	CCS	
Onkaparinga Local Area Plan Final OLAP (Stage 2)	Luke, Jonathan	CCS	

Elected Member Session 11/08/2020

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Vehicles on Beaches - TENTATIVE	Jurado, Salvador	CO	
Sellicks Beach Structure Plan - TENTATIVE	Wright, Clare	CCS	
Water Assets Divestment Project - TENTATIVE	James, Julian	FC	

Council meeting 18/8/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Draft framework for engagement of people with lived experience	Onsman, Ynys	CR	
Negotiations with the RSPCA for the detention of dogs and cats	McDonald, Neal	CR	
Ambassadors Initiative Update Report	Pitman, Lorraine	CCS	
Appointment of Independent Presiding Member to the CAP	Mitchell, Renee	CCS	
Audit, Risk, Value and Efficiency Committee meeting minutes	Hammond, Susan	CCS	
Building Fire Safety Committee Report	Randell, Ian	CCS	
Council and Committee Reporting Schedule	Hammond, Susan	CCS	
Council Assessment Panel (CAP) Annual Report	Victory, Ben	CCS	
Legal Services Summary	Mitchell, Renee	CCS	
Southern Adelaide Economic Development Board Update Report	Mrotek, Adam	CCS	
Strategic Directions Committee minutes	Hammond, Susan	CCS	
Proposal to commence a revocation of community land at 1 Hopkins Court Woodcroft	Lee, Bernadette	FC	
Elected Member Session 25/08/2020			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Sport and Active Recreation Strategic Review Trends Analysis - TENTATIVE	Maschotta, Christopher	CR	
Sport and Active Recreation new Strategic Plan - TENTATIVE	Maschotta, Christopher	CR	
Sellicks Beach Structure Plan - TENTATIVE	Wright, Clare	CCS	
Strategic Directions Committee meeting 1/9/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Morton Road Sport & Community Hub	Manchip, Susan	CO	
Council and Committee Reporting Schedule	Luke, Jonathan	CCS	
Sellicks Issues and Opportunities	Luke, Jonathan	CCS	
Winners of 2020 History and Heritage Awards	Bali Dogra, Divya	CCS	
Audit, Risk, Value and Efficiency Committee meeting 7/9/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Long term viability of the Sellicks Beach cliff top access vegetation barrier planting	Jurado, Salvador	CO	
2020 Committee Reporting Schedule (Work Plan)	Brown, Kathryn	CCS	
Annual report - Placement of Council Insurances	Brown, Kathryn	CCS	
Annual report - section 270 applications	Brown, Kathryn	CCS	
Quarterly update - Risk Management	Mirovitskaya, Elena	CCS	
Elected Member Session 08/09/2020			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF DW STATUS

Council meeting 15/9/20			
REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT	CF
Cat Containment Options	McDonald, Neal	CR	
Audit, Risk, Value and Efficiency Committee meeting minutes	Hammond, Susan	CCS	
Council and Committee Reporting Schedule	Hammond, Susan	CCS	
Round Two ON Business Partner Program Small Business Grants	Palumbo, Monique	CCS	
Strategic Directions Committee minutes	Hammond, Susan	CCS	
Tourism Plan Implementation Progress Update	Collins, Vivorine	CCS	

Department acronyms

- CR – Community Relations
- CCS – Corporate and City Services
- FC – Finance and Commercial
- CO – City Operations

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10. Questions on notice

Nil.

11. Motions on notice

11.1 Motion on notice – Cr Eaton – Representation Review

Background

The purpose of this motion is to provide an opportunity for the elected membership to consider our current community representation ratio of elected members to population/registered voters on the electoral role, and review of the wards and then consider the need for a representation review to be undertaken. The main issue that needs to be considered is if our current number of councillors is appropriate for the size of our community when benchmarked against other metropolitan councils.

For the purpose of representation the South Australian Electoral Commission uses the ratio of registered voters, not population but for the purpose of this background material registered voters and populations have been used for comparison.

When the City of Onkaparinga was formed in 1997 through the amalgamation of the District Council of Willunga, City of Noarlunga and City of Happy Valley the community was represented by 20 councillors and one mayor. That number remained until the last representation review was undertaken for the City of Onkaparinga in 2017. This resulted in the number of councillors being reduced from 20 (4 to each of the then 5 wards) to the current number of 12 (2 to each of the now 6 wards). At the time of this review there was discussion around whether the ward councillors could be reduced to 15, (3 for each of the then 5 wards) but it would appear that the Electoral Commissioner raised concerns relating to community consultation process that was for 12 councillors and the Chamber voted in favour of the current 12. I was actually in the public gallery that evening.

The 2016 census shows that the City of Onkaparinga had a population of 166,766 and the ratio then of 20 elected members to the population was 1:8,338. Had that number been reduced to 15 elected members at the time of this review the ratio of elected members per head of population would have been 1:11,117, not that much lower to the next most populated council area, the City of Salisbury.

Attachment 1 compares all metropolitan councils (including Gawler) by population, registered voters, ratio of elected members (in comparison to these two groups), composition of wards/councillors and ranking by population and the elected member ratios. The City of Onkaparinga has the highest population (estimated in 2019 to be 172,938). The next largest is the City of Salisbury, with an estimated population of 143,560, followed by the City of Port Adelaide Enfield with an estimated population of 127,740 and then the City of Charles Sturt with an estimated population of 117,382.

On population figures the representation ratios of these councils are as follows:

- **Onkaparinga 1:14,411**
- **Salisbury 1:10,254**
- **Port Adelaide Enfield 1:7,514**
- **Charles Sturt 1:7,338**

On comparing registered voters to population this changes slightly to the following:

- **Onkaparinga 1:10,328**
- **Salisbury 1:6,715**

- Port Adelaide Enfield 1:5202
- Charles Sturt 1:5,276

Both these comparisons demonstrate a significant variation in representation with these other local government areas.

In determining these ratios (so there is some consistency in comparisons) the mayors have not been included in determining them on the basis that there is a consistency with one mayor across all council areas. The variance is the number of councillors, population and registered voters.

Concerns were expressed at the time of the 2017 review that with the reduction to 12 councillors the consequences of absences could have a significant impact on attendances and the Chamber properly representing the interests of all residents. To demonstrate this there are a number of attachments detailing the attendance records at Council/Special Council meetings, Elected Members sessions, Strategic Directions Committee meetings, Chief Executive Officer Performance Committee (both of which all the elected members are on), and the Council Assessment Panel, Audit, Risk, Value & Efficiency Committee and the ICT Steering Committee grants committees, Australia Day Awards Committee, etc (which have nominated councillors appointed to them).

This review will provide an opportunity to consider the following compositions such as increasing the number of wards to 8 with 2 councillors per ward, reverting to 5 wards with 3 councillors per ward or remaining with the current 6 wards with 2 councillors.

Normally representation reviews are undertaken every 6-7 years but considering the very low representation ratio of councillors to the population/voters when compared across the other metropolitan councils and the risk associated with absences it is an appropriate course of action to have a review undertaken and have the findings in place before the 2022 local government elections.

Motion

That approval be given to undertake a representation review to ensure that the number of elected members and wards provides residents and businesses of the City of Onkaparinga with an appropriate level of representation.

ATTACHMENTS:

- Attachment 1 – Metropolitan Councils Elected Members/Wards/Population/Registered Voters Comparisons.
- Attachment 2 - Council/Special Council meeting attendances December 2019 to April 2020.
- Attachment 3 - Elected Members Workshop Sessions Current Term of Council
- Attachment 4 - Strategic Directions Committee
- Attachment 5 - CEO Performance Committee
- Attachment 6 - Council Assessment Panel
- Attachment 7 – Audit, Risk, Value & Efficiency Committee
- Attachment 8 - ICT Steering Committee
- Attachment 9 - Miscellaneous Grant/Awards Committees Other Major Events
- Attachment 10 Elected Members Nominated Liaison.
- Attachment 11 Elector Representation Review Process



**ATTACHMENT 1
METROPOLITAN COUNCILS
ELECTED MEMBERS/WARDS/POPULATION/REGISTERED VOTERS COMPARISONS
2019 POPULATION FIGURES**

COUNCIL	POPULATION	RANKING BY POPULATION	NO OF REGISTERED ELECTORS	RANKING BY REGISTERED VOTERS	ELECTED MEMBERS	WARDS	RATIO/HEAD OF POPULATION	REPRESENTATION RANKING LOWEST TO – HIGHEST BY POPULATION	RATIO/B Y REGISTE D VOTERS	REPRESENTATION RANKING LOWEST TO – HIGHEST BY REGISTERED VOTERS
ONKAPARINGA	172,938 (Est 2019)	1	123,939	1	Mayor 1 Councillors 12	Wards 6 (6x2)	1:14,411	1	1:10,328	1
SALISBURY	143,560 (Est 2019)	2	94,017	2	Mayor 1 Councillors 14	Wards 7 (7x2)	1:10,254	2	1:6,715	2
PORT ADELAIDE ENFIELD	127,740 (Est 2019)	3	83,240	4	Mayor 1 Councillors 17	Wards 7 (3x3 4x2)	1:7,514	5	1:5,202	6
CHARLES STURT	117,382 (Est 2018)	4	84,423	3	Mayor 1 Councillors 16	Wards 8 (8x2)	1:7,336	6	1:5,276	5
TEA TREE GULLY	99,694 (Est 2018)	5	72,663	5	Mayor 1 Councillors 12	Wards 6 (6x2)	1:8,308	3	1:6,055	3
PLAYFORD	98,848 (Est 2019)	6	60,775	7	Mayor 1 Councillors 15	Wards 5 (5x3)	1:6,590	7	1:4,052	8
MARION	93,448 (Est 2019)	7	64,219	6	Mayor 1 Councillors 12	Wards 6 (6x2)	1:7,787	4	1:5,352	4
MITCHAM	67,474 (Est 2019)	8	48,161	8	Mayor 1 Councillors 13	Wards 6 (5x2, 1x3)	1:5,190	9	1:3,705	9
WEST TORRENS	60,842 (Est 2019)	9	41,058	9	Mayor 1 Councillors 14	Wards 7 (7x2)	1:4,346	10	1:4,562	7
CAMPBELLTON	52,192 (Est 2019)	10	35,020	10	Mayor 1	Wards 5 (5x2)	1:5,219	8	1:3,502	10

Ward	Population (Est 2019)	Councillors	Population (Census 2016)	Councillors	Wards	Population (Est 2019)	Councillors	Population (Census 2016)	Councillors	
BURNSIDE	45,816 (Est 2019)	11	31,453	11	Mayor 1 Councillors 10	Wards 6 (6x2)	1:3,818	11	1:2,621	12
UNLEY	39,208 (Est 2019)	12	27,389	13	Mayor 1 Councillors 12	6 Ward(6 x2)	1:3,267	12	1:2,282	13
NORWOOD PAYNEHAM ST PETERS	37,056 (Est 2019)	13	24,108	15	Mayor 1 Councillors 13	Wards 6 (5x2, 1x3)	1:2,850	14	1:1,854	15
HOLDFAST BAY	36,983 (Est 2019)	14	27,660	12	Mayor 1 Councillors 12	Wards 4 (4x3)	1:3,082	13	1:2,305	14
ADELAIDE	25,456 (Est 2019)	15	26,679	14	Lord Mayor 1 Councillors 11	4 Wards (1 area ward x 4, 3 wards 2)	1:1,818	17	1:2,668	11
GAWLER	23,034 (Census 2016)	16	17,659	16	Mayor 1 Councillor 10	No specific wards	1:2,303	16	1:1,766	17
PROSPECT	21,200 (Est 2019)	17	14,634	17	Mayor 1 Councillors 8	Wards 4 (4x2)	1:2,650	15	1:1,829	16
WALKERVILLE	8,000 (Est 2019)	18	5,656	18	Mayor 1 Councillors 8	Wards 4 (4x2)	1:1,000	18	1:707	18

NOTE:

2016 Comparison City of Onkaparinga census prior to Current Chamber by population. Do not have details of resisted voters.

ONKAPARINGA	166,766	Mayor 1 Councillors 20	Wards 5 x 4	1,8,338
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ATTACHMENT 2

COUNCIL/SPECIAL MEETINGS DECEMBER 2018 – JUNE 2020

DATE	TYPE	PRESENT	APPOLOGY	LEAVE	ABSENT
11/12/18	Normal	Mayor; Thompson Crs Bray Cowan de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis	Brown	Nil	Nil
22/1/19	Normal	Mayor Thompson Crs Brown Cowan de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis	Bray	Nil	Nil
19/2/19	Normal	Mayor Thompson Crs Bray Brown Cowan de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis		Nil	Nil

12/3/19	Normal	Mayor Thompson Crs Bray Brown Cowan de Graaf Eaton Greaves Jamieson O'Brien Olsen Peat Themeliotis	McMahon	Nil	Nil
19/3/19	Special	Mayor Thompson Crs Bray Brown Cowan de Graaf Eaton McMahon O'Brien Olsen Peat Themeliotis	Jamieson	Nil	Nil
16/4/19	Normal	Mayor Thompson Crs Bray Brown Cowan deGraaf Eaton Greaves McMahon O'Brien Olsen Peat Themeliotis	Jamieson	Nil	Nil
21/5/19	Normal	Mayor Thompson Crs Bray Brown Cowan deGraaf Eaton	O'Brien	Nil	Nil

		Greaves Jamieson McMahon Olsen Peat Themeliotis			
4/6/19	Normal	Mayor Thompson Crs Bray Brown Cowan deGraaf Eaton Greaves Jamieson McMahon Peat Themeliotis	Olsen	Nil	Nil
11/6/19	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Jamieson McMahon Olsen Peat Themeliotis	Cowan Greaves O'Brien	Nil	Nil
18/6/19	Normal	Crs Bray Brown Eaton Jamieson McMahon Olsen O'Brien Peat Themeliotis	Thompson Cowan de Graaf Greaves		
25/6/19	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves	Cowan Olsen Peat	Nil	Nil

		Jamieson McMahon O'Brien Peat Themeliotis			
11/7/19	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Jamieson	Cowan Greaves McMahon O'Brien Peat	Themeliotis	
16/7/19	Normal	Mayor Thompson Crs Bray Brown Cowan de Graaf Eaton Jamieson McMahon O'Brien Olsen Themeliotis	Greaves Peat	Nil	Nil
23/7/19	Special	Mayor Thompson Crs Bray Brown Cowan de Graaf Eaton Jamieson McMahon O'Brien Olsen Themeliotis	Greaves Peat	Nil	Nil
6/8/19	Special	Crs Bray Brown Cowan de Graaf Eaton Greaves McMahon O'Brien	Thompson Jamieson		

		Olsen Peat Themeliotis			
20/8/19	Normal	Mayor Thompson Crs Bray Brown Cowan de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis	Nil	Nil	
17/9/19	Normal	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Themeliotis	Cowan Peat	Nil	Nil
15/10/19	Normal	Mayor Thompson Crs Bray de Graaf Eaton Greaves Jamieson O'Brien Olsen Themeliotis	Brown McMahon	Cowan Peat	
17/10/19	Special	Mayor Thompson Crs Bray de Graaf Eaton Greaves	Brown	Cowan Peat	

		Jamieson McMahon O'Brien Olsen Themeliotis			
22/10/19	Special	Mayor Thompson Crs Bray de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Themeliotis	Brown	Cowan Peat	Nil
29/10/19	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Themeliotis		Cowan Peat	Nil
19/11/19	Normal	Mayor Thompson Crs Bray Brown Eaton Greaves Jamieson McMahon O'Brien Themeliotis	de Graaf Olsen	Cowan Peat	Nil
26/11/19	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Jamieson	Greaves Themeliotis	Cowan Peat	

		McMahon O'Brien Olsen			
10/12/19	Normal	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson McMahon O'Brien Themeliotis	Olsen	Cowan Peat	
21/1/20	Normal	Mayor Thompson Crs Bray Brown Cowan de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Themeliotis	Peat		
11/2/20	Special	Mayor Thompson Crs Bray Brown Cowan Eaton Greaves Jamieson McMahon O'Brien Olsen Themeliotis	Cowan		de Graaf
18/2/20	Normal	Mayor Thompson Crs Bray Brown de Graaf Eaton	Cowan	Nil	Nil

		Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis			
25/2/20	Special	Mayor Thompson Crs Brown de Graaf Eaton Jamieson McMahon O'Brien Peat Themeliotis	Bray Cowan Greaves Olsen	Nil	Nil
27/2/20	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis	Cowan	Nil	Nil
17/3/20	Normal	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Themeliotis	Cowan Peat	Nil	Nil
24/3/20	Cancelled				
21/4/20	Normal - Video	Mayor Thompson Crs	Nil	Nil	Nil

		Bray Brown Cowan de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis			
19/5/20	Normal	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis	Cr Cowan	Nil	Nil
26/5/20	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson McMahon O'Brien Olsen Peat Themeliotis	Cr Cowan	Nil	Nil
2/6/20	Special	Mayor Thompson Crs Bray Brown de Graaf Eaton Greaves Jamieson	Cr Cowan	Nil	Nil

		McMahon O'Brien Olsen Peat Themeliotis			
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SUMMARY

34 Council meetings held during this period of new Council

MEMEBER	APOLOGY	LEAVE OF ABSENCE	ABSENT	TOTAL
Mayor Thompson	2	0	0	2
Cr Bray	2	0	0	2
Cr Brown	4	0	0	4
Cr Cowan	13	7	0	20
Cr de Graaf	2	0	1	3
Cr Eaton	0	0	0	0
Cr Greaves	7	0	0	7
Cr Jamieson	3	0	0	3
Cr McMahon	3	0	0	3
Cr O'Brien	3	0	0	3
Cr Olsen	5	0	0	5
Cr Peat	7	9	0	16
Ct Themeliotis	1	1	0	2

ATTACHMENT 3

**ELECTED MEMBERS WORKSHOPS ATTENDANCES
CURRENT TERM OF COUNCIL**

DATE	ATTENDING	APOLOGY	LEAVE OF ABSENCE	NON ATTENDANCE
5/2/19	Mayor Thompson Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Jamieson Cr McMahon Cr Peat Cr Themeliotis	Cr Greaves Cr O'Brien Cr Olsen	Nil	Nil
9/2/19	Mayor Thompson Cr Brown Cr Cowan Cr Eaton Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Cr Bray Cr de Graaf Cr Greaves Cr Jamieson	Nil	Nil
12/2/19	Mayor Thompson Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Cr Bray Cr Brown	Nil	Nil
26/2/19	Mayor Thompson Cr Bray	Nil	Nil	Nil

	Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis			
28/2/19	Mayor Thompson Cr Brown Cr de Graaf Cr Eaton Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat	Cr Bray Cr Greaves	Nil	Cr Cowan Cr Themeliotis
5/3/19	Mayor Thompson Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat		Cr Themeliotis	
12/3/19	Mayor Thompson Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr O'Brien	Cr McMahon		

	Cr Olsen Cr Peat Cr Themeliotis			
26/3/19	Mayor Thompson Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Cr Jamieson	Nil	Nil
2/4/19	Mayor Thompson Cr Brown Cr Cowan Cr Eaton Cr McMahon Cr Peat	Cr Bray Cr de Graaf Cr Greaves Cr Jamieson Cr O'Brien Cr Olsen Cr Themeliotis		
4/4/19	EM Vision and Values Session. No record of attendances held off-site			
9/4/19	Mayor Thompson Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr McMahon Cr O'Brien Cr Olsen Cr Peat	Cr Bray Cr Jamieson Cr Themeliotis	Nil	Nil
16/4/19	Seaford Meadows Presentation			

	No record kept. of attendance.			
30/4/19	Mayor Thompson Cr Bray Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Cr Brown		
2/5/19	EM Vision and Values Session, No record of attendances held off-site			
14/5/19	Training - Social Media, Legal Advice Policy and Delegations - CANCELLED			
25/5/19	Mayor Thompson Cr de Graaf Cr Eaton Cr McMahon	Cr Bray Cr Brown Cr Cowan Cr Greaves Cr Jamieson Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis		
28/5/19	Sports and Recreation SARS - CANCELLED			
4/6/19				

	Rating Policy & Procedure Drop In Session for EM questions prior to SCM- no record kept			
11/6/19	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Jamieson Cr McMahon Cr Olsen Cr Peat Cr Themeliotis	Cr Cowan Cr Greaves Cr O'Brien	Nil	Nil
2/7/19	Mayor Thompson Cr Brown Cr de Graaf Cr Eaton Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat	Cr Bray Cr Cowan Cr Greaves Cr Peat Cr Themeliotis	Nil	Nil
9/7/19	Main South Road Duplication Planning Study - CANCELLED			
23/7/19	EM L&D Session. Impact of Social Media and Legal Advice Policy No record kept of			

	attendance			
30/7/19	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Cr Cowan Cr Greaves Cr Jamieson	Nil	Nil
6/8/19	Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Mayor Thompson Cr Jamieson Cr Greaves	Nil	Nil
13/8/19	Mayor Thompson Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Cr Bray Cr Cowan	Nil	Nil
27/8/19	Community Plan Review & Climate Change Risks - CANCELLED			
3/9/19	Mayor Thompson Cr Bray Cr Brown	Cr de Graaf Cr Olsen Cr Peat	Nil	Nil

	Cr Cowan Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Themeliotis			
10/9/19	Mayor Thompson Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Themeliotis	Cr Olsen Cr Peat	Nil	Nil
24/9/19	Mayor Thompson Cr Brown Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen	Cr Bray Cr Cowan Cr de Graaf Cr Peat Cr Themeliotis	Nil	Nil
26/9/19	EM L&D Session. CANCELLED			
1/10/19	Mayor Thompson Cr Bray Cr Brown Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Themeliotis	Cr Cowan Cr de Graaf Cr Peat	Nil	Nil
8/10/19	Mayor	Cr Bray	Nil	Nil

	Thompson Cr Brown Cr Eaton Cr Jamieson Cr McMahon Cr O'Brien	Cr Cowan Cr de Graaf Cr Greaves Cr Olsen Cr Peat Cr Themeliotis		
15/10/19	Mayor Thompson Cr Bray Cr de Graaf Cr Eaton Cr Greaves Cr O'Brien Cr Olsen Cr Themeliotis	Cr Brown Cr Jamieson Cr McMahon	Cr Cowan Cr Peat	Nil
22/10/19	Mayor Thompson Cr Bray Cr Eaton Cr Jamieson Cr McMahon Cr O'Brien Cr Themeliotis	Cr Brown Cr de Graaf Cr Greaves Cr Olsen	Cr Cowan Cr Peat	Nil
5/11/19	Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr O'Brien Cr Themeliotis	Mayor Thompson Cr McMahon Cr Olsen	Cr Cowan Cr Peat	Nil
12/11/19	Mayor Thompson Cr Bray Cr Brown Cr Eaton Cr Greaves Cr Jamieson Cr O'Brien Cr Themeliotis	Cr de Graaf Cr Olsen	Cr Cowan Cr Peat	Cr McMahon
26/11/19	CWMS - CANCELLED			

5/12/19	Mayor Thompson Cr Brown Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Themeliotis	Cr de Graaf	Cr Cowan Cr Peat	Cr Bray
17/12/19	Planning and Design Code & Non complying Development - CANCELLED IT OUTA			
14/1/20	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr Olsen Cr Themeliotis	Cr Cowan Cr Peat Cr O'Brien	Nil	Nil
23/1/20	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Jamieson Cr McMahon Cr O'Brien	Cr Cowan Cr Greaves Cr Olsen Cr Peat Cr Themeliotis	Nil	Nil
28/1/20	Mayor Thompson Cr Bray	Cr Cowan Cr Peat Cr Greaves	Nil	Cr Olsen Cr Themeliotis

	Cr Brown Cr de Graaf Cr Eaton Cr Jamieson Cr McMahon Cr O'Brien			
4/2/20	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Themeliotis	Cr Cowan Cr Peat	Nil	Nil
11/2/20	Mayor Thompson Cr Bray Cr Brown Cr Eaton Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis	Cr Cowan Cr Jamieson	Nil	Cr Greaves Cr de Graaf
25/2/20	Mayor Thompson Cr Brown Cr de Graaf Cr Eaton Cr Jamieson Cr McMahon Cr O'Brien Cr Peat Cr Themeliotis	Cr Bray Cr Cowan Cr Greaves Cr Olsen	Nil	Nil
10/3/20	Mayor Thompson Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson	Cr Bray Cr Brown Cr Cowan Cr Olsen Cr Peat		

	Cr McMahon Cr O'Brien Cr Themeliotis			
14/3/20	Mayor Thompson Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Themeliotis	Cr Bray Cr Cowan Cr Peat	Nil	Nil
24/3/20	Mayor Thompson Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis			
14/4/20	Mayor Thompson Cr Bray Cr Brown Cr Cowan Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis			
28/4/20	Mayor Thompson	Cr Cowan		

	Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Peat Cr Themeliotis			
12/5/20	Canceled: Elected Member Session - Community Engagement Refresh and Disability Access and Inclusion Plan, Draft Community Engagement			

SUMMARY:
39 sessions

MEMEBER	APOLOGY	LEAVE OF ABSENCE	ABSENT	TOTAL
Mayor Thompson	2	0	0	2
Cr Bray	13	0	1	14
Cr Brown	6	0	0	6
Cr Cowan	17	5	1	23
Cr de Graaf	9	0	1	10
Cr Eaton	0	0	0	0
Cr Greaves	14	0	1	15
Cr Jamieson	9	0	0	9
Cr McMahon	3	0	1	4
Cr O'Brien	5	0	0	5
Cr Olsen	9	0	1	10
Cr Peat	12	5	0	17
Cr Themeliotis	7	1	2	10

ATTACHMENT 4

**STRATEGIC DIRECTIONS COMMITTEE
CURRENT TERM OF COUNCIL
FEBRUARY 2019 - JUNE 2020**

DATE	ATTENDING	APOLOGY	LEAVE OF ABSENCE	NONE ATTENDANCE
5/2/19	Mayor E Thompson Cr M Bray Cr S Brown Cr B Cowan (7.04pm) Cr de Graaf Cr G Eaton Cr W Jamieson Cr S McMahon Cr M O'Brien Cr R Peat (Chair) Cr M Themeliotis	Cr Greaves Cr Olsen	Nil	Nil
5/3/19	Mayor E Thompson Cr M Bray Cr S Brown (7.04pm) Cr B Cowan (7.04pm) Cr de Graaf Cr G Eaton Cr H Greaves Cr W Jamieson (7.04pm) Cr S McMahon Cr M O'Brien Cr W Olsen Cr R Peat (Chair) Cr M Themeliotis	Nil	Nil	Nil
2/4/19	Mayor E Thompson Cr M Bray Cr S Brown Cr B Cowan Cr G Eaton Cr S McMahon Cr R Peat (Chair) Cr M Themeliotis	Cr W Jamieson Cr W Olsen Cr M O'Brien Cr H Greaves Cr de Graaf	Nil	Nil
7/5/19		Nil	Nil	Nil

	Mayor E Thompson Cr M Bray Cr S Brown Cr B Cowan Cr de Graaf Cr G Eaton Cr H Greaves Cr W Jamieson Cr S McMahon Cr M O'Brien Cr W Olsen Cr R Peat (Chair) Cr M Themeliotis			
4/6/19	Mayor E Thompson Cr M Bray Cr S Brown Cr B Cowan Cr de Graaf Cr G Eaton Cr H Greaves Cr W Jamieson Cr S McMahon Cr M O'Brien Cr W Olsen Cr R Peat (Chair) Cr M Themeliotis	Nil	Nil	Nil
2/7/19	M_a_y_o_r_E _T_h_o_m_p_s_o_n_ (_C_h_a_i_r_)_ C_r_M_B_r_a_y_ _C_r_S_ _B_r_o_w_n_ C_r_d_e_ _G_r_a_a_f_ C_r_G_ _E_a_t_o_n_ C_r_H_ _G_r_e_a_v_e_s_ C_r_W_ _J_a_m_i_e_s_o_n_ _ C_r_S_ _M_c_M_a_h_o_n_ C_r_M_ _O'_B_r_i_e_n_	Cr B Cowan Cr Olsen Cr Peat	Cr Themeliotis	
6/8/19		Mayor Thompson Cr W Jamieson	Nil	Nil

	<p>Cr M Bray Cr S Brown (7.32pm) Cr B Cowan Cr de Graaf Cr G Eaton Cr H Greaves Cr S McMahon Cr M O'Brien Cr W Olsen (7.41pm) Cr R Peat (Chair) Cr M Themeliotis (7.31pm)</p>			
3/9/19	<p>Mayor E Thompson Cr M Bray Cr S Brown Cr B Cowan Cr G Eaton Cr H Greaves Cr W Jamieson Cr S McMahon Cr M O'Brien Cr M Themeliotis (Chair)</p>	<p>Cr de Graaf Cr W Olsen Cr R Peat</p>	Nil	Nil
1/10/19	<p>Mayor E Thompson Cr M Bray Cr S Brown Cr G Eaton Cr H Greaves Cr W Jamieson Cr S McMahon Cr M O'Brien Cr W Olsen (7.01pm) Cr M Themeliotis (Chair)</p>	<p>Cr B Cowan Cr de Graaf Cr R Peat</p>	Nil	Nil
5/11/19	<p>Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr O'Brien Cr Themeliotis (Chair)</p>	<p>Mayor Thompson Cr McMahon Cr Olsen</p>	<p>Cr Cowan Cr Peat</p>	Nil
3/12/19	<p>Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr</p>	Nil	<p>Cr Cowan Cr Peat</p>	Nil

	O'Brien Cr Olsen Cr Themeliotis (Chair)			
3/3/20	Mayor Thompson Cr Bray Cr Brown (6.54pm) Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Peat Cr Themeliotis	Cr Cowan Cr Olsen	Nil	Nil
7/4/20	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves (Chair) Cr Jamieson Cr McMahon C_r_O'_B_r_i_e_n Cr Olsen (7.05pm) Cr Peat Cr Themeliotis	Cr Cowan	Nil	Nil
5/5/20	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves (Chair) Cr Jamieson Cr McMahon C_r_O'_B_r_i_e_n Cr Olsen (7.05pm) Cr Peat Cr Themeliotis	Nil	Nil	Cr Cowan
2/6/20	Mayor Thompson Cr Bray Cr Brown Cr de Graaf Cr Eaton Cr Greaves (Chair) Cr Jamieson Cr McMahon C_r_O'_B_r_i_e_n Cr Olsen (7.05pm)	Cr Cowan	Nil	Nil

	Cr Peat Cr Themeliotis			
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SUMMARY

15 meetings held.

MEMEBER	APOLOGY	LEAVE OF ABSENCE	ABSENT	TOTAL
Mayor Thompson	2	0	0	2
Cr Bray	0	0	0	0
Cr Brown	0	0	0	0
Cr Cowan	5	2	1	8
Cr de Graaf	3	0	0	3
Cr Eaton	0	0	0	0
Cr Greaves	2	0	0	2
Cr Jamieson	2	0	0	2
Cr McMahon	1	0	0	1
Cr O'Brien	1	0	0	1
Cr Olsen	6	0	0	6
Cr Peat	3	2	0	5
Ct Themeliotis	0	1	0	1

ATTACHMENT 5

**CHIEF EXECUTIVE OFFICER
PERFORMANCE MANAGEMENT COMMITTEE
CURRENT TERM
MAY - SEPTEMBER 2019**

DATE	ATTENDING	APOLOGY	LEAVE OF ABSENCE	NONE ATTENDANCE
9/5/19	Mayor E Thompson Cr M Bray Cr S Brown Cr B Cowan Cr de Graaf Cr G Eaton Cr H Greaves Cr W Jamieson Cr S McMahon Cr R Peat Cr M Themeliotis	CR O'Brien Cr Olsen	Nil	Nil
6/6/19	Mayor E Thompson Cr S Brown (6.18pm) Cr de Graaf Cr G Eaton Cr H Greaves Cr W Jamieson Cr S McMahon Cr M O'Brien Cr M Themeliotis	Cr M Bray Cr B Cowan Cr W Olsen Cr R Peat	Nil	Nil
5/9/19	Mayor E Thompson Cr M Bray Cr S Brown (5.34pm) Cr G Eaton Cr H Greaves (5.55pm) Cr W Jamieson Cr S McMahon Cr M O'Brien Cr W Olsen	Cr Cowan Cr Peat Cr de Graaf	Nil	Nil

	(6.05pm) Cr M Themeliotis			
22/10/19	Mayor Thompson Cr Bray Cr de Graaf Cr Eaton Cr Greaves Cr Jamieson Cr McMahon Cr O'Brien Cr Olsen Cr Themeliotis	Cr Brown	Cr Cowan Cr Peat	

SUMMARY

All elected members are appointed to the CEO Performance Committee and only 4 meetings held.

MEMEBER	APOLOGY	LEAVE OF ABSENCE	ABSENT	TOTAL
Mayor Thompson	0	0	0	0
Cr Bray	1	0	0	1
Cr Brown	1	0	0	1
Cr Cowan	2	1	0	3
Cr de Graaf	1	0	0	1
Cr Eaton	0	0	0	0
Cr Greaves	0	0	0	0
Cr Jamieson	0	0	0	0
Cr McMahon	0	0	0	0
Cr O'Brien	1	0	0	1
Cr Olsen	2	0	0	2
Cr Peat	2	1	0	3
Ct Themeliotis	1	0	0	1

ATTACHMENT 6

**COUNCIL ASSESSMENT PANEL
CURRENT TERM OF COUNCIL
JANUARY 2019 – MAY 2020**

DATE	ATTENDING	APOLOGY	LEAVE OF ABSENCE	NONE ATTENDANCE
17/1/19	Bill Chandler, Presiding Member : Grant Halstead Heidi Greaves Debra Arnold		Nil	Nil
14/2/19	Bill Chandler, Presiding Member : Grant Halstead Heidi Greaves : Debra Arnold		Nil	Nil
28/3/19	Bill Chandler, Presiding Member : Grant Halstead Heidi Greaves : Debra Arnold		Nil	Nil
18/4/19	Bill Chandler, Presiding Member Grant Halstead Heidi Greaves	Debra Arnold	Nil	Nil
20/6/19	Cancelled			
11/7/19	Cancelled			

1/8/19	Cancelled			
22/8/19	Cancelled			
3/10/19	Bill Chandler, Presiding Member : Grant Halstead Heidi Greaves	Debra Arnold	Nil	Nil
24/10/19	Bill Chandler, Presiding Member Heidi Greaves Debra Arnold	Grant Halstead	Nil	Nil
14/11/19	Bill Chandler, Presiding Member : Heidi Greaves Debra Arnold	Grant Halstead	Nil	Nil
12/12/19	Bill Chandler, Presiding Member : Grant Halstead Heidi Greaves : Debra Arnold	Nil	Nil	Nil
16/1/20	Cancelled			
13/2/20	Cancelled			
5/3/20	Bill Chandler, Presiding Member : Ross Bateup Stephanie Johnston Sarah	Nil	Nil	Nil

	Reachill Heidi Greaves			
26/3/20	Bill Chandler, Presiding Member : Ross Bateup Stephanie Johnston Sarah Reachill Heidi Greaves	Nil	Nil	Nil
16/4/20	Cancelled			
7/5/20	Bill Chandler, Presiding Member Ross Bateup Stephanie Johnston Sarah Reachill Heidi Greaves	Nil	Nil	Nil

ATTACHMENT 7

**ADUIT, RISK, EFFICIENCY & VALUE COMMITTEE MEETINGS
CURRENT TERM OF COUNCIL
FEBRAURY 2019 - MAY 2020**

DATE	ATTENDING	APPOLOGY	LEAVE OF ABSENCE	NONE ATTENDENCE
11/2/19	Cr Cowan Cr de Graaf (proxy) Cr Eaton David Powell (Chair) Madeleine Vezis	Cr O'Brien	Nil	Nil
25/3/19	David Powell (Chair) Cr Eaton Cr O'Brien	Cr Cowan Madeleine Vezis	Nil	Nil
6/5/19	David Powell (Chair) Madeleine Vezis Cr Cowan Cr Eaton Cr O'Brien	Nil	Nil	Nil
24/6/19	David Powell (Chair) Madeleine Vezis Cr Eaton Cr O'Brien	Nil	Nil	Cowan
29/7/19	Cr Cowan Cr Eaton Cr O'Brien Peter Brass	David Powell	Nil	Nil
9/9/19	David Powell (Chair) Cr Cowan Cr Eaton Cr O'Brien Peter Brass	Nil	Nil	

30/9/19	David Powell (Chair) Peter Brass Cr Eaton Cr O'Brien Cr de Graaf (proxy)	Cr Cowan	Nil	Nil
21/10/19	David Powell (Chair) Peter Brass Cr Eaton Cr de Graaf (proxy)	Cr O'Brien	Cr Cowan	Nil
2/12/19	David Powell (Chair) Peter Brass Cr Eaton Cr O'Brien	Nil	Cr Cowan	Nil
10/2/20	David Powell (Chair) Peter Brass Cr Eaton Cr O'Brien Cr Jamieson	Nil	Nil	Nil
16/3/20	David Powell (Chair) Peter Brass Cr Eaton Cr Jamieson	Cr O'Brien	Nil	Nil
4/5/20	David Powell (Chair) Peter Brass Cr Eaton Cr Jamieson Cr O'Brien	Nil	Nil	NIL

NOTE: Crs Cowan, Eaton, O'Brien committee members and Cr de Graaf (proxy) for 2019. Crs Eaton, O'Brien and Jamieson and Mayor Thompson (proxy) committee members 2020. Mr Peter Brass appointed as independent member from 1 July 2019.

Summary of absences:

Cr. O'Brien 2 apologies 2019 1 apology 2020 (out of 12 meetings)

Cr Cowan 2 apologies 2 leave of absence 2019 (out of 9 meetings)

Cr Eaton Nil (out of 12)

Cr Jamieson nil (out of 3 meetings).

ATTACHMENT 8

ICT STEERING COMMITTEE

DATE	ATTENDING	APOLOGY	LEAVE OF ABSENCE	NONE ATTENDANCE
30/5/19	David Powell (Chair) Cr Greaves Cr McMahon Cr. Olsen	Cr Themeliotis Cr Cowan	Nil	Nil
23/9/19	David Powell (Chair) Karen White Cr Greaves Cr McMahon Cr Olsen Cr Themeliotis	Cr Cowan	Nil	Nil
9/12/19	David Powell (Chair) Karen White Cr Greaves Cr McMahon	Cr Olsen Cr Themeliotis	Cr Cowan	Nil
2/3/20	David Powell (Chair) Karen White Cr McMahon Cr Olsen	Cr Greaves Cr Themeliotis		Nil
18/5/20	David Powell (Chair) Karen White Cr Greaves Cr McMahon Cr Olsen Cr O'Brien (observer)	Nil	Nil	Nil

NOTE: Crs Greaves, McMahon, Olsen, Cowan and Themeliotis are the only appointed elected members to this committee.

Membership reduced to 4 elected members after the resignation of Cr Cowan on 10/10/19 (Council resolution 10/12/19).

Membership reduced to 3 elected members after the resignation of Cr Themeliotis on 3/3/20 (Council resolution 21/4/20).

Absences:

Cr Themeliotis 3 apologies

Cr Cowan 2 apologies, 1 leave of absence

Cr Greaves 1 apology.

ATTACHMENT 9

Cr Eaton - CR 1675653 –Community Grants/Heritage/Environment Committees Elected Members 13.05.2020

Name of Committee/Board	Councillor	Year/Date	Notes
Mayor's garden competition judging panel	No EM's available	2019	
Mayor's garden competition presentation	Cr Eaton	2019	
Australia Day Awards Committee	Mayor, Cr McManion, Cr Eaton	2019/2020	
Christmas Lights competition judges	Mayor, Cr McManion, Cr Eaton	2019	
Australia Day Breakfasts	Cr Peat, Mayor, Cr Eaton, Cr Greaves	2019	
Australia Day Breakfasts	Cr McManion, Cr Jamieson, Deputy Eaton, Mayor	2020	
ANZAC Day	Various	ANZAC services roster 2019 attached.	We did not ask for representatives in 2020 due to COVID-19.
History/Heritage Awards	Mayor Thompson and Cr Brown		
Low Income Reference Group	Cr de Graaf as Chairperson, Mayor Thompson, Cr Jamieson and Cr Themeliotis	2019	Now dissolved.
Coastal Committee	Cr Jamieson		
Community Events and Christmas Events and Carols assessment panel	Mayor Thompson	2019-20	
Community Events and Christmas Events and Carols assessment panel	Cr Eaton	2020-21	
Environment Grants assessment panel	Cr de Graaf and Cr Brown	2019-20	
Environment Grants assessment panel	Cr de Graaf and Cr Brown	2020-21	
Public Place Improvement Grants assessment panel	Mayor Thompson	2019-20	
Public Place Improvement Grants assessment panel	Cr de Graaf	2020-21	
Minor Capital works and Facilities Grants assessment panel	Cr Eaton	2019-20	
Minor Capital works and Facilities Grants assessment panel	Cr Eaton	2020-21	
Regional Festivals and Events (Tier 2) Sponsorship assessment panel	Cr Cowan and Cr de Graaf	2019-20	
Regional Festivals and Events (Tier 2) Sponsorship assessment panel	Cr Eaton and Cr Jamieson	2020-21	
Community Grants assessment panel	Cr de Graaf	2019-20	
Community Grants assessment panel	Cr O'Brien	2020-21	

External Group Name	Meeting frequency	As agreed at 19 March 2019 Council meeting
Aberfoyle Community Centre Management Committee	3rd Wednesday of month at 6pm	Cr Themeliotis
Aberfoyle Park High School Council		Cr Eaton Cr Themeliotis
Aberfoyle Men's Breakfast Group	3rd Thursday each month (breakfast)	Cr Eaton
Aldinga Bay Resident's Association Inc	2nd Wednesday of even numbers month at 7.00pm	Mayor Thompson Cr Richard Peat
Aldinga Bay Surf Life Saving Club	2nd Monday of month at 7.30pm	Cr Peat Cr McMahon
Aldinga Community Centre	3rd Monday of the month at 12pm.	Cr Peat
Aldinga Community Child Care Centre Management Committee		Cr Peat Cr McMahon
ANZAC Vigil		Cr Greaves
Brixton Street Social Tennis Club	Annually, when required	Cr Cowan
Cherry Gardens Memorial Hall	Last Tuesday of the month @ 7.30pm	Cr Eaton
Christies Beach Sports and Social Club	2nd Monday of each month at 7.30pm	Cr Jamieson
Christie Downs Community House	4th Wednesday of each month at 10am	Cr Cowan Cr Jamieson
Christies Beach Business and Tourism Association	Tuesday 4.30pm-5.30pm	Cr Jamieson
City of Onkaparinga Pipe Band	Contact K Blyth to arrange meetings	Cr Greaves
Clarendon Community Association	1st Wednesday of every month at 7.30. Clarendon Community hall	Cr Themeliotis
Clarendon Historic Hall Committee	2nd Wednesday of the month at 7.30pm.	Cr Eaton Cr Themeliotis
Coromandel Community Centre Management Committee		Cr Eaton Cr Themeliotis
Coromandel Valley & Districts Branch of the National Trust	1st Thursday of month at 9.15am	Cr Eaton Cr Themeliotis
Coromandel Community Centre	2nd Wednesday of month at 7pm. AGM 3rd Wednesday in September	Cr Themeliotis
Cultural Diversity Working Group		Mayor Thompson
Every Generation Onkaparinga Reference Group	Monthly Feb to Nov, Thursdays 10am - 12 noon	Cr Greaves
Flagstaff Community Centre Inc	Last Wednesday of the month at 7.30pm	Cr Themeliotis Cr Eaton
Flagstaff Hill School Governing Council		Cr Themeliotis
Fleurieu Cancer Network		Cr Eaton Cr Themeliotis
Friends of Sullies		Cr Cowan
Friends of the Little Corella		Cr Jamieson Cr Brown Cr O'Brien
Friends of Sellicks Inc	By invitation Dec Annual meeting.	Mayor Thompson Cr Simon McMahon Cr Richard Peat
Friends of Willunga Basin	2nd Wednesday of each month at 7.30pm.	Cr Peat
Hackham West Community Centre	Alternate monthly Thursdays 9am / 6.30pm	Cr Olsen
Hackham West Neighbourhood Watch		Cr de Graaf Cr Greaves
Happy Valley Sports Park Inc Management Committee	Monday's bi-monthly at 7.30pm	Cr Themeliotis
Healthy Cities Onkaparinga Inc Management Committee	3rd Wed of month 12.30-2pm	Cr Peat
Horse Owners of the Southern Mt Lofty Ranges Inc	Every 3-4 months	Cr Brown
Kangarilla Progress Association	Last Wednesday of the month @ 7.30pm	Cr Bray
Kangarilla Recreation Ground Management Committee	1st Monday of every 2nd month at 7.30pm	Cr Olsen
Kangarilla Temperance Hall Management Committee		Cr Bray
Kyeema CFS Group		Cr Greaves Cr Peat
Lonsdale Business Association	Wednesdays 6-8 weekly at 6.30pm	Cr de Graaf
Main South Road Action Group		Cr Peat
Maslin Beach Community Association Inc	Mondays, odd months at 7.15pm	Cr Peat
Mawson CFS Group	Last Wednesday of the month at 17.30pm	Cr Olsen
McLaren Flat Recreation Ground Incorporated		Cr Olsen
McLaren Vale & Districts War Memorial Hospital Board	Last Wed in October. AGM Only.	Mayor Thompson
McLaren Vale Business & Tourism Association	2nd Wed of month 5.30pm	Mayor Thompson Cr Olsen
McLaren Vale Italian Heritage Committee		Cr Bray
McLaren Vale Institute Hall Management Committee		Cr Bray
McLaren Vale Sporting Complex	1st Monday of alternate month at 7.30pm	Cr Olsen
Midcoast Surfing Reserve Group		Cr Peat Cr McMahon
Mid Coast Surf Life Saving Club	2nd Wednesday of month at 6.30pm (subject to change)	Cr Jamieson
Moana and Seaford Community Association Inc	4th Wednesday of month at 7.30pm (upstairs in hall)	Cr McMahon Cr Peat
Moana Surf Life Saving Club Inc Management Committee	2nd Tuesday of each month at 6.30pm	Cr McMahon Cr de Graaf
Morphett Vale East School R-7 Council		Cr Greaves Cr de Graaf
Morphett Vale Primary School Council		Cr de Graaf Cr Greaves
Morphett Vale Memorial Sports Complex Group		Cr Brown
Murray Darling Association		Cr Eaton Mayor Thompson
Old Noarlunga Commercial and Resident Association	1st Thursday of the month at 7.30pm	Cr Bray
Old Noarlunga Community Inc		Cr Bray
Onkaparinga City Concert Band	Friday 7.30-9.30pm	Cr Themeliotis

External Group Name	Meeting Frequency	As agreed at 19 March 2019 Council meeting
Onkaparinga Food Security Collaborative	Friday TBC	Mayor Thompson
Onkaparinga Neighbourhood Centre's Network		Mayor Thompson
Onkaparinga Youth Committee	3rd Wednesday of the Month at 5.45pm	Mayor Thompson for annual meeting and Cr Cowan and Cr McMahon monthly
Operation Flinders Foundation Inc		Cr Jamieson Cr Eaton
O'Sullivan Beach Sport and Community Club Inc		Cr Cowan Cr Jamieson
Port Noarlunga Business and Tourism Association		Cr Cowan Cr Jamieson
Port Noarlunga Football Club		Cr Cowan Cr Jamieson
Positive Ageing Community Centre - Elizabeth House		Cr Cowan Cr Jamieson
Positive Ageing Community Centre - Wakefield House	Last Friday every month at 10.30-12noon	Cr McMahon
Reynell Business & Tourism Association Inc	1st Monday of every month @ 7pm	Cr Brown
Reynella Community Centre	2nd Tuesday of month at 7pm	Cr de Graaf Cr Greaves
Reynella East College Council		Cr Brown Cr O'Brien
Reynella Neighbourhood Centre	4th Monday of each month at 2.45pm	Mayor Thompson
Sauerbier House Reference Group		Mayor Thompson
School for Dogs Aldinga Bay Inc		Cr McMahon Cr Peat
Seaford 6-12 School Council		Cr McMahon
Seaford District Residents Association Inc		Cr McMahon Cr Peat
Seaford K-7 School Council		Cr Cowan Cr Jamieson
Seaford Network/ C- Community Connections team	Third Wednesday of month, 9.30am	Cr McMahon
Seaford Sports and Social Club Inc	1st Monday of month at 7:00pm	Cr Jamieson Mayor Thompson
Seaford Moana Business and Tourism Association		Cr McMahon Cr Peat
Seaford Community Centre	3rd Tuesday of month at 2.45pm	Cr McMahon Cr Peat
Sellicks Area Residents Association (SARA)	1st Wednesday of month every 2 months at 7.30pm.	Cr Peat
Small and Medium around the Reservoir Traders (SMART)		Mayor Thompson
South Adelaide Football Club		Mayor Thompson Cr Jamieson Cr Eaton Cr Themeliotis
South Coast Motocross Club		Cr Eaton Cr Themeliotis
Southern District Cricket Club		Cr Cowan Cr Jamieson
Southern Districts Baseball Club Inc		Cr Cowan Cr Jamieson
Southern Housing Round Table		Cr de Graaf
Southern Table Tennis Inc	Last Monday of each month at 7.30pm	Cr Brown
Southern Tennis Association Inc		Cr Cowan
c/- Southern Districts Tennis Association		Cr Jamieson
Southern Urgency Relief Fund		Cr de Graaf Cr Greaves
Southern Volunteering (SA) Inc	3rd Tuesday of month @ 2-4pm	Mayor Thompson
Southport Noarlunga Coastcare Group	Bi-monthly	Mayor Thompson
The Shed (Southern Community Project Group Inc.)	Tuesday and Thursday 9am-3pm	Cr Jamieson
Willunga Business & Tourism Association Inc	1st Monday of the month at 6.30pm	Cr Olsen
Willunga District Community Transport Board Inc		Cr Bray
Willunga Golf Club	2nd Monday of every month @ 7pm	Cr Olsen
Willunga High School Council	Invitation to Governing Council Meetings will be sent	Cr Olsen
Willunga Recreation Park Inc	4th Monday of month at 7.30pm	Cr Greaves
Wirreanda Secondary School	Mondays - 2 per term 7pm	Cr de Graaf
Woodcroft/Morphett Vale Neighbourhood Centre Inc	3rd Monday of each month @ 12.30pm	Cr Brown
Willunga National trust		Cr Olsen



ELECTOR REPRESENTATION REVIEW

What is the purpose of a review?

What is a Review? An elector representation review is held to determine whether a council community would benefit from a change to its composition or ward structure. The Act sets out the requirements for a representation review. The council must manage the elector representation review in the context of a prescribed process.

Section 12(3) A prescribed review must comprehensively examine:

- all aspects of the composition of the council, and
- the potential division of the council area into wards, or the abolishment of existing wards, and
- a notice under this section may also change the name of a council.

Timing of review The Act requires a council to conduct a review of its representation:

- at least once every eight years (Council completed its last review in December 2017), or
- a council may undertake a review at any time into specific aspects of its composition or ward structure or those matters generally. The process includes:
 - initiating the preparation of a representation options paper
 - detailed public consultation processes
 - preparing a report on the public consultation and council’s response to the issues arising from the written submissions
 - providing a final representation review report to the Electoral Commissioner.

An elector representation review gives councils and their community the opportunity to examine their present composition and structure and allows the opportunity to plan and implement changes that will better reflect the future requirements of their community.

Section 26(1) A review must take into account principles set out in section 26 of the Act, in particular:

- changes should benefit ratepayers
- arrangements should reflect communities of interest, values and aspirations and avoid significant dislocations within the community
- encourage local community participation in decisions about local matters
- provide effective local governance and foster co-operation with other councils.

Section 33 In addition to the above requirements, council must take into account the composition and electoral structures, in particular:

- the number of council members
- the division of the area into wards and/or whether existing wards should be abolished
- ward quotas
- communities of interest, topography, communications between electors and demographic changes.

What are the steps in the representation review process?

Section 12(5) To commence a review, Council must pass a resolution to initiate the preparation of a Representation Options Paper.

The Representation Options Paper explores options for changes to the Council's representative structure and the implications of these options for representation and governance.

The Representation Options Paper is to be written by a person who, in the opinion of the Council, is qualified to:

- write a paper on the alternatives that could be considered for the Council composition and structure and
- address any representation and governance issues that may arise from the review.

The requirement to prepare a Representation Options Paper supports Council to more fully consider alternatives for representation structure and provides the basis for consultation with its community.

Review timeframe A comprehensive elector representation review could take a minimum of 42 weeks and requires significant resources to be completed successfully. There are a further four weeks for the Electoral Commissioner to determine if the statutory requirements have been met and issue certificate of compliance. Council's previous review commenced March 2016 with certification received in December 2017.

Only after certification by the Electoral Commissioner can a Council, by notice in the SA Government Gazette:

- alter the composition of the Council, and/or
- divide or re-divide the area into wards or alter or abolish wards.

For changes to come into effect for the next periodic election (November 2022) certification must be received and the notice must appear **prior** to January 1 in the year of the next local government periodic election.

The representation review process involves the following steps as required by legislation.

Step 1	Initiate representation review project	
Step 2	Council considers current arrangements and future options. An assessment of ward quotas (if relevant) is also required to ensure quotas do not vary by more than 10%	S33(2)
Step 3	Prepare a Representation Options Paper. The Representation Options Paper is to be prepared by a “qualified person” and must examine matters considered in Step 1 and Step 2.	S12(5)
Step 4	Public Notice #1 Give public notice of Representation Review availability of Representation Options Paper and invite public submissions on the Representation Options Paper allowing a period of at least six weeks.	S12(7)
Step 5	Prepare a Representation Review Report Following careful consideration of all the options and issues and any public submissions Council is to prepare a report documenting its deliberations and endorsed proposal for future composition and structure. The report must contain an analysis of how the proposal relates to the principals under s.26(1)(c) and s.33 of the Act. It should also include the reasons why Council has decided not to adopt other alternatives for change as indicated in the Options Paper or suggested in the public submissions.	S12 (8a)
Step 6	Public Notice #2 Give public notice of the availability of the Representation Review Report and invite public submissions allowing a period of at least three weeks.	S12(9)
Step 7	Hearing of submissions by Council or Council Committee.	S12(10)
Step 8	Conduct a Poll if proposed to change the method of selection of the principal member (mayor to chairperson).	S12 (11a-d)
Step 9	Finalise Representation Review Report	
Step 10	Submit final Representation Review Report to the Electoral Commissioner for certification	S12 (12-21)
Step 11	Technical description of boundaries if amendments occur to internal ward boundaries	
Step 12	Gazettal of the Review outcome after certificate of compliance issued by Electoral Commissioner	S15
Step 13	Implement changes to representative structure	S18

12. Petitions

12.1 Petition – increase road safety Saddle Bags Road, Kangarilla

Date

16 June 2020

Meeting

Council

Approving officer

Kirk Richardson, Director City Operations

Report contact

Brett Williams, Senior Traffic & Transport Coordinator

1. Purpose

A petition has been received containing one hundred and eighty-two (182) signatures requesting that the Council address safety concerns when travelling along Saddle Bags Road, Kangarilla. Twenty-nine (29) of the signatories stated an address on Saddle Bags Road across sixteen (16) unique properties.

2. Executive summary

This report is to receive the petition. Investigations will be required to be undertaken into the request and a further report presented to Council at a future meeting for consideration of any suggested actions.

3. Recommendations

1. That the petition in attachment 1 to the agenda report be received.
2. That the matter be investigated, and a further report presented to Council by end of September 2020.
3. **That the head petitioner be notified of Council's decision.**

4. Background

<p>Onkaparinga 2035 Community Plan</p>	<p>The petition raises multiple safety concerns on along Saddle Bags Road. This road provides connectivity for small business as well as recreation locations in Mount Barker Council and in turn impacts on the liveability of the broader Kangarilla township area.</p>
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<p>Policy and/or relevant legislation</p>	<p>10(1) Local Government (Procedures at Meetings) Regulations 2013, once the petition is received at the principal office, the Chief Executive Officer must ensure that the petition or, if the Council has determined, a statement as to the nature of the request or submission and the number of signatures or persons endorsing the petition, is placed on the agenda of the next Council meeting or, if so provided by a policy of the Council, a committee of the Council.</p>
<p>Who did we talk to/who will we be talking to</p>	<p>We will notify the head petitioner of Council's decision to receive the report and any investigation findings to be clearly communicated to the head petitioner and the broader community.</p>

5. Discussion

The petition (attachment 1) (received 5 June 2020) requests council address safety issues along Saddle Bags Road, Kangarilla including:

- blind corners
- unsealed section
- traffic volumes have increased with an impact on local wildlife and increased bushfire risk
- reduce speed limit
- redirect heavy vehicles onto alternative route.

6. Financial implications

No financial implications are imposed on council through receiving the petition.

7. Risk and opportunity management

Petitions provide a way for the public to inform Council of their needs and concerns and/or to **provide information that may assist or influence Council's decision on a matter.**

Risk	
Identify	Mitigation
<p>Reputation/community expectation</p>	<p>182 signatories are included on the petition. Potential for reduction in council reputation amongst the Kangarilla community should the matters raised in the petition not be formally received.</p>

Opportunity	
Identify	Maximising the opportunity
<p>Respond to the concerns of residents.</p>	<p>Ensure appropriate community engagement processes are undertaken through the investigative process.</p>

8. Timelines and deadlines

A further report will be presented to Council by the end of September 2020.

9. Next steps

The investigations that will take place could include:

- Sight line analysis using appropriate Australian Standards.
- On site review of material and surface quality.
- Trafficable width analysis.
- Vegetation envelope analysis.
- Traffic Counts.
- Heavy Vehicle Permit review.

These investigations will be scheduled immediately and will be completed in time to prepare the results for Council by September 2020.

10. Attachments

Attachment 1 – Petition (14 pages)

- END OF REPORT -

CITY OF ONKAPARINGA

05 JUN 2020

NOARLUNGA

Mrs. Jennifer Thorpe

PO Box 56

Kangarilla

S.A. 5157

City of Onkaparinga council
PO Box 1
Noarlunga Centre
S.A. 5168

Dear Mayor Erin Thompson and Council members.

I am writing to you as the representative of local Kangarilla residence and other road users who have voluntarily signed the attached petition in an effort to raise your awareness to the safety issues being faced by road users on Saddle Bags Road Kangarilla.

The main issues but not limited to are.

- Speed limit
- Lane linage
- Blind narrow corners
- Surface condition
- Increased road use due to housing development
- Increasing use by large heavy vehicles
- Bush fire risk
- Endangerment to wildlife especially protected species

I firmly believe there is a clear and present danger to all users of this road in its current state, especially to those who are not familiar with it and this matter should be investigated and attended to as soon as practical.

Your earliest attention to this matter would be greatly appreciated.

Kind Regards

Jennifer Thorpe

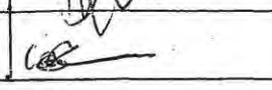
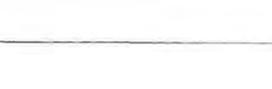
Petition to increase road safety along Saddlebags Road Kangarilla

City of Onkaparinga Mayor and Councilors.

We are petitioning the council to permanently address the safety issues faced when travelling along Saddlebags Road in Kangarilla.

The road is extremely narrow with several blind corners and unsealed sections and with recent housing development in the Onkaparinga Council area this road is now carrying more traffic, including heavy vehicles with an increased risk of road accidents, serious injury and death along with impact on local wildlife and increased bushfire risk.

We the residents and voters within the Onkaparinga Council area that have signed below, demand that the council take immediate action in reviewing the road conditions and safety hazards along with reducing the speed limit and redirecting heavy vehicles onto an alternate route.

Name	Address	Signature	Date
Cristina Howard	12 McLENNAN RD KANGARILLA		12/1/20
Kelene Thorpe	3-11 McLaren Flat Rd Kangarilla		12-1-20
Anna Scott	27 Saddlebags Rd		12.1.20
Adrian Scott	"		12.1.20
Fine George	366 States Road Morville		15.1.20
Rita Murray	401 BATHURST MORVILLE		16.1.20
Shaun Freeth	60 SADDLEBAGS		16.1.20
Steph Freeth	60 Saddlebags		16.1.20
JANE COLEMAN	315 CUTHILL RD KANGARILLA		18.1.20
DAVID COLEMAN	315 CUTHILL RD		18.1.20
Dalys Gleed	Tiri Rd Tiri		18.1.20
William Gleed	Tiri Rd Tiri		18.1.20

Name	Address	Signature	Date
RON BOTHWELL	71 BOOTHILL RD KANGARILLA	R. Bothwell	19/1/20
Melanie May	85 BOOTHILL RD KANGARILLA	Melanie May	19/1/2020
ROS May	85 BOOTHILL RD KANGARILLA	[Signature]	19/1/20
Kim Canny	13 SADDLEBAGS RD KANGARILLA	[Signature]	23/1/20
BRETT BAYLISS	33 SADDLEBAGS ROAD KANGARILLA	[Signature]	04/01/20
Gabriel Bayliss	33 Saddlebags rd Kangarilla	[Signature]	04/02/20
TERRY CROWE	53 SADDLEBAGS ROAD KANGARILLA	[Signature]	04/02/20
Janet Sawney	53 Saddlebags Road Kangarilla	J. Sawney	4/2/2020
STEFAN STOYANOFF	45 KINGSTON TER NR ADRI	[Signature]	1/2/2020
MICHAEL MCNEIL	86 CROZIER AVE DAWTARIC	[Signature]	16/2/20
DANITA MCNEIL	86 CROZIER AVE DAW PK	D. McNeil	16/2/2020
DENNIS THORPE	OLD COACH RD KANGARILLA	[Signature]	26/3/2020
Helen Thorpe	Old Coach Rd. Kangarilla	H. Thorpe	26/3/2020
Peter White	13 Vincent Blvd Flagstaff Hill	[Signature]	26-3-20
Jan White	13 Vincent Blvd Flagstaff Hill	[Signature]	29-3-20

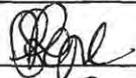
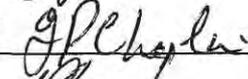
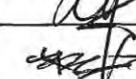
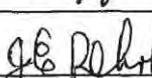
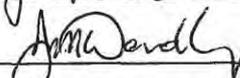
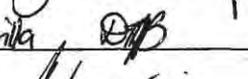
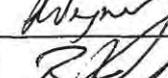
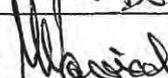
Petition to increase road safety along Saddlebags Road Kangarilla

City of Onkaparinga Mayor and Councilors.

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The road is extremely narrow with several blind corners and unsealed sections and with recent housing development in the Onkaparinga Council area this road is now carrying more traffic, including heavy vehicles with an increased risk of road accidents, serious injury and death along with impact on local wildlife and increased bushfire risk.

We the residents and voters within the Onkaparinga Council area that have signed below, demand that the council take immediate action in reviewing the road conditions and safety hazards along with reducing the speed limit and redirecting heavy vehicles onto an alternate route.

Name	Address	Signature	Date
Tracy Pope	219 Glory Rd		15/2/20
Brigga Chapman	18 Douglas Gully Rd		15/2/20
V. BYASS	CLARENDON		19/2/20
Annika Sawlita	107 DOUGLAS Gully		18-2-20
PETER KLOPOTOWSKI	1899 KANGARILLA RD.		20-2-2020
Jill Rohlach	Ba Kers Gully Rd		21-2-2020
DARYL WARDLEY	514 CHAPEL HILLS		21-2-2020
Jenna Batchelor	33 Jackson Rd Kangarilla		22/2/2020
LARS WAGNER	1978 KANGARILLA RD.		22/2/2020
Brenten Ellis	965 McLean Flr Rd		25/02/20
ALISON McDONALD	Clarendon		29/2/20
Mario Maricich	Box 14 Woodcot		29/2/20

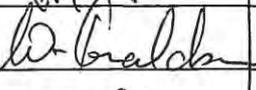
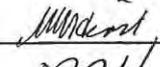
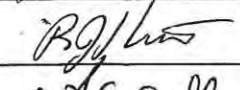
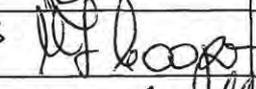
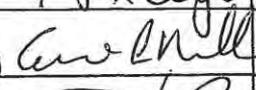
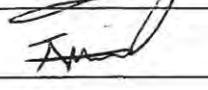
Petition to increase road safety along Saddlebags Road Kangarilla

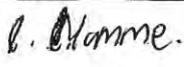
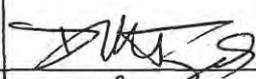
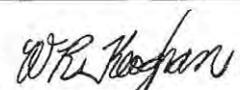
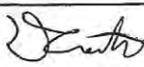
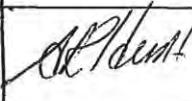
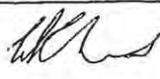
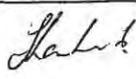
City of Onkaparinga Mayor and Councilors.

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Name	Address	Signature	Date
Kevin Coy	40 Saddlebags		8/1/20
P. Donaldson	65 Saddlebags		8/1/20
W. Donaldson	65 Saddlebags		8/1/20
M. Hirst	72 Saddlebags Rd		8/1/20
R. Hirst	72 SADDLEBAGS		8/1/20
W. Golder	124 Saddlebags		10/1/20
Mike Golder	" "		10/1/20
Kevin Kears	182 "		10/1/20
Maxine Cooper	182 Saddlebags Road		10/1/2020
Cameron MILLER	744 ^{McTear} Kangarilla		11/1/2020
Shad Duff	125 Saddlebags		11/1/2020
Tennille Millard	204 Saddlebags		11/1/2020

Name	Address	Signature	Date
Cherie Mumme	220 Saddlebags road, Kangarilla		11.1.2020
Heath Mumme	220 Saddlebags road Kangarilla		11.1.2020
Brian Peters	68 Aldinga Beach Rd Aldinga Beach 5179		11.1.2020
Marc Weik	216 Saddlebags Road		11.1.2020
Kim Torpey	216 Saddlebags Rd.		11.1.2020
Erend Torpey	216 Saddlebags Rd		11/1/20
Brian Torpey	216 Saddlebags Rd		11/1/20
Wayne Keoghart	583 Razorback Rd Kangarilla		12/1/20
Myriam Keoghart	583 Razorback rd. Kangarilla		12/1/20
Stephanie Carter	639 Razorback Road, Kangarilla		12/1/20
David Carter	639 Razorback Road, Kangarilla		12/1/20
Andrew Hunt	858 Kerry McLaren Flat Rd Kangarilla		12/1/2020
CHARLOTTE HUNT	858 McLaren Flat RD, KANGARILLA		12/1/2020
Evan Hunt	904 McLaren Flat Rd Kangarilla		12/1/2020
Shan Hunt	904 McLaren Flat Kangarilla		12/1/2020

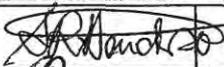
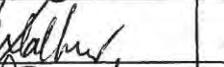
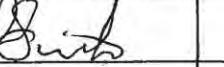
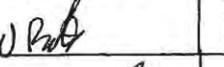
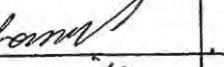
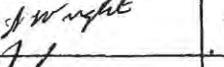
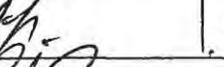
Petition to increase road safety along Saddlebags Road Kangarilla

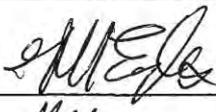
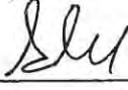
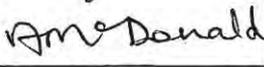
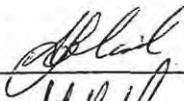
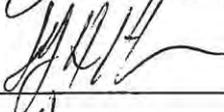
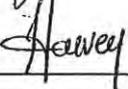
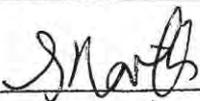
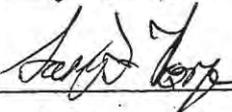
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Name	Address	Signature	Date
Susan Henderson	Glory Rd Kangarilla		11-1-2020
C ROGERS	mt. Bold Rd Kangarilla		11-1-2020
K. James	Asuncion Curves Lane		11-1-2020
P. Walker	57 cut hill Rd. King.		11-1-2020
Julie Smith	100 Morritz Rd Kang		11-1-2020
S. Norrish	mt Bold Rd Kangarilla		11.1.2020.
F Carruthers	Kangarilla McLaren Flat Rd		11-1-2020
O. Reed	Gaulam Flat Rd		14/1/2020
Barry Bristow	Blewit Spire 27 Brookmans Rd		14/1/2020
Catherine Chambers	40 mt Bold Rd Kangarilla		14/1/2020
David Wright	40 mt Bold Rd Kangarilla 5157		14/1/2020
JAN LUXHURST	OCB COACH RD KANGARILLA 5157		14/1/2020
P. PRICE	1919 KANGARILLA RD CORNER SADDLEBAGS.		23/1/2020.

Name	Address	Signature	Date
Gail Elias	Mt Bold Kangarilla		14/1/20
Jaimie Henderson	Kangarilla		15/1/20
Aaron Burt	Bragshaw Rd McLaren Flat		15/1/20
STEWIE CARSWEN	CUTHILL RD		15/1/20
LESLEY MARSH	MT Bold		16/1/20
ALISON McDONALD	Chalk Hill Rd CLARENDON		16/1/20.
Merri Bothwell	Boot Hill Rd		16/1/20
Jen Beckham	Cut Hill Rd		16-1-20
Sue Marnie	Tester Road		17-1-20
Julie Hoffman	Yaroona Rd.		17-1-2020
Den Harvey	Potter Rd		18/1/20
Erin Hunt	MCLAREN FLAT RD		18/1/20
Steve North	Main Rd Kangarilla		18/1/20.
LITHERPE	KANGARILLA		18/1/2020
R Heggleum	Kuitpo		18/1/2020
Len Prescott	Meadows		21/1/2020
David May	Kangarilla		21/1/2020
ROBERT DELLA-TORRE	KANGARILLA		22/1/2020

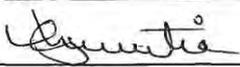
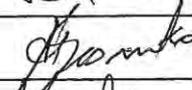
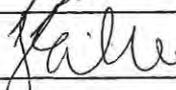
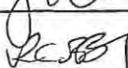
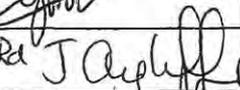
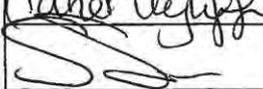
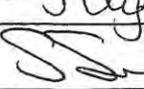
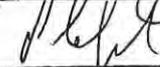
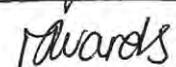
Petition to increase road safety along Saddlebags Road Kangarilla

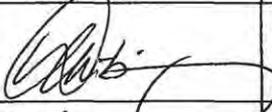
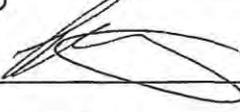
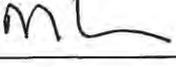
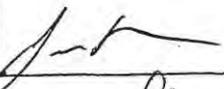
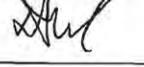
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Name	Address	Signature	Date
Shaun Freeth	60 Saddlebags		10/1/20.
G MEMURTRIE	107 BOOTHILL KANGARILLA		10/1/20
Tony Day	192A S Kwinda		10/1/20.
Al Desmude	CHAPPEL HILL RD KANGARILLA		12/1/20
Laura Miller	Harper Rd Kangarilla		13-1-2020
L COBBY	94 Aurora Circuit meadows		13-1-2020.
Carly McMURTRIE	131 DOOT HILL KANGARILLA		13. 1. 20
Janet Ayliffe	Deshwood Gully Rd Kangarilla		13. 1 20
	132 COT HILL Rd. Kangarilla		13/1/20
Lyf Hannan	MARION RD Kangarilla.		13/1/20
Tim Smith	Vines + Prospect		13-1-20
P CARAPETIS	37 IDLE LANE		13/1/20
M-Edwards	Sand Rd Kangarilla		22/01/20.

Name	Address	Signature	Date
BRAO Loughton	49 Chapel Hill Rd, Kangarilla		15/01/20.
DAVID WHITTENBURY	Tester Rd Kangarilla		15/01/2020
Jeannette Dowling	18 Cut Hill Rd Kangarilla		15/01/2020
Janice Lewis	92 Prebosted Gully Rd Kangarilla		16/1/2020
Cheryl Whittenbury	58 Tester Rd Kangarilla		16/1/2020
Anna Enderby	324 McLaren Flat Rd Kangarilla		17-1-2020
Andy Gordon	5 Mt Bold Rd KANGARILLA		17.1.2020
ROXANNE BRADLEY	Glory RD KANGARILLA		17.1.20
Kimber Burns	McLAREN Flat		17/1/20
Mel Cant	Cut Hill Rd kangarilla.		20/1/20.
David Cant	.	.	.
Jaimie Henderson	Kangarilla		20.1.2020
Lee Raven	cut Hill Rd Kangarilla		20/1/2020
Steve White	McLaren Flat Rd Kangarilla		20/1/2020
Daryl Cant	Cut Hill Rd. Kangarilla		20/1/20.
MICHAEL Falle	Sand Rd kangarilla		21/1/20
Carolyn Williamson	McLaren flat rd		21-1-20
Kate Thorpe	Parbre rd kangarilla.		21/1/2020.
Quigley Rd Kanga.			22/01/2020

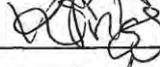
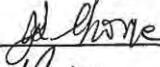
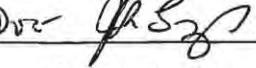
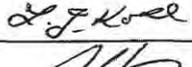
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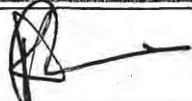
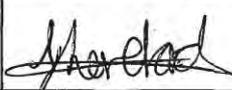
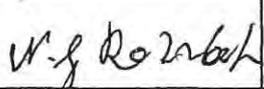
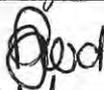
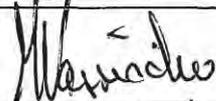
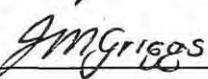
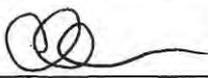
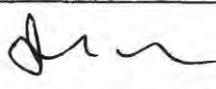
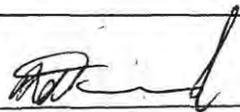
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Name	Address	Signature	Date
VICKI PAGE	36 Ferildes Dr		9/1/2020
Brenton Page	Harpur Valley		9/1/2020
KATE PRICE	Bellawetter St		10/1/20
Jenny Thope	833 Roperback Rd/Kangarilla Aberfoyle Park		10/1/2020
Nicky Clarke	8 Newport Crs		10/1/2020
Sam Graves	4 HIGHFIELD		10/1/2020
LYN KOHL	48 SUNNYMEADE ABERFOYLE PK		10/1/2020
Steve Thope	833 Roperback Rd		10/1/2020
Darren Reynolds	11 Counihan Ct Trott Park		11/1/2020
Renee Reynolds	11 Counihan Ct Trott Park		11/1/2020
Todd Thope	2/15 Lindsay St Garden Park		18/1/2020
Lisa Allan	5 Roan Lane Kangarilla		25/1/2020

Name	Address	Signature	Date
BEAU REES	152 SADDLES BACKS RD		25/1/20
Sam MOYLE	13 McLAREN FLAT RD KANGARILLA		25/1/2020
Terry BALDACK	25 McLAREN FLAT RD KANGARILLA		25-1-2020
Alyssa Lowebeck	95 Babers Gully Rd, kangarilla		25-1-2020
Geoff Rohrlach	95 Babers Gully Rd, kangarilla		25-1-2020
Julie Reid	27 Fredrick Dve, Woodcroft		25.1.2020
Maria Vaccicchio	18 nash Rd Onkaparinga Hills		25-1-2020
TERRY Cunningham	205, WICKS RD KUITPO		25-1-2020
JoAnne Griggs	12 Walford Drive onkaparinga Hills		25/1/2020
ORANG WILMANS	174 MORITZ RD BURWITT SPAINES		28/1/2020
CHRIS STEVENS	153 KNOSTS HILL RD KANGARILLA 514		28/1/2020
Josua Boardman	60 saddle pass Reard		28/1/20
LACHLAN BRUMBY	39 SAND RD KANGARILLA		28/1/20
Debra Gold	28 DASHWOOD Gully Rd Kangarilla		29.1.20
DERRALYN EDWARDS	850 BROCKMAN RD KUITPO		1/2/20

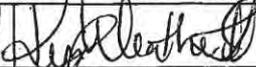
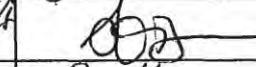
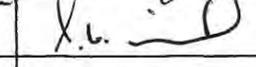
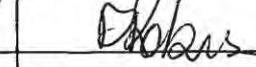
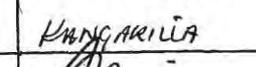
Petition to increase road safety along Saddlebags Road Kangarilla

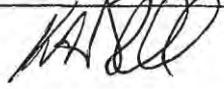
City of Onkaparinga Mayor and Councilors.

We are petitioning the council to permanently address the safety issues faced when travelling along Saddlebags Road in Kangarilla.

The road is extremely narrow with several blind corners and unsealed sections and with recent housing development in the Onkaparinga Council area this road is now carrying more traffic, including heavy vehicles with an increased risk of road accidents, serious injury and death along with impact on local wildlife and increased bushfire risk.

We the residents and voters within the Onkaparinga Council area that have signed below, demand that the council take immediate action in reviewing the road conditions and safety hazards along with reducing the speed limit and redirecting heavy vehicles onto an alternate route.

Name	Address	Signature	Date
Kim Leighton	49 chapel Hill Rd		5/2/2020.
Julio Smyth	138 ^{Kangarilla} Glang Rd		5/2/2020
Vicki Mathison	^{Kangarilla Rd} Kangarilla		5/2/2020
Sinead O'Brien	809 McLaren Rd Kangarilla		5/2/2020
Geoff Harvey	119 Sand Rd Kangarilla St		5/2/2020
Linda Hayes	18 McLaren Flat Rd Kangarilla		7/2/2020
Alan Hill	27 Melrose Flat Rd. Kangarilla		~ ~
D. Ossa	65 DAYS RD. KANGARILLA		7/2/2020
Di Robinson	7 Lawson Rd Kangarilla		10/2/2020
L. Michaels	74 STAGECOACH LANE KANGARILLA		10/2/20
Liz Cowan	92 Piebald Gully Rd Kangarilla		11/2/20.
Amanda Meddick	353c DASHWOOD Gully Kangarilla		12/2/2020

Name	Address	Signature	Date
D. FRANCIS	MT BOLD RES		16.2.20
T. GAGE	17 FAT TEE Kangarilla		19 2 20
N. SUGITT	65 DAYS RD KANGARILLA		19/2/20
S Davitt	32 McLaren Vale Kangarilla		20/2/20
S NORTH	Kangarilla		20/2/20
KEN SMITH	PO BOX 303 KANGARILLA 5157	K. G. Smith	20/2/20
Jason Goodfrey	PO Box 180 Kangarilla		20-2-20.
ROD STANBURY	MCLAREN VALE		22.2.2020.
Sharyn Steffens	Kangarilla.		22.2.2020
Dianne Heinrich	Kangarilla.		28/2/20
Larisa Goodfellow	Kangarilla		26.2.2020
KEITH BELL	Kangarilla.		28/2/20
D. Harris	Kangarilla	D. R. Harris	2/3/20
S. HIBBINS	Kangarilla	S. Hibbins	4/3/20.

13. Urgent business

14. Confidential items

Confidential Clause

If the Council so determines, items 14.1 to 14.3 may be considered in confidence under Section 90(2) of the *Local Government Act 1999* on the grounds contained in the Recommendations below.



Scott Ashby
Chief Executive Officer

14.1 Pepper Tree Café Compliance report

1. Pepper Tree Café Compliance report – Exclusion of the public

That:

- a. Under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of staff on duty, 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, with the exception of staff on duty, be excluded to enable the Council to consider the 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).
- 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.

2. Confidential

3. Pepper Tree Café Compliance report – Period of confidentiality and delegations

- a. That in the matter of Pepper Tree Café Compliance report, having been considered by the Council in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, the Council orders that the Pepper Tree Café Compliance Report and following documents be released.
 - Attachment 1 – Timeline of compliance
 - Attachment 2 – Food business form
 - Attachment 3 – Development application 145/499/2016
 - Attachment 4 – Development 145/499/2016 Decision Notification form
 - Attachment 5 – Section 84 letter and Enforcement Notice
 - Attachment 6 – Development application 145/2214/2016 Decision Notification form
 - Attachment 7 – Development application 145/2376/2016 Decision Notification form
- b. That in the matter of Pepper Tree Café Compliance report, having been considered by the Council 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 following documents be kept confidential
 - Attachment 8 – Section 270 internal review – CAP agenda
 - Attachment 9 – Sonus Noise Assessment Pepper Tree Café
 - Attachment 10 – Section 270 internal review – Approvals
 - Attachment 11 – OmbudsmanSA correspondence
 - Attachment 12 – Civil claim
 - Attachment 13 – First complaint from the resident

- Attachment 14 – Sample of complaints

on the grounds that the documents relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

- c. 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.
- d. 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.

14.2 Update report on the closure and sale of the unmade road adjacent 3903 Main South Road, Sellicks Hill

1. Update report on the closure and sale of the unmade road adjacent 3903 Main South Road, Sellicks Hill – Exclusion of the public

That:

- a. under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of staff on duty, 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, with the exception of staff on duty, be excluded to enable the Council to receive the information 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); and
- (b) information the disclosure of which—
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - (ii) would, on balance, be contrary to the public interest;
- 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.

2. Confidential

3. Update report on the closure and sale of the unmade road adjacent 3903 Main South Road, Sellicks Hill – Period of confidentiality and delegations

- a. That the matter of the Update report on the closure and sale of the unmade road adjacent 3903 Main South Road, Sellicks Hill having been considered by the Council in confidence under sections 90(2) and 90(3)(a) and (b) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the agenda report, discussion and minutes of the Council relating to the subject matter be kept confidential until the road closure process has been finalised including the payment and reimbursement of all associated costs by the applicant.
- b. 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 subdelegate.
- c. 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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14.3 ICT Reform Project Steering Committee meeting confidential minutes of 18 May 2020

1. ICT Reform Project Steering Committee meeting confidential minutes of 18 May 2020 – Exclusion of the public

That:

 - a. under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of staff on duty, 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, with the exception of staff on duty, be excluded to enable the Council to consider the 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).

and

Section 90(3)(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—

 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
 - 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.
2. Confidential
3. ICT Reform Project Steering Committee meeting confidential minutes of 18 May 2020 – Period of confidentiality and delegations
 - a. That the matter of ICT Reform Project Steering Committee meeting confidential minutes of 18 May 2020 having been considered by the Council in confidence under sections 90(2) and 90(3)(a) and (d) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the agenda report, related attachments, discussion and minutes of the Council relating to the subject matter be kept confidential.
 - b. 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.
 - c. 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.

15. Closure

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Councillor:

Date:

Meeting name:

Agenda item no:

1. I have identified a conflict of interest as:

MATERIAL

ACTUAL

PERCEIVED

MATERIAL: Conflict arises when a councillor or a nominated person will gain a benefit or suffer a loss (whether directly or indirectly and whether pecuniary or personal) if the matter is decided in a particular manner. If declaring a material conflict of interest, Councillors must declare the conflict and leave the meeting at any time the item is discussed.

ACTUAL: Conflict arises when there is a conflict between a councillor's interests (whether direct or indirect, personal or pecuniary) and the public interest, which might lead to decision that, is contrary to the public interest.

PERCEIVED: Conflict arises in relation to a matter to be discussed at a meeting of council, if a councillor could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter – whether or not this is in fact the case.

2. The nature of my conflict of interest is as follows:

(Describe the nature of the interest, including whether the interest is direct or indirect and personal or pecuniary)

3. I intend to deal with my conflict of interest in the following transparent and accountable way:

I intend to leave the meeting

OR

I intend to stay in the meeting *(complete part 4)*

4. The reason I intend to stay in the meeting and consider this matter is as follows:

(This section must be filled in. Ensure sufficient detail is recorded of the specific circumstances of your interest.)

and that I will receive no benefit or detriment direct or indirect, personal or pecuniary from considering and voting on this matter.

CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS

Governance use only: Member voted FOR/AGAINST the motion.

Ordinary Business Matters

A material, actual or perceived Conflict of Interest does not apply to a matter of ordinary business of the council of a kind prescribed by regulation.

- (1) *The following ordinary business matters are prescribed under Regulation 8AAA of the Local Government (General) Regulations 2013.*
 - (a) *the preparation, discussion, conduct, consideration or determination of a review under section 12 of the Act*
 - (b) *the preparation, discussion, adoption or revision of a policy relating to allowances and benefits payable to members if the policy relates to allowances and benefits payable equally to each member (rather than allowances and benefits payable to particular members or particular office holders)*
 - (c) *the preparation, discussion, adoption or alteration of a training and development policy under section 80A of the Act*
 - (d) *the preparation, discussion, adoption or amendment of a strategic management plan under section 122 of the Act*
 - (e) *the adoption or revision of an annual business plan*
 - (f) *the adoption or revision of a budget*
 - (g) *the declaration of rates (other than a separate rate) or a charge with the character of a rate, and any preparation or discussion in relation to such a declaration*
 - (h) *a discussion or decision of a matter at a meeting of a council if the matter—*
 - (i) *relates to a matter that was discussed before a meeting of a subsidiary or committee of the council*
 - (ii) *the relevant interest in the matter is the interest of the council that established the committee or which appointed, or nominated for appointment, a member of the board of management of the council subsidiary or regional subsidiary.*
- (2) *For the purposes of section 75(3)(b) of the Act, a member of a council who is a member, officer or employee of an agency or instrumentality of the Crown (within the meaning of section 73(4) of the Act) will not be regarded as having an interest in a matter before the council by virtue of being a member, officer or employee.*

Engagement and membership with groups and organisations exemption

A member will not be regarded as having a conflict of interest actual or perceived in a matter to be discussed at a meeting of council by reason only of:

- **an engagement with a community group, sporting club or similar organisation undertaken by the member in his or her capacity as a member; or membership of a political party**
- **membership of a community group, sporting club or similar organisation (as long as the member is not an office holder for the group, club or organisation)**
- **the member having been a student of a particular school or his or her involvement with a school as parent of a student at the school**
- **a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a Council.**

However, the member will still be required to give careful consideration to the nature of their association with the above bodies. Refer Conflict of Interest Guidelines.

For example: If your only involvement with a group is in your role as a Council appointed liaison as outlined in the Council appointed liaison policy, you will not be regarded as having a conflict of interest actual or perceived in a matter, and are NOT required to declare your interest.